



## **AI AIRPORT SERVICES LIMITED**

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

Regd. Office: 2<sup>nd</sup> Floor, GSD Building, Air India Complex, Terminal-2, IGI Airport, New Delhi-110037  
CIN: U63090DL2003PLC120790

Ref No: AIASL/05-03/823

Date: 27.01.2023

### **WALK –IN RECRUITMENT EXERCISE AT GOA AIRPORT**

**AI AIRPORT SERVICES LIMITED** (formerly known as Air India Air Transport Services Limited) (AIASL) wishes to fill in existing vacancies as per the estimated requirements and maintain a wait-list for vacancies arising in future. **Indian Nationals (Male & Female)** who meet with the eligibility criteria stipulated as mentioned herein, may apply for various posts at **GOA INTERNATIONAL AIRPORT, GOA** for ground duties on a Fixed Term Contract basis which may be renewed subject to their performance and the requirements of the AI Airport Services Limited. Number of vacancies given below are indicative and may vary as per the operational requirement.

The reservation will be as per the Presidential Directives. The actual reservation of vacancies would depend upon the prevailing strength at the time of appointment.

AI Airport Services Limited (AIASL) is under Ministry of Civil Aviation (MOCA) and formed with an aim to provide unified Ground Handling services (Ramp, Passenger, Baggage, Cargo Handling and Cabin Cleaning).

AI Airport Services Limited is a leading Ground Handling Service provider in India and offers Ground Handling Services at major airports in India. AIASL presently provides Ground Handling Services at 82+ airports. Apart from handling the flights of Air India, Air India Express & Alliance Air also provided for 51 foreign scheduled airlines, 4 domestic scheduled airlines, 8 Seasonal charter airlines, 23 foreign airlines availing Perishable Cargo handling.

From being the first and only Ground Handler in India to handle the Airbus A380 on its maiden flight to India, to handling the futuristic 787 Dreamliners at major Airports in India,

#### **Vision:**

- To be the Leader in providing World Class Ground Handling services at all Indian Airports and expand Globally.

#### **Mission:**

- Provide safe, reliable and on-time services
- Deliver the highest quality of service at all Indian Airports
- Provide State-of-the-Art Ramp Equipment
- Be the epitome of Indian Hospitality

**Processes:**

- Continuously improve standards of safety and efficiency
- Continuous modernization and upgrade of ramp equipment

**People:**

- To maintain an energetic, qualified & a highly motivated professional team
- Maintain high degree of work ethics

Sr.No	Station	Position	No. of Vacancies	Date & Time	Venue
1	GOA	Duty Manager-Ramp	5	12 <sup>th</sup> Feb, 2023 09:30 hours to 12:30 hours	The Flora Grand, Near Vaddem Lake, Opp. Radio Mundial, Vaddem Vasco Da Gama, Goa-403802.
2		Duty Manager-Passenger	3		
3		Duty Officer-Ramp	3		
4		Duty Officer-Passenger	15		
5		Jr. Officer-Technical	6		
6		Customer Service Executive/Jr. Customer Service Executive	102	13 <sup>th</sup> & 14 <sup>th</sup> Feb, 2023 09:30 hours to 12:30 hours	
7		Sr. Ramp Service Executive	17	15 <sup>th</sup> & 16 <sup>th</sup> Feb, 2023 09:30 hours to 12:30 hours	
8		Ramp Service Executive / Utility Agent Cum Ramp Driver	38		
9		Handyman	197	17 <sup>th</sup> & 18 <sup>th</sup> Feb, 2023 09:30 hours to 12:30 hours	

Sr. No	Position	Stations	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
01	Duty Manager- Ramp	GOA	<p>Graduate from a recognized university under 10+2+3 pattern.</p> <p>OR</p> <p>3 years Diploma in Mechanical/Electrical/ Production/ Electronics/ Automobile Engineering recognized by the State Government.</p> <p>With 16 years' experience, out of which at least 04 years must be in a managerial or supervisory capacity in Ramp handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof.</p> <p>Well conversant with computer operations.</p>	Rs.45,000/-	55 years

**Nature of Job Function – Duty Manager (Ramp):**

Manage entire Ramp Operations in the Shift. Coordinate with Airlines and get their requirements for GS Equipment & Manpower. Shall be responsible and accountable for the safety of ramp operations in the shift. Ensure that only trained, authorized and qualified personnel having valid permits are permitted to operate GS equipment. Prepare Shift Reports, Delay Summary and ensure all Flight Handling Reports (RA Forms) are completed in all respects. Attend OTP/Delay meeting as per the requirements. Leave Monitoring & Control. Any other job responsibility that may be assigned by the Station Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of year. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sr. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
02	Duty Manager- Passenger	GOA	<p>Graduate from a recognized university under 10+2+3 pattern with 16 years' experience, out of which at least 04 years must be in a managerial or supervisory capacity in Passenger and/cargo handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof.</p> <p>Well conversant with computer operations.</p>	Rs.45,000/-	55 years

