



भारतीय विमानपत्तन प्राधिक
AIRPORTS AUTHORITY OF INDIA

No.A.60011/12/2007-EH

2nd November 2010

The Regional Executive Director
Airports Authority of India
NR/ER/SR/WE/NER

The Director
Indian Aviation Academy
New Delhi

The Airport Director
Airports Authority of India
Kolkata/Chennai

The Executive Director
FIU/RCDU, New Delhi

The Principal
CATC, Allahabad

Subject: Filling up of the post of Junior Executive (PA) in Metro and Non-Metro Division in the pay scale of Rs.16400—43500/-

Applications are invited for filling up of the post of Junior Executive (PA) (E-1) at Regions/Stations including CHQ from amongst the departmental candidates. The eligibility criteria for the post is as under:

- *Graduate with Diploma in Secretarial Practice or PG Diploma in Personnel Management/HRM from a reputed Institute. Proficiency in Windows based computer applications and thorough knowledge of modern office procedures is essential.*
- *Should have shorthand speed of 100 w.p.m. and typing speed of 60 w.p.m. on computer and 40 w.p.m. on manual typewriter.*
- *Selection will be made through written test and skill test followed by interview.*

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2. On selection, the officials will be posted to the vacant positions to meet the secretarial assistance at various offices of Regions/Stations including CHQ.

3. The willing and eligible departmental candidates may apply in the enclosed format and their applications, duly verified by the concerned Establishment Section along with photocopies of Educational Qualifications/Caste Certificate etc., should reach the CHQ latest by 02.12.2010.


[BALBIR SINGH]

General Manager (Personnel)

Distribution:

- OSD to Chairman
- PS to Member (Fin)/Member (P&A)/Member (Plng)/Member (ANS)/Member (Ops)
- 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
- Notice Board

APPLICATION FORMAT
(WRITE IN CAPITAL LETTERS ONLY)

1. Application for the Port of : _____
2. Name of the Applicant : _____
3. Date of Birth : _____
4. Date of Joining AAI : _____
5. Present Post held : _____
6. Present Place of Posting : _____
7. Date of appointment in the present Grade : _____
8. Category (SC/ST/OBC) : _____
9. Whether Physically Challenged (OH/VH/HH) : _____

10. Educational Qualification

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

11. Experience

Designation	Period From - To	Station

12. 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 to be verified from the respective heads of Personnel Department from the service records of the applicant.

HOD

Head of Personnel