

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



सुरक्षा सहित सेवा

NO.PERS/MPP/1126/1.189(u)/337

June 8, 2006

The Regional Executive Director,
Airports Authority of India
Northern/ Western/ Southern/ Eastern / NER

The Airport Director
Airports Authority of India
IGI/Mumbai/NSCBI/Chennai/TVM. Airport
New Delhi/Mumbai/Kolkata/Chennai/Trivandrum

The Principal CATC, Allahabad

The Executive Director(FIU)

The General Manager
CRSD/RC&DU/IAU/CMC/E&M Workshop
Safdarjung Airport, New Delhi

Sub: Forwarding of R&P Guidelines

Sir,

Kindly refer to our letter No.AAI/EDPA/1/2005 dated 11.03.2005 forwarding therewith Board approved R&P Guidelines of AAI for implementation. The Board approved R&P Guidelines are applicable in the respective divisions w.e.f. 01.02.2005 till such time inter-seniority in respective cadres is finalized. The issues arising out of implementation of R&P Guidelines, after due consideration by the Management, were again placed before the Board and Board has cleared the approved R&P Regulations and the regulations have been forwarded to Government for acceptance & notification.

2. On perusal of R&P Guidelines, it may be seen that in accordance with MOU, non-executives in the service in a particular grade as on 31.07.2001 will follow the process of selection for moving to the next higher promotable grade under the then existing regulations as a one time measure. Employees appointed on or after 01.08.2001 will be governed as per the R&P Guidelines and will follow the channel of promotion as prescribed in the clusters.

3. A copy of R&P Guidelines is enclosed herewith for further necessary action.

Yours faithfully,


(M. DEY)

Executive Director (P&A)

Encl : As above

Distribution:

- 1.All HODs at Operational Offices & CHQ
- 2.ED(P&A),AAI, CHQ, RG Bhawan, New Delhi
- 3.GM(P&A)/GM(Admn.)
- 4.Sr. EA to Chairman, RG Bhawan, New Delhi
- 5.EA to Member(Fin.)/ Member(P&A)/Member(Ops.)/Member(Plg.)
- 6.General Secretary, AAEU/ ATC(Guild(I)/ AAOA(I)/ ACOA(I)/AAIE Guild/IAAIOA

MINISTRY OF CIVIL AVIATION
(AIRPORTS AUTHORITY OF INDIA)

NOTIFICATION

NEW DELHI, THE , 2005

In exercise of the powers conferred by Sub-Section (1) read with Clause (b) of Sub-Section (2) of Section 42 of the Airports Authority of India Act, 1994 (55 of 1994), the Airports Authority of India, with the approval of the Central Government, hereby makes the following Regulations, namely :

SECTION-I

GENERAL

1. SHORT TITLE, COMMENCEMENT AND APPLICATION :

- 1.1 These may be called the Airports Authority of India (Recruitment and Promotion) Regulations, 2005.
- 1.2 These shall come into force on the date of their Gazette Notification.
- 1.3 These Regulations shall apply to all regular employees of the Authority and to all persons employed by the Authority on deputation in accordance with the Regulations.

2. DEFINITIONS :

In these Regulations, unless the context otherwise requires -

- (a) "Absorptionist" means an employee belonging to the Central or State Government or Public Sector Undertaking who has been permanently absorbed in the regular service of the Authority;
- (b) "Act" means the Airports Authority of India Act, 1994 (55 of 1994), as amended from time to time;
- (c) "Appointing Authority" in relation to a post means the Authority as specified in Col. 3 of Annexure-I annexed to the AAI (General Conditions of Service and Remuneration of Employees) Regulations, 2003;
- (d) "Apportioning" means identifying the number of posts in the specified disciplines by the Competent Authority within the cadre strength, which need to be filled up at two different levels depending upon the specific requirements of the organization.

- (e) "Authority" means the Airports Authority of India constituted under section 3 of the Act;
- (f) "Board" means the Board of Members of the Airports Authority of India;
- (g) "Chairperson" means the Chairperson of the Authority appointed under Clause (a) of Sub-Section (3) of Section 3 of the Act;
- (h) "Competent Authority" means the Chairperson or any Whole-Time Member or any officer authorized by the Chairperson in this behalf by general or special order;
- (j) "Departmental Candidates" means the officials who have been appointed on regular basis and who hold posts or hold liens on any permanent post of the authority;
- (k) "Departmental Promotion Committee" means a Committee constituted to consider promotions in any grade;
- (l) "Employee" means a person appointed by the Authority either on temporary or permanent basis including the deputationists and trainees on stipend recruited against regular posts, but does not include a person employed by the Authority on daily wages, contract or apprentices paid under the Apprenticeship Act, 1961 (52 of 1961);
- (m) "Executive posts" means the posts in the grade of Junior Executive & equivalent and above, upto the level of ED & equivalent;
- (n) "Government" means the Government of India;
- (o) "Management" means the Chairperson or Member or any other Executive of the Authority so authorized by the Chairperson;
- (p) "Member" means a Member of the Authority and includes the Chairperson but does not include an ex-officio Member referred to in Clause (b) of Sub-Section (3) of Section 3 of the Act.;
- (q) "Month" means the calendar month;
- (r) "Non-Executive Posts" means the posts in the grade of Jr. Attendant and equivalent and above, upto the level of Sr. Supdt.(SG);
- (s) "Permanent employee" means an employee who has been appointed by the Authority against a post which has been sanctioned and who has been confirmed after completion of probation period satisfactorily;
- (t) "Post" means any post against which a person has been appointed on temporary or permanent basis or on Contract/Deputation;

- (u) "Probationer" means an employee who has been appointed by the Authority against a sanctioned post but has not been confirmed;
- (v) "Recruitment Year" means the year commencing from 1st January to 31st December of the year; and
- (w) "Temporary Employee" means an employee who has been appointed by the Authority against a temporary post sanctioned for a specified period or appointed on temporary basis against a permanent post.

3. GRADES, AUTHORISED STRENGTH AND ENABLING PROVISIONS :

- 3.1 The posts included in the various grades/cadres of the Authority, their group, level and the scales of pay on the commencement of these Regulations shall be as specified in Para 4 of these Regulations.
- 3.2 After the commencement of these Regulations, the authorized strength of the posts in various grades shall be such as may from time to time be determined by the Authority.
- 3.3 The Authority may create posts and make additions or deletions to the strength of the posts in various grades as deemed necessary from time to time, as provided in the Note under Section 4(2) of AAI (General Conditions of Service and Remuneration of Employees) Regulations, 2003.
- 3.4 The Chairperson may with the approval of Authority include any allied posts other than those included in Para-4 of these Regulations.
- 3.5 In exceptional circumstances and beyond delegation of powers, the Chairperson may with the approval of Authority appoint an officer to an appropriate grade in the Executive or Non-Executive cadres in a temporary or in a substantive capacity as may be deemed fit in the interest of the Authority and fix his seniority in the grade after taking into account his continuous regular service in the analogous grade. Any such induction will be reported to the Board at the earliest.
- 3.6 Re-employment of superannuated Govt. servants/ extension of service of AAI employees beyond the age of superannuation in exceptional circumstances can be made in accordance with the Government guidelines.
- 3.7 In certain circumstances, appointments may be made on a consolidated salary as may be determined by the Competent Authority instead of regular pay-scales enumerated in Para-4 of these Regulations.

4. CATEGORISATION OF CADRES/GRADES :

4.1 The posts in Authority are broadly categorized as Executive and Non-Executive and fall in the following groups/levels :

(i) EXECUTIVES :

<u>LEVEL</u>	<u>DESIGNATION</u>	<u>PAY SCALES (In Rs.)</u>	<u>GROUP</u>
E-1	Junior Executive & equivalent	8600-250-14600]	"B"
E-2	Assistant Manager & equivalent	10750-300-16750]	
E-3	Manager & equivalent	13000-350-18250]	"A"
E-4	Senior Manager & equivalent	14500-350-18700]	
E-5	Senior Manager (SG) & equivalent	16000-400-20800]	
E-6	Deputy General Manager & equivalent	17500-400-22300]	
E-7	Joint General Manager & equivalent	18500-450-23900]	
E-8	General Manager & equivalent	20500-500-26500]	
E-9	Executive Director & equivalent	23750-600-28550]	

(ii) NON-EXECUTIVES :

<u>LEVEL</u>	<u>DESIGNATION</u>	<u>PAY SCALES (In Rs.)</u>	<u>GROUP</u>
NE-1	Junior Attendant & equivalent	4400-75-5300-90-6920]	"D"
NE-2	Attendant & equivalent	4900-95-6040-110-8020]	
NE-3	Senior Attendant & equivalent	5300-115-6680-135-9110]	
NE-4	Junior Assistant & equivalent	5500-140-7180-160-10060]	"C"
NE-5	Assistant & equivalent	5800-160-7720-180-10960]	
NE-6	Senior Assistant & equivalent	6300-180-8460-200-12060]	
NE-7	Supervisor & equivalent	6500-200-8900-220-12860]	
NE-8	Superintendent & equivalent	7200-230-9960-250-14460]	
NE-9	Senior Superintendent & equivalent	8000-260-11120-290-16340]	"B"
NE-10	Sr. Superintendent (SG) & equivalent	9000-300-18000]	

- 4.2 The Authority will have the discretion to change the scales of pay from time to time.
- 4.3 Employees recruited in the Authority's service shall be placed in any of the approved pay scales of the Authority as prevailing from time to time and applicable to the post to which recruitment is made, save as provided in Para-3 of these Regulations.
- 4.4 The candidate who has applied for a higher post or if he is in the Select Panel for a higher post can be appointed in a lower post subject to his suitability and willingness to accept the same.

5 APPOINTING AUTHORITIES :

The Appointing Authorities of various posts have been defined in Annexure-I of AAI (General Conditions of Service and Remuneration of Employees) Regulations, 2003.

SECTION – II

DIRECT RECRUITMENT & RELATED MATTERS

6. INDUCTION LEVELS - DIRECT RECRUITMENT (DR) IN EXECUTIVE & NON-EXECUTIVE CADRES :

6.1 Generally, the intake from outside the Authority through direct recruitment will be at the following levels called the induction levels:

(i) EXECUTIVE CADRE :

GR.	Level	Designation	%age quota	Discipline	Qualifications
A	E-6	DGM & Equivt.	Upto 25%	This is an enabling provision and will be resorted to only when qualified/eligible candidates in the next below cadre of concerned discipline are not available for promotion.	First Class MBA/ M.Tech./ B.E/ B.Arch/ B.Tech./ LLB OR equivalent, with relevant experience in the concerned discipline as prescribed for each discipline.
A	E-3	Mgr. & Equivt.	25%*	All disciplines	First Class MBA/ B.Tech./ B.E. OR Professional Degree from a reputed institute OR equivalent with relevant experience in the concerned discipline as prescribed for each discipline.
B	E-1	Junior Executive & Equivt.	75%**	Communication, ATC, Electronics, Engg.(Civil) & (Elect.) and other disciplines as per requirement	B.Tech./ B.E. OR equivalent/ MBA/ CA/ ICWA/ Professional Degree from a reputed institute OR equivalent.

* In case adequate number of executives are not available from next below cadre the Management would have discretion to fill up posts from open market beyond 25% posts earmarked for DR quota.

** Remaining 25% posts of E-1 level will be filled up from departmental non-executives subject to possessing prescribed induction level qualification and meeting other norms as prescribed.

ii) NON-EXECUTIVE CADRE

C	NE-6	Senior Assistant & Equivt.	100%	Fin, Hindi(Steno), Land, Law, Medical, Store, MT, Ops., Pers., PR House Keeping etc.	Graduate/Diploma with two years experience in all cadres subject to non-availability of qualified internal candidates.
C	NE-5	Assistant & Equivt.	100%	Cargo, Hindi(Asstt.), H.K.,Ops. , Pers, etc.	Graduate with computer knowledge and 2 yrs exp. subject to non-availability of qualified internal candidates.
C	NE-4	Junior Assistant & Equivt.	100%	Cargo, Civil, Elect, Electronics, Fire, H.K., Land, Store, MT, Pers., Plg. etc.	10 th and ITI in related trade wherever applicable with 2 yrs experience subject to non-availability of qualified internal candidates. The appointments in this cadre will be further subject to passing written/trade test and interview and meeting other prescribed norms. (Upto 20% posts in the clerical cadre will be exclusively filled up from amongst Departmental Candidates subject to qualifying prescribed trade test and possessing the qualifications prescribed above.)
D	NE-1	Junior Attendant & Equivt.	100%	Civil, Elect, HK, Medical, Store, Ops, Pers. etc.	8 th preferably 10 th Pass and knowledge of related trade/experience wherever prescribed

6.2 The induction of degree holder Engineer in Communication, ATC, Electronics and Engg.(Civil) and (Electrical) be made initially as trainees with suitable stipend and after successful completion of prescribed training, they may be given scale of E-1 to be designated as Junior Executive in the scale of Rs.8600-250-14600. This scale will be operated with the sanctioned strength of Communication Assistant, ATC Assistant, Electronics Assistant., Jr. Engineer etc. Other disciplines like Technical, Planning, Operations, Personnel, Finance, Cargo, Law, Commercial, Land, Economic Planning etc. where professionals viz. MBA etc. need to be inducted may also operate at E-I scale appropriately as per requirement.

- 6.3 The detailed qualifications and the kind of experience required for posts filled through DR will be specified with reference to the requirement of each post. These are broadly specified in Annexure-IA and Annexure-IB..
- 6.4 In the course of direct recruitment to categories stated above, special preference may be given to eligible candidates who have, in the immediate preceding three years, represented a State in the National and Regional Tournament in any of the major games, namely, Hockey, Cricket, Football, Volleyball, Badminton, Athletics etc.
- 6.5 In case of any requirement for induction of professionally qualified people as Trainees for a specific period, they will be taken from Govt./Professional Institutes as recognized by AICTE without any commitment for regular employment against the sanctioned posts.

7. JOB SPECIFICATIONS:

The Job Specifications for various posts including the induction level posts will be broadly as per Annexure I-A & I-B and as may be prescribed by the Competent Authority from time to time. The job specifications can be amended from time to time considering the job demand/specialization required for each cadre/discipline subject to the approval of the Chairperson.

8. MODE OF SELECTION:

The mode of selection to be generally observed for recruitment to posts at the induction levels will be as indicated below:-

LEVELS	CADRES	MODE OF SELECTION
GROUP 'A'	E6	Screening and Interview
GROUP 'A'	E3	Written Test and Interview
GROUP 'B'	E1	Written Test and Interview
GROUP 'C'	NE6	Written/Trade Test and Interview
	NE5	Written/Trade Test and Interview
	NE4	Written/Trade Test and Interview
GROUP 'D'	NE1	Trade Test and Interview

9. **CONSIDERATION OF DEPARTMENTAL CANDIDATES AGAINST OPEN ADVERTISEMENT (I.E. DIRECT RECRUITMENT THROUGH ADVERTISEMENT AND BY NOTIFICATION TO THE EMPLOYMENT EXCHANGE):**
- 9.1 Departmental candidates are eligible to compete with the external candidates provided they fulfill the specification(s) as prescribed for the post(s) advertised.

9.2 Departmental candidates will be considered along with outsiders on merit, and may be allowed relaxation in age as per Regulations. They will also be given due weightage for their relevant experience within the organization.

10. AGE :

The maximum age limit for each post will be prescribed in the 'Direct Recruitment' specifications which will be relaxed as per Govt. policy in the case of SC/ST/Other Backward Classes, Ex-Servicemen, compassionate appointment and the employees of the Authority.

11. FIXATION OF PAY ON DIRECT APPOINTMENT FOR NEW ENTRANTS/DEPARTMENTAL CANDIDATES :

11.1 NEW ENTRANTS:

11.1.1 Initial pay of a candidate selected for appointment against a direct recruitment post will ordinarily be fixed at the minimum of the scale of pay of the post to which he/she is appointed. However, higher initial pay may be given on the merits of each case but not exceeding three increments. While recommending the initial pay fixation on appointment against DR posts to deserving candidates, the Selection Committee will take into consideration the qualifications, experience, merit performance in the interview and the existing emoluments of the candidate.

11.1.2 Where any person appointed to a post to which a time scale is applicable and he/she has been in service in any Department of the Central or any State Government or any Public Sector Undertaking immediately preceding such appointment or there are other sufficient grounds, the Appointing Authority/Selection Committee may in its discretion fix the pay of the post at which the pay was last drawn by him/her in such department or undertaking or grant him/her a higher starting salary as may be deemed proper.

11.2 DEPARTMENTAL CANDIDATES :

11.2.1 Pay of a Departmental candidate selected for appointment to a higher post in the DR quota will be fixed by adding one notional increment in the existing pay in the lower grade and then fixed at the next stage in the higher pay scale. In case the pay so arrived at is less than the minimum of the higher pay scale, then the pay of the employee will be fixed at the minimum of the higher pay scale.

11.2.2 In case a departmental candidate on his appointment to the higher grade wishes to get his pay in the higher grade fixed after drawing his next increment in the lower grade, he/she may give an option within one month of his appointment to the higher grade. The option once exercised will be final and irrevocable.

12. RESERVATIONS AND CONCESSIONS TO SC/ST/OTHER BACKWARD CLASSES & PHYSICALLY HANDICAPPED PERSONS

The directives of the Government concerning reservations of vacancies and concessions allowed to candidates belonging to Scheduled Caste/Scheduled Tribes/other Backward Classes/ Ex-servicemen, Physically Handicapped persons etc. as notified by the Government from time to time will be strictly followed by the notified appointing authorities.

13. SPECIAL DISPENSATION IN DIRECT RECRUITMENT (DR) TO SPECIFIC CATEGORIES OF PERSONS :

13.1 Certain categories of persons will be allowed special dispensation in appointments to direct recruitment posts as specified below :

i) EXPROPRIATED LAND OWNERS :

Individuals whose land is acquired for setting up the Authority's Projects and who are consequently deprived of their livelihood will be given due consideration in employment against the sanctioned posts in DR quota in any Group 'C' or 'D' posts provided they meet the prescribed specifications in accordance with the Govt. policy.

ii) DEPENDANTS OF DECEASED EMPLOYEES :

The dependant of a deceased employee will be eligible for consideration for appointment in the Authority on need-cum-economic status basis against an available direct recruitment vacancy in any 'C' or 'D' Group commensurate with his/her qualifications and experience. Priority will, however, be given to dependants of those employees who die as a result of an accident while on duty. The broad parameters which will be considered in this regard are –

- a. income of the family of the deceased employee;
- b. educational qualifications of the member of the deceased employee seeking employment;
- c. number of dependents; and
- d. assets & liabilities left by the deceased employee.

The requests for compassionate appointment will be considered even if the name of a dependant is not sponsored by the Employment Exchange or if he/she has not applied against any advertisement provided the applicant is otherwise eligible. Non-existence of an earning member in the family of the deceased employee will be an important criterion in this regard. The Competent Authority may specify any other parameters, to determine the eligibility criteria. For purposes of this concession, the 'dependants' mean only sons(or adopted son), unmarried daughters(or adopted daughter) or widow. 'Deceased employee' means an employee who dies while in Authority's service. Compassionate appointment will not exceed 5% quota of Direct Recruitment posts in 'C' and 'D' grades in a recruitment year.

While appointing the dependants of the deceased employee on compassionate grounds, an undertaking may be taken that they would take care of the family of the deceased and failure to maintain the family may result in termination of their service by the competent authority.

iii) OUTSTANDING SPORTS PERSONS :

Consistent with the Authority's objective of all round development of human personality and to provide encouragement to the activities and programmes of the Authority in the area of sports, sport persons of repute may be recruited with the prior approval of the Chairperson in respect of the sports in which the Authority has developed its own teams for participation in Public Sector Undertaking Sports' tournaments or other tournaments. Such recruitment will be made only against the sanctioned strength in DR Quota subject to the following terms and conditions:-

- (a) Recruitment of such sports persons will be made commensurate with their relevant experience and possessing the qualifications required/specified for entry to the grade to which he /she is sought to be recruited.
- (b) In order to be eligible for selection under this special recruitment, candidates should have represented the Country and / or State in a recognized Championship/Tournament at State, National and/ or International level atleast during the three years preceding the date of appointment.
- (c) Physical fitness of such sports persons selected for special appointment should be of the highest standard and the upper age limit shall be 25 years.

14. SOURCES OF DIRECT RECRUITMENT (DR) :

- 14.1 Recruitment to posts at induction and other levels will normally be made from the sources mentioned below.
- 14.2 Employment Exchanges for posts as prescribed in the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and/or Government directives issued from time to time.
- 14.3 Direct recruitment by advertisement in the Press/Electronic Media.
- 14.4 By considering departmental candidates meeting the specified requirements.
- 14.5 From reputed Engineering / Management Institutes by Campus interviews.
- 14.6 Deputationists from the Central/State Governments/Union Territories and the Public Sector Undertakings.

14.6(1) The deputationists taken through a regular process of selection may be considered for absorption subject to meeting the requirement of R&P Regulations.

14.7 By making reference to recognized Associations / Agencies who maintain rosters of suitable persons in different skills for promotion and welfare of Scheduled Castes/ Scheduled Tribes / Other Backward classes, Ex-servicemen, Physically handicapped / and other similar special categories.

14.8 Any other sources as approved by the Competent Authority in exceptional circumstances.

15. PROCEDURE FOR RECRUITMENT TO DR POSTS :

15.1 It will be necessary first to send a requisition to the concerned Employment Exchange for filling up a DR vacancy in Group 'C' & 'D' posts in accordance with the instructions prescribed in Rule 4 of the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960 as amended from time to time and in case the Employment Exchange fails to make available suitable candidates within a fortnight, the post may be advertised.

15.2 Where a post is to be filled by direct recruitment, the respective Personnel Deptt. will release an advertisement in the Press inviting applications from candidates fulfilling the conditions of the post. Recruitment will be resorted to only against duly sanctioned posts as per the requirement of the department concerned. While releasing the advertisement, the job specifications, the educational qualifications and experience required for the post and reservation details shall be clearly mentioned.

15.3 All posts at E-1 level and above will be considered as 'Centralized cadres' and recruitment to these posts will be made by the Corporate Office.

15.4 All posts upto NE-10 Level will be considered as Region/Corporate Hqrs./ Field posts unless otherwise specified in respect of a particular post and recruitment to these posts will be made by the concerned appointing authorities.

15.5 All applications for direct recruitment shall be scrutinized by the concerned Personnel Department. The Personnel Department will prepare a list of applicants who fulfill the prescribed qualifications and submit the same to the Appointing Authority.

15.6 With the approval of the Competent Authority, a Selection Committee will be constituted for selection of suitable candidates. The Selection Committee shall consist of not less than five members including the SC/ST/Other Backward Classes/woman representative, representative of minority community wherever necessary in accordance with the Govt. policy. Officers on the Selection Committee will be at least two scales above the post for which the recruitment is to be made.

15.7 The number of candidates to be considered for filling up the vacancies by direct recruitment will normally be five times the number of vacancies to be filled and where the number of such candidates are less than five times the vacancies to be filled, all the qualified candidates shall be considered by the Selection Committee. However,

where the vacancies to be filled by direct recruitment are limited and the number of candidates who apply and fulfill the prescribed criteria are more, the criteria for selection of candidates may be revised with the approval of the Competent Authority regarding the number of candidates to be called for interview.

- 15.8** The Selection Committee shall judge the suitability of candidates on the basis of written examination/practical test where prescribed and/or interview as may be decided by the Competent Authority.
- 15.9** The Selection Committee shall submit to the Appointing Authority a list recommending the names of the candidates found suitable for appointment in the order of merit.
- 15.10** The Appointing Authority shall consider the recommendation of the Selection Committee and pass such orders as deemed fit. Where the Appointing Authority does not accept any recommendation of the Selection Committee, the Appointing Authority shall record the reasons thereof in writing, and submit the case to Chairperson for a final decision.
- 15.11** Appointments will be made in the order of merit as given in the said list and the orders will be issued by the concerned Personnel Department.
- 15.12** After issue of appointment letters according to availability of vacancies, the names of the remaining candidates shall be kept in the said list for consideration to fill up vacancies which may arise in future within one year from the date of approval of panel by the Appointing Authority subject to its being extended for a further period not exceeding six months for reasons to be recorded in writing by the Competent Authority.

SECTION - III

CRITERIA, BENCH-MARK, COMPOSITION OF DPCs FOR PROMOTION

16. CRITERIA AND BENCH-MARK FOR PROMOTIONS TO VARIOUS GRADES IN EXECUTIVE AND NON-EXECUTIVE CADRES :

a) For promotion from Joint GM (E-7) to GM (E-8) and GM(E-8) to ED(E-9)

The bench mark for promotions to the grade of GM(E-8) and ED(E-9) will be VERY GOOD. The officers shall be empanelled in accordance with the select list drawn by the DPC based on ACRs, length of service in the next below grade and interview.

b) For Promotion to the level of DGM(E-6) and Joint GM(E-7):

The bench mark for promotions to the grade of DGM(E-6) and Joint GM(E-7) will be VERY GOOD. (This will ensure element of higher selectivity in comparison to promotions to the grades lower than the aforesaid level where the bench-mark as indicated below, shall be 'GOOD' only). The DPC, for promotions to the said grades/posts, will give one of the following overall gradings to the officers who are in the consideration zone : -

- i) OUTSTANDING
- ii) VERY GOOD
- iii) GOOD
- iv) AVERAGE
- v) UNFIT

While drawing up the Select Panel for promotion, officers graded as 'Outstanding' will be placed enbloc senior to the officers who are graded as 'VERY GOOD' provided they are within the number of vacancies for which the DPC is held. Since the bench-mark is 'VERY GOOD' for promotions to the grade of DGM and Joint GM the officers getting overall gradings lesser than 'VERY GOOD' will not be empanelled.

c) For promotions from the level of Junior Executive(E-1) to the level of Sr. Manager (E-4) :

For promotions to the post of Asstt. Manager(E-2) up to the grade of Sr. Manager(E-4), the bench-mark will be 'GOOD'. The DPC, for promotion to posts/grades in these categories, grade officers as OUTSTANDING, VERY GOOD, GOOD, AVERAGE and UNFIT as in Para 16(b) above. While drawing up the Select Panel for promotion, officers graded as 'OUTSTANDING' will be placed en-bloc senior to those officers who are graded as 'VERY GOOD', and the officers graded as 'VERY GOOD' will be placed en-bloc senior to all the officers

graded as 'GOOD', provided they are within the number of vacancies for which the DPC is held. Similarly, for placing Sr. Manager (E-4) to Sr. Manager(SG) (E-5) the bench mark will be "GOOD".

d) For Promotions in the Non-Executive Grades :

Promotion to all these grades will be on the basis of seniority-cum-fitness subject to the rejection of 'UNFIT'. The DPC will therefore grade the officers as 'FIT' or 'UNFIT' on the basis of performance as reflected in their Annual Confidential Reports (ACRs) for the relevant period, and subject to qualifying test wherever prescribed.

17. DPC - COMPOSITION AND METHODOLOGY OF ASSESSMENT :

17.1 The Departmental Promotion Committee will be constituted for selection of suitable candidates with respect to the level of posts and the representatives of SC/ST will be included/co-opted wherever applicable as per the guidelines on the subject. The members of the DPC will be atleast two levels higher than the posts for which the DPC is conducted wherever possible. Where the posts are to be filled up on the basis of interview, an outside expert will also be associated with the DPC/Selection Committee.

17.2 Each Departmental Promotion Committee should decide its own method and procedure for objective assessment of the suitability of the candidates who are in the consideration zone for promotion.

18. INTERVIEW AND TEST :

18.1 Wherever interviews are prescribed, the weightage would be given to PAR ratings, seniority and interview. In order to ensure greater selectivity in the matter of promotions and for having uniform procedures for assessment, DPC should decide its own method and procedure for objective assessment of the suitability of the candidates.

19. FORMATION OF CLUSTERS FOR PROMOTIONS :

19.1 With a view to ensuring regulated promotions and to avoid stagnation due to lack of adequate promotional avenues, the following clusters in various grades have been formed :

	<u>EXECUTIVES</u>	<u>NON-EXECUTIVE</u>
i.	E-6 & E-7*	NE-8 & NE-9
ii.	E-4 & E-5	<u>NE-6 & NE-7.</u>
iii.		NE-4 & NE-5**
iv.		NE-1 to NE-3

* Subject to Para-21(iii) of these Regulations.

** Applicable in grades other than those prescribed in NE-5 grade in Para-6(ii) of these Regulations.

- 19.2 The promotion of staff in the cluster will be made within the total number of posts earmarked in the cluster. The posts in the cluster can be operated at higher level within total number of posts in the cluster. The promotion of staff from one cluster to another will, however, be subject to vacancy arising in the higher cluster and the employee meeting other norms /specifications prescribed for promotion, from time to time.
- 19.3 In case of placements/promotions within the cluster, there will be no change in the seniority as determined through DPC for entering into the cluster or the substantive level. For promotion from one cluster to the next, the eligibility will be considered on the basis of seniority, as established at the time of entering into that cluster.
- 19.4 The reservations for SC/ST will be followed as per the Presidential Guidelines at the time of promotions from one cluster to another.

SECTION - IV

DEPARTMENTAL PROMOTIONS AND RELATED MATTERS

20. PROMOTIONS IN THE EXECUTIVE & NON-EXECUTIVE GRADES :

- 20.1** So as to rationalize inter discipline promotion opportunities, there will be an exhaustive annual review before commencement of promotion proceedings by Manpower Advisory Board consisting of Chairman and Whole-Time Members which will determine the number of posts required to be filled in various levels/clusters of different disciplines taking into account the operating sanctioned strength, men in position and number of eligible candidates in each grade.
- 20.2** It will be essential to qualify departmental training courses/ examination for promotion to next higher grade wherever prescribed in disciplines such as ATC/Communications/Fire/Operations etc.
- 20.3** Vacancies in different categories of posts in the Authority in the promotion quota will be filled, as follows:

21. PROMOTIONS - EXECUTIVE GRADES (GROUP 'A' & 'B' POSTS) :

GROUP 'A' POSTS :

- i) GENERAL MANAGER (E-8) [Rs.20500-26500] TO EXECUTIVE DIRECTOR (E-9) [Rs.23750-28550] - 100% PROMOTION**

General Manager(E-8) with 5 years regular service in the grade will be eligible for promotion to the grade of Executive Director (E-9) subject to recommendation of the Selection Committee based on the interview and prescribed bench-mark of VERY GOOD.

- ii) JOINT GENERAL MANAGER(E-7) [Rs.18500-23900] TO GENERAL MANAGER (E-8) [Rs.20500-26500] - 100% PROMOTION**

Joint GMs with 2 years regular service in the grade and a combined minimum service of 5 years as JGM/DGM will be eligible for promotion to the post of GM (E-8) subject to successful completion of probation period as Joint GM(E-7) and on the recommendation of the Selection Committee based on interview and the prescribed bench-mark of VERY GOOD.

- iii) DY.GENERAL MANAGER(E-6) [Rs.17500-22300] TO JOINT GENERAL MANAGER(E-7) [Rs.18500-23900]**

- a) Promotion with designation against one-third posts of DGM:**

One third posts of DGM will be operated as Joint GM as a functional post in the respective discipline. DGMs with three years' regular service in the grade will be eligible for normal promotion against these posts subject to DPC recommendation based on the prescribed bench-mark of VERY GOOD.

b) **Placement in Joint GM scale as DGM(SG) :**

DGMs not promoted/covered against vacancies of Joint GMs will be placed in E-7 scale as DGM(SG) after completion of five years' regular service in the grade subject to the condition that there is no disciplinary case pending against them and their performance is satisfactory.

iv) **SENIOR MANAGER(SG) (E-5) [Rs.16000-20800] TO DY.GENERAL MANAGER (E-6) [Rs.17500-22300] - 100% PROMOTION (WITH ENABLING PROVISION UPTO 25% DR)**

- a) Senior Manager(SG) (E-5) with 2 years regular service in the grade will be eligible for promotion to DGM (E-6) subject to possessing requisite professional/specialized qualification as may be prescribed for each discipline viz. B.Tech/B.E/MBA or equivalent and DPC recommendation based on the prescribed bench-mark of VERY GOOD.

In case of non-availability of suitable internal candidates for promotion to the grade of DGM(E-6), the management will have the discretion to fill posts upto 25% from outside, on the basis of prescribed qualifications and experience, as provided in Para-6.1 of these Regulations.

Senior Manager(SG) who do not possess the prescribed qualification on the date of commencement of these Regulations will be given opportunity to undergo training and will be considered for promotion in the manner prescribed above after qualifying departmental written test.

b) **Placement in Senior Manager(SG) (E-5) [Rs. 16000-20800] :**

Senior Managers with 3 years of regular service in the grade will be placed in the selection grade as Senior Manager(SG) (E-5) provided that no disciplinary case is pending and performance is satisfactory. The executives who have already been given the designation of Assistant General Manager shall continue to have the same.

v) **MANAGER(E-3) [RS.13000-18250] TO SENIOR MANAGER(E-4) [RS.14500-18700] - 100% PROMOTION**

Manager (E-3) with 3 years regular service in the grade will be eligible for promotion to Sr. Manager(E-4) grade, subject to DPC recommendations based on the prescribed bench-mark of GOOD.

vi) **ASSISTANT MANAGER (E-2) [RS.10750-16750] TO MANAGER(E-3) [RS.13000-18250] - 75% PROMOTION**

Assistant Manager (E-2) with 3 years regular service in the grade will be eligible for promotion to Manager(E-3) grade subject to DPC recommendation based on the prescribed bench-mark of GOOD.

GROUP 'B' POSTS

vii) JUNIOR EXECUTIVE(E-1) AND SR. SUPDT. (NE-9) TO ASSISTANT MANAGER (E-2) :

- a) For promotion to E-2 from the feeder cadre of E-1, 50% posts will be filled up from E-1 level subject to vacancies and meeting other norms. The eligibility criteria will be three years regular service in the grade.
- b) The remaining 50% posts will be filled up from NE-9 level on the basis of selection subject to passing written test/training wherever prescribed and possessing the prescribed qualification and meeting other norms subject to availability of vacancies. The eligibility criteria will be 3 years regular service in the grade.

In case of non-availability of candidates in NE-9, posts of E-2 level can be filled up from E-1 and AAI Board may be kept informed regarding the need for filling up of posts from E-1 whenever the same is resorted to.

- c) 25% of E-1 level posts will be filled up from the departmental Non-executives subject to possessing prescribed induction level qualification on the basis of selection and passing written test and meeting other norms.
- d) Where vacancies at E-2 level remain unfilled because of non-availability of departmental candidates, Management may introduce a scheme to induct professional/qualified personnel at E-1 level.
- e) The Sr. Supdt.(NE-9) and equivalent not interested for promotion, not eligible for promotion to E-2 will be placed in NE-10 scale on completion of 6 years service subject to satisfactory service/PAR norms.
- f) Those who have been placed in NE-10 scale for want of prescribed qualification and subsequently acquire the requisite qualification for promotional scale of E-2 can be considered for promotion on acquiring the additional qualification, subject to norms prescribed.

22. PROMOTIONS - NON-EXECUTIVE GRADES (GROUP 'B', 'C' AND 'D' POSTS)

i) SR. SUPDT.(NE-9)-(RS.8000-16340) TO SR. SUPDT.(SG)-(NE-10)-(RS.9000-18000)

Sr. Supdt. (NE-9) and equivalent, not interested in their promotion or not eligible for promotion to the Executive posts, will be eligible for placement in NE-10 scale on completion of six years regular service in NE-9 grade subject to the condition that no disciplinary case is pending and the performance is satisfactory.

ii) SUPERINTENDENT (NE-8) [RS. 7200-14460] TO SENIOR SUPERINTENDENT (NE-9) [RS.8000-16340] - CLUSTER POSTS

Supdt(NE-8) with ³4 years regular service in the grade will be placed in the scale of NE-9 within the total number of posts sanctioned for NE-8 and NE-9 subject to the condition

that no disciplinary case is pending and the performance is satisfactory. The posts in the cluster can be operated at the higher level within the total number of sanctioned posts in NE-8 and NE-9.

Employees in position as on 31.7.2001 having the channel of promotion from NE-6 to NE-8/NE-9 will be considered for promotion to NE-9 posts directly on completion of 8 years regular service subject to irrevocable written undertaking that they will follow this channel of promotion.

The new incumbents appointed in NE-6 scale on or after 01.08.2001 will follow the normal promotion channel i.e. from NE-6 to NE-7 onwards.

iii) SUPERVISOR (NE-7) [RS.6500-12860] TO SUPERINTENDENT (NE-8) [RS.7200-14460]

Supervisor (NE-7) with ³4 years regular service in the grade will be eligible for promotion to NE-8 grade against the existing strength as may be re-appropriated subject to fitness, written test and suitability.

iv) SENIOR ASSISTANT (NE-6) [RS.6300-12060] TO SUPERVISOR (NE-7) [RS.6500-12860] - CLUSTER POSTS

Sr. Asstt. (NE-6) with ²3 years regular service in the grade will be placed in the scale of NE-7 within the total number of posts sanctioned for NE-6 and NE-7 subject to the condition that no disciplinary case is pending and the performance is satisfactory. The posts in the cluster can be operated at the higher level within the total number of sanctioned posts in NE-6 and NE-7.

Incumbents in NE-6 appointed on or before 31.07.2001 will have the option for promotion to NE-8/ NE-9 as given in Para-22(ii) above.

v) ASSISTANT (NE-5) [RS.5800-10960] TO SENIOR ASSISTANT (NE-6) [RS.6300-12060]

a) Criteria for Promotion to NE-6 Scale in applicable disciplines/posts :

Asstt.(NE-5) with ³4 years regular service in the grade will be considered for promotion to NE-6 scale in applicable disciplines/posts subject to availability of a vacancy and prescribed selection process/trade test and DPC recommendations.

b) Criteria for appointment to NE-6 scale against vacancies to be filled by DR in applicable disciplines/posts :

The departmental candidates possessing the qualification prescribed for DR will be given opportunity for appointment to NE-6 scale against vacancies to be filled by DR subject to qualifying written/trade test and the prescribed selection process, before resorting to filling up of DR vacancies from outside.

vi) **JUNIOR ASSISTANT (NE-4) [RS.5500-10060] TO ASSISTANT (NE-5)
[RS.5800-10960] - CLUSTER POSTS**

a) **Criteria for Promotion to NE-5 scale in applicable disciplines/posts :**

Jr. Asstt. (NE-4) with 4 years regular service in the grade will be placed in NE-5 scale in applicable disciplines/posts subject to the condition that there is no disciplinary case and the performance is satisfactory.

Similarly, NE-3 employees in position on or before 31.7.2001 and fulfilling entry level qualifications will be considered for NE-5 scale in applicable discipline/posts where such channel was available to them subject to completion of 6 years combined service in NE-3 and NE-4, and subject to passing the prescribed written/trade test.

b) **Criteria for appointment to NE-5 scale against vacancies to be filled by DR in applicable disciplines/posts :**

The departmental candidates possessing the qualification prescribed for DR will be given opportunity for appointment to NE-5 scale against vacancies to be filled by DR subject to qualifying written/trade test and the prescribed selection process, before resorting to filling up DR vacancies from outside.

vii) **SENIOR ATTENDANT(NE-3) [RS.5300-9110] TO JUNIOR ASSISTANT (NE-4)
[RS.5500-10060]**

a) **Criteria for Promotion to NE-4 scale in applicable disciplines/posts :**

Senior Attendant (NE-3) possessing the qualifications and experience prescribed for DR posts in NE-4 will be considered for promotion to NE-4 scale in applicable disciplines/posts subject to availability of a vacancy and prescribed selection process/trade test and DPC norms on completion of three years regular service in the grade.

b) **Criteria for appointment to NE-4 scale against 20% vacancies to be filled by DR in applicable disciplines/posts :**

The qualified Group 'D' employees in NE-3 scale possessing the qualification prescribed will be given opportunity for appointment to NE-4 scale against 20% vacancies to be filled by DR subject to qualifying written/trade test and the prescribed selection process before resorting to filling up of these DR vacancies from outside on completion of three years regular service in the grade.

viii) **ATTENDANT (NE-2) [RS.4900-8020] TO SENIOR ATTENDANT (NE-3) [RS.5300-9110] - CLUSTER POSTS**

The total vacancies in this cadre will be determined on basis of existing posts in NE-1, NE-2 & NE-3. 40% posts of NE-2 and NE-3 level will be operated at NE-3 level. The

candidates will be considered for placement against these posts on completion of 4 years regular service in NE-2 grade and passing the trade test. This will be further subject to the condition that no disciplinary case is pending and the performance is satisfactory. The candidates not falling under 40% posts will be placed in NE-3 grade irrespective of vacancies on completion of ~~8~~⁶ years regular service in NE-2 grade.

ix) JUNIOR ATTENDANT (NE-1) [RS. 4400-6920] TO ATTENDANT (NE-2) [RS.4900-8020] – CLUSTER POSTS

Jr. Attendant (NE-1) on completion of ~~8~~⁶ years regular service in the grade will be promoted to NE-2 subject to the condition that no disciplinary case is pending and the performance is satisfactory.

23. CONSIDERATION ZONE :

i) NORMAL CONSIDERATION ZONE :

For the purpose of determining the number of officers to be considered for promotion against selection posts, the zone of consideration will be as follows:

NO.OF VACANCIES	NORMAL ZONE	ZONE FOR CONSIDER- ATION FOR SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the No. of Vacancies + 4	5 Times the No. of Vacancies

ii) EXTENDED CONSIDERATION ZONE :

Where sufficient number of officers with required bench-mark are not available within the zone of consideration, the DPC would place required number of officers falling within the zone of consideration with the required benchmark on the select panel and for the unfilled vacancies, a fresh DPC will be held by considering the required number of officers beyond the normal zone of consideration, subject to their fulfilling the requisite qualifying service and other conditions as per Regulations.

24. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:

The crucial date for determining the eligibility for promotion would be 30th June of the current year and 31st December of the preceding year for the DPC to be held between 1st July to 31st December and between 1st January to 30th June respectively.

25. PREPARATION OF YEAR-WISE PANELS BY DPC WHERE THEY HAVE NOT MET FOR A NUMBER OF YEARS :

Where for reasons beyond control, the DPC could not be held in a year(s), even though the vacancies arise during that year (or years), the first DPC that meets thereafter should follow the following procedures :

- a) Determine the actual number of regular vacancies that arose in each of the previous year(s) immediately preceding and the actual number of regular vacancies proposed to be filled in the current year separately.
- b) Consider in respect of each of the years those officers only who would be within the field of choice with reference to the vacancies of each starting with the earliest year onwards.
- c) Prepare a 'Select List' by placing the select list of the earlier year above the one for the next year and so on.

26. VALIDITY OF PANEL :

The select panel as recommended by the Departmental Promotion Committee before implementation will have approval of the Competent Authority and will be in force for one year subject to its being extended for a further period not exceeding 6 months for reasons to be recorded in writing by the competent authority.

27. RESERVATION FOR SC/ST IN PROMOTIONS:

Reservation for SC/ST as provided by the Presidential Directives from time to time will be strictly followed in the matter of promotions, by the notified Appointing Authority.

28. CRITERIA FOR FILLING UP EX-CADRE POSTS :

The following will be the criteria for filling up ex-cadre posts: -

- (i) The ex-cadre posts in the Authority viz Airport Director etc. will normally be filled by lateral movement of executives in the identical scale of pay through a process of selection/interview.
- (ii) Placement of executives to ex-cadre posts from next below cadre will only be resorted to if suitable candidates in the identical pay scale are not available. In such cases it will be ensured that the candidates considered for promotion against higher post are otherwise senior enough to be promoted in their own cadre.

When the officer reverts to his parent department on completion of his tenure in the ex-cadre post, it shall be ensured that appointment to ex-cadre post does not result in greater benefit than what the officer would have earned had he remained

within the department.

- (iii) Management may introduce appropriate incentives for placement of officers in ex-cadre posts where executives are placed from a discipline to multi discipline cadre viz. Airport Director etc. so as to suitably attract executives for lateral movement. This incentive will not be available to the executives covered under (ii) above.

29. PROBATION & CONFIRMATION :

In respect of probation and confirmation, the employees will be governed as per Rule 10 of AAI (General Conditions of Service and Remuneration of Employees) Regulations, 2003.

30. SENIORITY :

30.1 GENERAL PRINCIPLES OF SENIORITY :

- 30.1.1 An employee's seniority in first appointment to a post will be in accordance with the order of merit in the select list drawn up by the Selection Committee. However, if a candidate joins more than 180 days after the date of offer, his seniority will count from the date of joining irrespective of his position in the select list.
- 30.1.2 In the case of open selection from different panels formed as a result of different interviews against the same advertisement, the inter-se-seniority will be determined in accordance with the recommendations of the Selection Committees by interpolating their names with reference to the merit list(s) drawn/marks obtained, keeping in view the roster points.
- 30.1.3 In the case of employees who join the Authority at the same rank at different points of time, on selection from different panels and from separate interviews against different advertisements, a person on selection from the 1st panel will be considered senior even if he joins later than another person selected against the subsequent panel. However, if a candidate from a fresh panel joins more than 180 days after the date of offer, his seniority will be counted from the date of joining irrespective of the panel he/she belongs to.
- 30.1.4 In case the period of probation of an employee is extended by the Competent Authority, his seniority will count from the date arrived at by adding extended period of probation to his date of joining on the post.
- 30.1.5 Seniority between two persons, whose merit drawn by the Selection Committee is the same (Bracketed) will be determined on the basis of the date of birth - the person born earlier will be senior in such a case.
- 30.1.6 The seniority of an employee initially taken on deputation from another Public Sector Undertaking/ Govt. Deptt., and who subsequently gets absorbed in the Authority will count from the date of his permanent absorption in AAI.

- 30.1.7 The relative seniority of direct recruits and of promotees shall be determined according to the roster/rotation of vacancies between the two modes based on quota of vacancies reserved, for that year.
- 30.1.8 If, to the extent the direct recruits do not become available in any particular year, the promotees will be bunched together at the bottom of the seniority list below the last person from direct recruitment.
- 30.1.9 The unfilled direct recruitment quota vacancies will be carried forward and added to corresponding direct recruitment vacancies of the next year.
- 30.1.10 Additional direct recruits selected against the carried forward vacancies of previous year would be placed en-block below the last promotee in the seniority list based on the rotation of vacancies in that year.
- 30.1.11 The seniority of employees changing from one cadre to another cadre will be regulated in accordance with Govt. Guidelines.

30.2 MAINTENANCE OF SENIORITY LIST :

- 30.2.1 For staff upto the scale of Rs.9000-300-18000 and below, seniority will be Region/Corporate Hqrs. /Metro International Airport-wise. For this purpose, seniority lists of employees will be maintained at the Regions/Corporate Hqrs. /International Airports.
- 30.2.2 All posts in the grade of Rs.8600-14600 at E-1 level and above will be treated as Centralized Cadres for purposes of promotion and hence the seniority lists will be maintained at the Corporate Headquarters.

30.3 EXPERIENCE OUTSIDE AAI FOR RECKONING OF SENIORITY:

Only experience in erstwhile IAAI/erstwhile NAA in AAI before 01.04.1995 will be taken into account for eligibility for departmental promotion.

SECTION - V
PAY AND ALLOWANCES

31. PAY ON PROMOTION :

31.1 When an employee is promoted from one post to a higher post in the service of the Authority, his pay in such post shall be fixed at the higher stage after allowing him one increment in the lower grade and fixation at the appropriate stage in the next higher grade, as provided in Para-11.2.1 of these Regulations. He will also be entitled to the option highlighted in Para-11.2.2 of these Regulations.

31.2 Where an employee is promoted to a post on a fixed pay, he shall be allowed only such fixed pay.

32. PAY IN THE CASE OF DEPUTATIONISTS FROM CENTRAL/STATE GOVERNMENT DEPARTMENTS OR PUBLIC SECTOR UNDERTAKINGS :

The deputationists/absorptionists will be governed by the terms of deputation/ absorption as the case may be.

SECTION - VI
SAVING & REPEAL

33. SAVING :

Nothing contained in these procedures & Regulations shall effect the application of any other law, rule or regulation for the time being in force. Nothing contained in these procedures and Regulations shall invalidate any order made or action taken by the Authority or any of its officers in accordance with the procedures followed before the commencement of these procedures and Regulations.

Similarly nothing in these Regulations shall affect reservations, relaxation of age limit and other concessions required to be provided for persons belonging to the SC/ST and other special categories of persons in accordance with the orders issued by the Government from time to time.

Protective Clause : In accordance with protective clause in Memorandum of Understanding , Non-executives in the service in a particular grade as on 31.07.2001 will follow the process of selection for moving to the next higher promotable grade under the then existing Regulations as a one time measure.

34. INTERPRETATION :

If any doubt arises relating to the correct interpretation of these procedures and Regulations, the decision of the competent authority thereon, shall be final and binding.

35. POWER TO RELAX :

Where the Authority is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing, and in consultation with the CHAIRPERSON relax any of the provisions of these Regulations with respect to any class or category of persons or posts.

36. REPEAL:

All existing rules of promotion and recruitment to various posts in the International and National Divisions of the Authority shall automatically stand repealed with effect from the date these Regulations are notified provided that such repeal shall not affect anything done or action taken under the rules, before such repeal.

INDUCTION IN E-1 JUNIOR EXECUTIVE LEVEL**(Scale of Pay Rs.8600-250-14600)**

S. No.	Discipline	Qualification	Maximum Age : 27 years
1	Air Traffic Control	Engineering degree in Electronics/ Telecommunication / Radio Engg/Electrical with specialization in Electronics OR equivalent	
2	Communication	Engineering degree in electronics/telecommunications/ Electrical with specialization in Electronics OR equivalent	
3	Civil	Degree in Civil Engg. OR equivalent	
4	Electrical	Degree in Electrical Engg. OR equivalent	
5	Equipment/Technical	Degree in Engineering (Electrical/Mechanical/Automobile) OR equivalent	
6	Information Technology	Degree in Engineering with specialization in Computers/Computer Engg./ Electronics/ IT or equivalent/ MCA or equivalent. "B" level qualification of DOEACC/ Electrical with specialization in Electronics.	
7	Architecture	Degree in Architecture OR equivalent	
8	Airport operation	Graduate in science with MBA OR equivalent. LMV licence essential	
9	Personnel	Graduate with MBA (HRD) or MA with Personnel Mgmt. OR equivalent	
10	Law	Graduate in Law	
11	Public Relations	Graduate with Degree/ PG Diploma in Journalism/PR OR equivalent	
12	Economic Planning	PG in Econ/Stat/Maths with PG Diploma in Computer Applications OR equivalent	
13	Finance	CA/ICWA, MBA FINANCE OR equivalent	
14	Commercial	Graduate in Commerce/Econ/Stat. with MBA (Marketing/Finance) Degree in Law desirable OR equivalent	
15	Personal Assistant	Graduate with PG Diploma in Personnel Management/HRM +100 wpm shorthand+40 wpm typing. Knowledge of computer.	
16	Land Management	PG Degree or equiv. in Bus. Admn./MBA or Degree in Engg/Arch/Law OR equivalent	
17	Cargo	Graduate with MBA OR equivalent	
18	House Keeping	Graduate with MBA/3 years Dip. in HM or HK OR equivalent	
19	Horticulture	M.Sc. in Agriculture OR equivalent	
20	Fire Services	Graduate + Grad. IFE or Divisional Officers Course or BE(Fire) & equiv.+ Valid HTV Licence.	
21	Cartography	BE (Civil) OR equivalent	
22	Electronics	Degree in electronics/telecommunications/ Electrical with specialization in Electronics OR equivalent	

INDUCTION IN E-3 Manager level**(Scale of Pay Rs.13000-350-18250)**

S.No	Discipline	Qualification with minimum 2 years relevant experience in the concerned discipline	Maximum Age : 32 years
1	Personnel	First Class Graduate with MBA (HRD) or MA with Personnel Mgmt. OR equivalent	
2	Law	First Class Graduate in Law.	
3	Public Relations	First Class Graduate with Degree/ PG Diploma in Journalism/PR OR equivalent	
4	Economic Planning	First Class PG in Econ/Stat/Maths with PG Diploma in Computer Applications OR equivalent	
5	Finance	First Class CA/ICWA, MBA FINANCE OR equivalent	
6	Commercial	First Class Graduate in Commerce/Econ/Stat. with MBA (Marketing/Finance) Degree in Law desirable OR equivalent	
7	Land Management	First Class PG Degree or equiv. in Bus. Admn./MBA or Degree in Engg/Arch/Law OR equivalent	

8	Cargo	First Class Graduate with MBA OR equivalent
9	Airport Operations	First Class Graduate in science with MBA OR equivalent LMV licence essential
10	House Keeping	First Class Graduate with MBA/3 years Dip. in HM or HK OR equivalent
11	Communication	First Class Engineering degree in electronics/telecommunications/ Electrical with specialization in Electronics OR equivalent
12	Air Traffic Control	First Class Engineering degree in Electronics/ Telecommunication / Radio Engg/ Electrical with specialization in Electronics OR equivalent
13	Equipment/Technical	First Class Degree in Electrical/Mechanical/Automobile Engg. OR equivalent
14	Civil	First Class Degree in Civil Engg. OR equivalent
15	Electrical	First Class Degree in Electrical Engg. OR equivalent
16	Horticulture	First Class M.Sc. in Agriculture OR equivalent
17	Fire Services	First Class Graduate + Grad. IFE or Divisional Officers Course or BE(Fire) & equiv.+ Valid HTV Licence. OR equivalent
18	Information Technology	First Class Degree in Engineering with specialization in Computers/Computer Engg./ Electronics/ IT or equivalent/ MCA or equivalent. "B" level qualification of DOEACC/ Electrical with specialization in Electronics.
19	Architecture	First Class Degree in Architecture OR equivalent
20	Medical	First Class MBBS
21	Electronics	First Class Degree in electronics/telecommunications/ Electrical with specialization in Electronics OR equivalent
22	Cartography	First Class BE (Civil) OR equivalent

Note: The Executives in the cadre of Communications and ATC will be inducted after passing the specialized training/courses. Considering the specialized nature of job, two years experience requirement will not be applicable in these cadres.

INDUCTION IN E-6 Deputy General Manager level (Scale of Pay Rs.17500-400-22300)		
S.No	Discipline	Qualification with minimum 10 years relevant experience in the concerned discipline Maximum Age : 40 years
1	Personnel	First Class Graduate with MBA (HRD) or First Class MA with Personnel Mgmt. OR equivalent
2	Law	First Class Graduate in Law OR equivalent
3	Public Relations	First Class Graduate with Degree/ PG Diploma in Journalism/PR OR equivalent
4	Economic Planning	First Class PG in Econ/Stat/Maths with PG Diploma in Computer Applications/MBA OR equivalent
5	Finance	First Class CA/ICWA, MBA FINANCE OR equivalent
6	Commercial	First Class Graduate in Commerce/Econ/Stat. with MBA (Marketing/Finance) Degree in Law desirable OR equivalent
7	Land Management	First Class PG Degree or equiv. in Bus. Admn./MBA or First Class Degree in Engg/Arch/Law OR equivalent
8	Cargo	First Class Graduate with MBA OR equivalent
9	Airport Operations	First Class Graduate in science with MBA OR equivalent. LMV licence essential
10	Communication	First Class Engineering degree in electronics/telecommunications/ Electrical with specialization in Electronics OR equivalent
11	Air Traffic Control	First Class Engineering degree in Electronics/ Telecommunication / Radio Engg/ Electrical with specialization in Electronics OR equivalent
12	Equipment/Technical	First Class Degree in Electrical/Mechanical/Automobile Engg. OR equivalent
13	Civil	First Class Degree in Civil Engg. OR equivalent
14	Electrical	First Class Degree in Electrical Engg. OR equivalent
15	Fire Services	First Class Graduate + Grad. IFE or Divisional Officers Course or First Class BE(Fire) & equiv.+ Valid HTV Licence. OR equivalent
16	Information Technology	First Class Degree in Engineering with specialization in Computers/Computer Engg./ Electronics/ IT or equivalent/ MCA or equivalent. "B" level qualification of DOEACC/ Electrical with specialization in Electronics.
17	Architecture	First Class Degree in Architecture OR equivalent
18	Electronics	First Class Degree in electronics/telecommunications/ Electrical with specialization in Electronics OR equivalent
19	Cartography	First Class BE (Civil) OR equivalent

Annexure I-B

INDUCTIONS AT NE-1 Rs.4400-6920

S.No	Designation	Deptt	Qualifications Maximum Age: 27years
1	JR.ATTENDANT(Civil)/Beldar	CIVIL	8 th preferably 10 th pass, should have good Physique
2	JR.ATTENDANT(Horticulture)/Mali	CIVIL	8 th preferably 10 th pass, should know the gardening
3	JR.ATTENDANT(Sewer)	CIVIL	8 th preferably 10 th pass, knowledge of related trade
4	JR.ATTENDANT(Electrical)/Wireman	ELECT	8 th preferably 10 th pass, should have good Physique
5	JR.ATTENDANT(House Keeping)	HK	8 th preferably 10 th pass
6	JR.ATTENDANT(Medical)	MEDICAL	8 th preferably 10 th pass
7	JR.ATTENDANT(Caneman)	MM	8 th preferably 10 th pass, knowledge of related trade
8	JR.ATTENDANT(Store)	MM	8 th preferably 10 th pass
9	JR.ATTENDANT(Workshop)	MT	8 th preferably 10 th pass, preferably ITI, knowledge of related trade
10	JR.ATTENDANT(Airport)	OPS	8 th preferably 10 th pass, knowledge of related trade
11	JR.ATTENDANT(Security)	OPS	8 th preferably 10 th pass, should have good Physique
12	JR.ATTENDANT(Office)	PERS	8 th preferably 10 th pass

INDUCTIONS AT NE-4 Rs.5500-10060

S.No	Designation	Deptt	Qualifications with 2 years relevant experience in the concerned discipline Maximum Age 30 years
1	JR.ASSTT.(Cartography)	ATM	10 th pass + ITI
2	JR.ASSTT.(Fork Lift)	CARGO	10 th pass, ITI Fitter/Motor Mechanic
3	JR.ASSTT.(Drawing-Civil)	CIVIL	10 th pass, ITI in Civil D'manship
4	JR.ASSTT.(Carpentry)	CIVIL	10 th pass with ITI Trade Certificate
5	JR.ASSTT.(Laboratory)	CIVIL	10 th pass, experience in soil testing laboratory
6	JR. ASSTT.(Masonry)	CIVIL	10 th pass with ITI in relevant trade
7	JR. ASSTT.(Plumber)	CIVIL	10 th pass, ITI in related trade
8	JR.ASSTT.(Drawing-Electrical)	ELECT	10 th pass, ITI in Elect & Mechanic D'manship
9	JR.ASSTT.(Lift Operator-cum-Mechanic)	ELECT	10 th pass, ITI in related trade
10	JR.ASSTT.(ACR)	ELECT	10 th pass, ITI Air Condition / Refrigeration
11	JR. ASSTT.(Aerobridge)	ELECT	10 th pass, ITI in Wireman trade
12	JR.ASSTT.(Wireman)	ELECT	10 th pass, ITI in related trade
13	JR.ASSTT.(Electronics)	ELECTRONICS	10 th pass, ITI in related trade
14	JR.ASSTT.(Fire Services)	FIRE	10 th pass, should possess valid HMV licence.
15	JR.ASSTT.(House keeping)	HK	10 th pass with one year Diploma in Sanitation/Housekeeping)
16	JR.ASSTT.((Patwari)	LAND	10 th pass
17	JR.ASSTT.(Surveyor)	LAND	10 th pass, ITI in related trade
18	JR.ASSTT.(Upholstery)	MM	10 th pass, knowledge of related trade
20	JR.ASSTT.(Operator-cum-Mechanic)	Electrical	10 th pass, ITI in Diesel Mechanic/Electrical
21	JR.ASSTT.(Auto Electrical)	MT	10 th pass, ITI in Auto Electrician Trade
22	JR.ASSTT.(MT)	MT	10 th pass, ITI in Auto Mechanic Trade
23	JR.ASSTT.(Office)	PERS	Graduate + 30/25 WPM Typing speed – Only under Employment Assistance Scheme
24	JR.ASSTT.(Drawing-PLG)	PLG	10 th pass, ITI Architecture/Civil D'manship
25	JR.ASSTT.(Photo Printing)	PLG	10 th pass, ITI in related trade

INDUCTIONS AT NE-5 Rs. 5800-10960

S.No	Designation	Deptt	Qualifications
1	ASSTT.(Cargo Protection)	CARGO	Maximum Age:30 years. Graduate with 2 years relevant experience in the concerned discipline.
2	ASSTT.(Telephones)	ELECTRONICS	Graduate with related trade certificate with 2 years relevant experience in the concerned discipline.
3	ASSTT.(Hindi)	HINDI	Graduate with typing speed 30 w.p.m. with computer knowledge with 2 years relevant experience in the concerned discipline.
4	ASSTT.(Store)	MM	Graduate + 40(English)/ 30(Hindi) Typing speed.
5	ASSTT.(Hostess)	Ops	Graduate with computer knowledge s.t. audition/trade test with 2 years relevant experience in the concerned discipline.
6	ASSTT.(Office)	PERS	Graduate with typing speed 40 w.p.m. with computer knowledge with 2 years relevant experience in the concerned discipline s. t. trade test

INDUCTION AT NE-6 Rs.6300-12060

S.No	Designation	Deptt	Qualifications with 2 years relevant experience in the concerned discipline. Maximum Age 30 years.
1	SR.ASSTT.(ATC)	ATC	B.Sc/Diploma in Electronics/Tele Communication/Radio Engineering
2	SR.ASSTT.(Civil)	CIVIL	Diploma in Civil Engg.
3	SR.ASSTT.(Horticulture)	CIVIL	B.Sc. Agriculture/Horticulture
4	SR. ASSTT.(Statistics)	CP&MS	PG in ECO/Stat./MATH
5	SR.ASSTT.(Elect.)	ELECT	Diploma in Elect. Engg.
6	SR.ASSTT.(Electronics)	ELECTRONICS	B.Sc/diploma in Electronics/Tele Communication /Radio Engineering
7	SR.ASSTT.(Accounts)	FIN	Grad. Preferably B.Com with computer training course of 3 to 6 months
8	SR.ASSTT.(Hindi Steno)	HINDI	Grad. With speed 80/40 w.p.m. with 2 yrs. in OL and computer proficiency
9	SR.ASSTT.(Land)	LAND	Graduate with Dip. in Business Management
10	SR. ASSTT.(Legal)	LAW	Grad. with LLB
11	SR.ASSTT.(Medical)	MEDICAL	10+2 with Diploma(3+1 Years) in Nursing & Midwifery
12	SR.ASSTT.(Stores)	MM	Graduate, Dip. in Materials Mgmt.
13	SR. ASSTT.(Workshop)	MT	3 Years Diploma in Trade(Electrical/Mechanical/Automobile) with 2 years experience in the trade
14	SR.ASSTT.(GFS)	OPS	Graduate with LMV licence. Dip in Management will be preferred
15	SR.ASSTT.(Steno)	PERS	Graduate with 80/40 w.p.m. with 2 years experience and computer proficiency.
16	SR.ASSTT.(PR)/Liaison Asstt.	PR	Graduate, Diploma in PR/Journalism
17	SR.ASSTT.(House Keeping)	HK	10 th pass/10 + 2 with 3 yrs Diploma in Hotel Mgmt OR Graduate with Diploma in Sanitation or Public Hygiene/House Keeping