**Nature of Job Function – Duty Manager (Pax):**

Overall Incharge of all Terminal Activities of AIASL in the shift across all airlines handled by AIASL. Planning of Manpower (CSEs) as per the flight handling requirements of Airlines. Coordination with various airlines & agencies (CISF, AAI, Customs etc) on behalf of AIASL in the shift. Training requirement of airlines. Maintaining Pool-wise requirement of all airlines. Attend OTP/Delay meeting as per the requirements. Prepare Shift Reports, Delay Summary and ensure all Flight Handling Reports (RA Forms) are completed in all respects. Attend OTP/Delay meeting as per the requirements. Leave Monitoring & Control. Any other job responsibility that may be assigned by the Station Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sr. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
03	Duty Officer -Ramp	GOA	<p>Graduate from a recognized university under 10+2+3 pattern.</p> <p>OR</p> <p>3 years Diploma in Mechanical/Electrical/ Production/ Electronics/ Automobile Engineering recognized by the State Government.</p> <p>With 12 years' experience, out of which at least 04 years must be in a managerial or supervisory capacity in Ramp handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof.</p> <p>Well conversant with computer operations.</p>	Rs.32,200/-	50 years

**Nature of Job Function – Duty Officer (Ramp):**

Allocation of Manpower (Operators & Handymen) as per the flight handling requirements. Ensuring sufficient GSE are available in shift as per requirement. Ensure manpower & resources are allocated for Cabin Cleaning function. Implementing apron discipline. Ensure the parking of equipment is carried out at designated parking areas. Investigate flight delays, accidents to aircraft, equipment or injuries to personnel, any ground incidents, etc., and prepare reports for corrective action. Investigate discrepancies during flight handling and take corrective action to avoid recurrence. Any other job responsibility that may be assigned by the Station Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sr. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
04	Duty Officer- Passenger	GOA	<p>Graduate from a recognized university under 10+2+3 pattern with 12 years' experience, out of which at least 04 years must be in a managerial or supervisory capacity in Passenger and/cargo handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof.</p> <p>Well conversant with computer operations.</p>	Rs.32,200/-	50 years

**Nature of Job Function – Duty Officer:**

Function as Duty Officer of the airline concerned as per the requirement. Allocation of resources as per requirement of Airlines. Providing services as per the SGHA/SLA with respective airline. Investigate discrepancies during flight handling and take corrective action to avoid recurrence. Airline wise training requirements. Correspond with the Airline for their specific requirements. Monitoring of SPI/KPI of respective airline. Maintaining Airline wise grooming standards & discipline. Any other job responsibility that may be assigned by the Station Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
05	Jr. Officer-Technical	GOA	<p>Full time Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical &amp; Electronics / Electronics and Communication Engineering from a recognized university.</p> <p>Must be in possession of LMV.</p> <p>Heavy Motor Vehicle (HMV) Valid Driving License to be produced maximum within 12 months or produce the HMV License within the minimum time frame as per the prevailing rules of the state government, from the date of joining. The incumbent has to apply for Heavy Motor Vehicle License immediately upon acceptance of offer. No increment will be extended before possession of HMV license.</p> <p>Preference will be given to those with aviation experience or GS Equipment/ Vehicle/Heavy earth movers equipment Maintenance with reputed GS Equipment manufacturer/Authorized Service Agency.</p>	Rs.25,300/-	<p>GEN: 28 Years</p> <p>OBC: 31 Years</p> <p>SC/ST: 33 Years</p>

**Nature of Job Function – Jr. Officer - Technical:**

At the Airport, delegate and assign duties, monitor the day-to-day activities of subordinates, assigning responsibility for specified work and/or functional activities within the framework set by management. Coordinate with overall ramp and commercial activities. Perform tasks and assignments as when assigned as per the requirement. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
06	Customer Service Executive	GOA	<p>Graduate from a recognized university.</p> <p>Preference will be given to candidate having Airline/GHA/Cargo/Airline Ticketing Experience or Airline Diploma or Certified course like Diploma in IATA-UFTAA or IATA-FIATA or IATA-DGR or IATA CARGO.</p> <p>Should be proficient in use of PC.</p> <p>Good command over spoken and written English apart from that of Hindi.</p>	Rs.19,350/-	<p>GEN: 28 Years</p> <p>OBC: 31 Years</p> <p>SC/ST: 33 Years</p>

