



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

20 June 2011

The Regional Executive Director  
NR/ER/SR/WR/NER

The Director  
Indian Aviation Academy

The Airport Director  
Kolkata/Chennai

The Executive Director  
FIU/ RCDU, New Delhi

The Principal,  
CATC, Allahabad

Subject: **Departmental Examination for filling up vacancies in the post of Junior Executive (HR) in the pay scale of Rs.16400-40500/-**

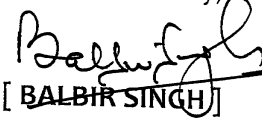
Sir,

Applications are invited for filling up vacancies in the post of Junior Executive (HR) (E-1) from amongst departmental candidates. The eligibility criteria for the post is as under:

**“Graduate with MBA (HR) from a recognized /deemed university or from institution (IIT/IIM/XLRI/TISS, etc.) recognized by Government of India; and in first class/division (60% or above marks)”**

2. On selection the officials will be posted against the vacant positions at various offices of Regions/Stations including CHQ.
3. The willing and eligible departmental employees, **who are not on probation in the induction level**, may apply in the enclosed format and their applications along with photocopies of educational qualifications / caste certificate etc. duly verified by the concerned Establishment Section should reach the CHQ latest by **11<sup>th</sup> July 2011**.

Yours faithfully,

  
[ BALBIR SINGH ]

General Manager (HR)

Distribution:

- OSD to Chairman
- PS to Member (HR)/Member (Plng.)/Member (ANS)/Member (Ops)/ Member (Fin.)
- EA to CVO
- All HoDs at CHQ/Operational Offices/New Office Complex
- GS, AAEU/ GS, AAOA(I)/GS, ATC Guild(I), GS, ACOA/President, Engg. Guild/GS, IAAIOA, GS, AAI SC/ST Welfare Association
- Notice Board

**APPLICATION FOR THE POST OF JR. EXECUTIVE (HR)**  
**(WRITE IN CAPITAL LETTERS ONLY)**

1. Application for the post of : \_\_\_\_\_
2. Name of the Applicant : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of joining in AAI : \_\_\_\_\_
5. Present post held : \_\_\_\_\_
6. Whether under probation : \_\_\_\_\_
7. Present place of Posting : \_\_\_\_\_
8. Date of appoint in the present grade : \_\_\_\_\_
9. Category (SC/ST/OBC) : \_\_\_\_\_
10. Whether Physically challenged (OH/VH/HH) : \_\_\_\_\_

11. Educational qualifications

Name of Exam	Name of University	Month & Year Passing	Main Subjects	%age of Marks

12. Choice of Posting : (a) \_\_\_\_\_ (b) \_\_\_\_\_
13. Any other relevant information : \_\_\_\_\_

[Signature of the Candidate]

**UNDERTAKING**

Upon selection, I hereby agree to serve anywhere in India.

[Name & Signature of the Candidate]

Forwarded by HODs: Details furnished above are verified from the service records of the applicant.

\_\_\_\_\_  
HOD

\_\_\_\_\_  
Head of HR Department