

AIR INDIA AIR TRANSPORT SERVICES LIMITED*

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD.)

WALK-IN RECRUITMENT

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian Nationals (Male & Female) who meet with the requirements stipulated herein for the post of **Officer-Official Language** on Fixed Term Contract Basis which may be renewed subject to performance and the requirement of the Company as mentioned below.

Sr. No	Post	No. of vacancies	Station	Walk-in Date and Time	Venue
1	Officer – Official Language	1	Delhi	May 28,2018 from 0900Hrs. to 1200Hrs.	Air India Colony Community Hall Vasant Vihar, New Delhi-57

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01.05.2018, are required to WALK-IN person, to the venue on the date and time as specified above. Apply in the attached application format.

1) Officer – Official Language

Educational Qualifications: Graduate in Arts (minimum 3 years) with 55% marks in discipline of Hindi from recognized university.

OR

Master in Arts in discipline of Hindi

Other requirements for Officer - Official Language: Preference will be given to those candidates who have completed Diploma in Translation course.

Candidate should be well conversant with Computer Operation and Hindi & English Typing.

Experience : Minimum 5 years experience in implementation of Official Language Act., Rules and Policy, which include translation from Hindi to English and vice-a-versa.

Salary: Rs. 50000/- per month.

Age Limit : While there is no upper age limit, the prospective candidate should be fit to carry out the duties of the post.

2. **Selection Procedure:**

Applicants will have to appear for a Personnel Interview on the same day/ following day(s).

Reservation of post will be as per the Presidential Directives.

3. **HOW TO APPLY:**

a) The Applicants meeting with the eligibility criteria as mentioned above as on 01 May 2018, are required to **WALK-IN in person**, to the venue, on the date and time as specified above along with the Application form duly filled-in & copies of the testimonial/certificates (as per attached application format with this advertisement) and non-refundable Application Fee of Rs.500/- (Rupees Five Hundred Only) by means of a Demand Draft in favour of "AIR INDIA AIR TRANSPORT SERVICES LTD.", Payable at Mumbai. No fees is to be paid by Ex-servicemen / candidates belonging to SC/ST communities. Please write your Full Name, Date of Birth & Mobile No. at the reverse side of the Demand Draft.

- 3.2 A recent (not more than 3 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form.
- 3.3 Self-attested copies of the supporting documents in respect of Item Nos. **3,4,8,11,12,13, &15** of the Application Form must be submitted along with the application. **Original Certificates should not be submitted along with the application but should be brought for verification.** The Company is not responsible for returning any original copy/ies of Certificates /Testimonials submitted with the application.
- 3.4 Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the **'Creamy Layer' Exclusion clause**. The OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the **Govt. of India and not by the State Government.**
- 3.5 Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must walk-in with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their current employer.

4. GENERAL CONDITIONS :

- 4.1 The short listed candidates will be considered for engagement on a fixed term Contract basis , subject to their turn in merit order, availability of vacancies in consideration with reservation for SC/ST/OBC and Medical fitness prescribed for the post. Placement of the selected candidates will be as per the requirement and at the sole discretion of the Management.
- 4.2 Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.
- 4.3 SC/ST candidates walked-in on the specified dates, residing beyond 80 kms. from the venue, and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be re-imbursed second class to & fro rail / bus fare by the shortest route as per rules, subject to submission of a request in the prescribed format and on production of evidence to that effect.
- 4.4 Applications which are unsigned / incomplete / mutilated / received after the prescribed date will not be considered.
- 4.5 The applicants / candidates must ensure that they fulfill all the eligibility criteria, as on **01st May 2018** and that the particulars furnished by them in the application are correct in all respects. Application once submitted will not be returned. At any stage of the Selection Process, if the particulars provided by the candidates in the Application or testimonials supplied are found incorrect / false or not meeting with the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons thereof.
- 4.6 Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as **DISQUALIFICATION**.
- 4.7 Blank Application format is given below.

5. Address for correspondence : _____

_____ **Pin Code** _____

State : _____

a) Telephone No. : Residence (with STD Code): _____
b) Mobile No. : _____ c) Email ID : _____
(Mandatory) (Mandatory)

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorcee	Widow (er)	Separated

8. Nationality : _____ 9. Religion : _____

10. Mother Tongue : _____

11. PAN No : _____ 12. Aadhar Card No. _____

12. a) Whether SC / ST / OBC / GENERAL :(ALSO MENTION SUB-CASTE)

Sub-Caste	SC	ST	OBC	General

(Indicate Category to which you belong by marking 'X' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the “Non-Creamy layer clause”.
OBC community should be as per the Central List of OBCs published by the Government of India

b) Whether Ex-Serviceman : Yes / No
If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether from Police Services : Yes / No
(Furnish details)

d) Whether working in any Govt : Yes / No
 Semi-Govt. / Public Sector
 Undertaking or autonomous body
 If "Yes", enclose "No Objection Certificate"

13. Educational Qualifications : (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 th (SSC)				
12 th (HSC or Pre- Degree)				
Degree(Graduation) 1 st Year _____				
2 nd Year _____				
3 rd Year _____				
Any other (specify) _____ _____				

14. Fluency in languages : Mark 'X' in appropriate column.

Languages	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Local (Specify)				
d) Others (Specify)				

* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate.)

15. Work Experience :

Name of the Organisation	Post Held	Period of Service		Nature of Job
		From	To	

16. Particulars of Demand Draft issued -

(in favour of **Air India Air Transport Services Ltd.** payable at **MUMBAI**)

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount
17. Relatives working in Air India Ltd. or its subsidiary companies.			Rs.500/-

Name	Designation	Company	Relationship

18. **Declaration** : I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfill the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefor.

Place : _____

(Signature of applicant)

Date : _____

Enclosures: As per the list of documents attached

List of Documents (copies) to be attached with the Application :

(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)

i)	Application Fee, wherever applicable	
ii)	School Leaving Certificate	
iii)	10th Std / Matriculation Mark-sheet & Passing Certificate	
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
v)	1 st Year Graduation Mark-sheet	
vi)	2 nd Year Graduation Mark-sheet	
vii)	3 rd Year Graduation Mark-sheet	
viii)	<u>Degree Certificate</u> or Provisional Degree Certificate	
ix)	Doctors' Certificate (in original) for Height & Weight	
x)	Caste Certificate in case of SC / ST /OBC candidates	
xi)	Discharge Certificate in case of Ex-Servicemen	
xii)	Experience Certificate	
xiii)	Nationality / Domicile Certificate	
xiv)	PAN Card Copy	
xv)	Aadhar Card Copy	

“This certificate MUST have been issued on or after 1st January 2015.”

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt. _____ of Village/Town _____ District/Division _____ in the _____ State belongs to the _____ Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.

(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.

(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.

(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.

(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.

(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.

(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____ District/Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

District Magistrate/

Deputy Commissioner, etc.

Dated:

Seal

NOTE: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Smt/Kumari _____ Son/Daughter of _____ Village/Town _____./District/Division* _____ of the _____ State/Union Territory belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or*his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of _____.

Place _____ Signature _____

Date _____ Designation _____ (with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendary

Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned. 6. Administrator / Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).