**Nature of Job Function – Customer Service Executive:**

At the Airport, mainly Passenger Check-in, Airline ticket reservation, Boarding and all Terminal Functions. Passenger as well as Airlines satisfaction is the key requirement. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
07	Jr. Customer Service Executive	GOA	<p>10+2 from a recognized board.</p> <p>Preference will be given to candidate having Airline/GHA/Cargo/Airline Ticketing Experience or Airline Diploma or Certified course like Diploma in IATA-UFTAA or IATA-FIATA or IATA-DGR or IATA CARGO.</p> <p>Should be proficient in use of PC.</p> <p>Good command over spoken and written English apart from that of Hindi.</p>	Rs.16,530/-	<p>GEN: 28 Years</p> <p>OBC: 31 Years</p> <p>SC/ST: 33 Years</p>

**Nature of Job Function – Jr. Customer Service Executive:**

At the Airport, mainly Passenger Check-in, Airline ticket reservation, Boarding and all Terminal Functions. Passenger as well as Airlines satisfaction is the key requirement. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
08	Sr. Ramp Service Executive	GOA	<p>3-years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government</p> <p>Or</p> <p>ITI with NCTVT (Total 3 years) in motor vehicle Auto Electrical / Air conditioning / Diesel Mechanic / Bench fitter / Welder, (ITI with NCTVT - certificate issued from Directorate of Vocational education and training of any State / Central Government with one year experience in case of welder) after passing SSC / Equivalent examination with Hindi / English / local language as one of the subject.</p> <p>AND</p> <p>Candidate must carry original valid Heavy Motor Vehicle Driving License at the time of appearing for the Trade Test/Screening Test (learning license/ payment receipt of the license and also receipt of confiscating of license by Police will not be considered.</p> <p>Must have four year's experience in maintenance and operation of Ramp Equipment and Ramp Handling procedure at the Airport.</p> <p>Or</p> <p>Maintenance and Operation of Automobile/Hydraulic Equipment from Automobile/Hydraulic Equipment Manufacturer or their authorized service center (in case of the Welder the four year's experience should be over and above the minimum qualification experience i.e. total five years experience)</p>	Rs.20,790/-	GEN: 30 Years OBC: 33 Years SC/ST: 35 Years

**Nature of Job Function – Sr. Ramp Service Executive:**

Obtaining flight wise handling requirements. Coordinating with Operating & Handymen and ensuring their presence on flight as per ETA/STD. Implementation of all safety guidelines & SOPs. Supervising the flight handling activities on aircraft. Planning of Manpower as per the flight handling requirements of Airlines. Positioning/removal of GSE in case of operational exigency. Coordinate with various agencies to ensure safe and effective handling. Ensure effective communication of operational messages. Allocate specific duties to operating and loading staff and provide adequate help and guidance whenever required. Guide and help operating staff for retrieval of equipment during flight handling whenever failures occur by employing corrected emergency procedures. Filling up of R.A. forms along with details of equipment, ULD and cargo. Any other job responsibility that may be assigned by the Station Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
09	Ramp Service Executive	GOA	<p>3 -years Diploma in Mechanical/Electrical/ Production / Electronics/ Automobile recognized by the State Government.</p> <p>or</p> <p>ITI with NCTVT (Total 3 years) in motor vehicle Auto Electrical/ Air Conditioning/ Diesel Mechanic/ Bench Fitter/ Welder (ITI with NCTVT – certificate issued from Directorate of Vocational Education and training of any State / Central Government with one year experience in case of Welder) after passing SSC/Equivalent examination with Hindi/ English / Local Language as one of the subject.</p> <p>AND</p> <p>Candidate must carry original valid Heavy Motor Vehicle (HMV) at the time of appearing for the Trade Test.</p> <p>Preference will be given to the candidate conversant with the local language.</p>	Rs.19,350/-	<p>GEN: 28 Years</p> <p>OBC: 31 Years</p> <p>SC/ST: 33 Years</p>

**Nature of Job Function – Ramp Service Executive:**

Operation of various Ground Support Equipment's on Airside. Carry out Daily Inspections of all GSE. Periodic/Breakdown maintenance of GSE. Coordination with various airlines to provide GSE as per their requirements. Maintain On-Time Performance (OTP) of all flights. Ensure timely transportation of arrival/departure of Baggage and Cargo. Carry out Marshalling/Wing Walking of Aircraft. Ensure apron area is safe and keep free of FOD. Identifying Unserviceable GSE and moving them to Workshop. Any other responsibility as assigned by the Station Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.



Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
10	Utility Agent Cum Ramp Driver	GOA	SSC /10th Standard Pass. Must Carry Original Valid HMV Driving License at the time of appearing for trade test.	Rs.16,530	GEN: 28 Years OBC: 31 Years SC/ST: 33 Years

**Nature of Job Function – Utility Agent Cum Ramp Driver:**

Mainly to drive the heavy vehicle like Tractor, Bus and Ground Service Equipment upon Training and also Equipment maintenance.

HMV license to be must for the above both positions and candidates already applied and successfully completed RTO driving test can also apply but at the time of Selection, the candidate must be in possession of the HMV license. Passenger safety as well as Aircraft safety will be the key requirement. Work pattern will be in Three Shift including night shift and on weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and eligible for EPFO & ESIC etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
11	Handyman	GOA	SSC /10th Standard Pass. Must be able to read and understand English Language. Knowledge of Local and Hindi Languages, i.e., ability to understand and speak is desirable.	Rs.14,610/-	GEN: 28 Years OBC: 31 Years SC/ST: 33 Years

**Nature of Job Function – Handyman:**

At the Airport, mainly Baggage/Cargo Loading and offloading from the aircraft, trolleys, Assisting wheelchairs passengers and other passengers etc. Passenger as well as Airlines satisfaction is the key requirement. Work pattern will be in Three Shift including night shift and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and eligible for EPFO & ESIC etc. as per eligibility.

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01<sup>st</sup> February, 2023, are required to WALK-IN person, to the venue on the date and time specified above. Please notes the dates of the Walk-in.

**SELECTION PROCEDURE:**

**1. Duty Manager-Ramp/Duty Manager-Passenger/Duty Officer-Ramp/  
Duty Officer-Passenger/Jr. Officer-Technical/Customer Service Executive/  
Ir. Customer Service Executive**

(a) Personal/Virtual Interview

(b) The company at its discretion may introduce Group Discussion, depending upon the response. The selection procedure would be conducted on the same day or on the subsequent day(s).

Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

**2. Sr. Ramp Service Executive/ Ramp Service Executive/ Utility Agent cum Ramp driver**

(a) Trade Test comprise of Trade Knowledge and Driving test including Driving Test of HMV. Those passing the Trade Test alone will be sent for Interview.

(b) Personal/Virtual Interview

The selection procedure would be conducted on the same day or on the subsequent day(s).

Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

**3. Handyman**

(a) Physical Endurance Test (like Weight lifting, running). Those qualifying the Physical Endurance Test alone will be sent for Interview.

(b) Personal/Virtual Interview.

The selection procedure would be conducted on the same day or on the subsequent day(s).

Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

## **HOW TO APPLY:**

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1<sup>st</sup> February, 2023**, 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 testimonials/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 favor of "AI AIRPORT SERVICES LIMITED."**, payable at **Mumbai**. No fees are to be paid by Ex-servicemen / candidates belonging to SC/ST communities. Please write your Full Name & Mobile number at the reverse side of the Demand Draft.

Following documents are required, while appearing for interviews:

- a. A recent (not more than 3 months old) colored passport size photograph of the fullface (front view) should be pasted neatly in the space provided in the application form.
- b. Self-attested copies of the supporting documents as mentioned in the Tabulation **'List of Documents (copies) to be attached with the Application'** of these Advertisement to 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.
- c. Bring your valid Passport along with one set photo copy (if available).
- d. 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**.
- e. Eligible candidates working in the AI Airport Services Limited can also apply for the said post and if selected, they would be considered with service and pay protection.
- f. Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must appear with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their current employer.
- g. The advertisement for this recruitment is being published on our company website, hence please visit our company website [www.aiasl.in](http://www.aiasl.in).

Management reserves the right to change in above schedule/conditions, based on requirements.

**GENERAL CONDITIONS:**

- a. The short listed suitable 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. The prospective candidate should be fit to carry out the duties of the post.
- b. Period of Contract: Fixed Term Contract basis, if offered. Presently the contract is for One year and same is renewable subject to assessment on the performance. This Contract could also be terminated earlier at the discretion of the Management during the tenure of contract, and/or in the event of unsatisfactory performance. The job is transferable to any station in India.
- c. Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.
- d. SC/ST candidates who are eligible for the post & residing beyond 80kms. from the venue and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed 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.
- e. Applications which are unsigned / incomplete / mutilated / received by post / courier services will not be considered.
- f. The applicants must ensure that they fulfill all the eligibility criteria, as on **01<sup>st</sup> February, 2023**, and that the particulars furnished by them in the application are correct in all respects. At any stage of the Selection Process, if the particulars provided by the applicants in the application or testimonials attached/provided are found incorrect / false or not meeting with the eligibility criteria prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons therefore.
- g. 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.**
- h. Prescribed format of Application is given below: