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आज़ादी का  
अमृत महोत्सव

# भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

AAI/NER/HR/Dept. Exam (20%)/Gr. 'D'/2025/1156-75 20<sup>th</sup> March' 2025

संदर्भ सं. :

दिनांक : .....

FILE NO. :

DATE : .....

## CIRCULAR

Sub:- Filling up of vacant posts in respect of Junior Assistant (HR), Junior Assistant (Workshop), Junior Assistant (Plumber) & Junior Assistant (Wireman) from Departmental Group 'D' employees having requisite qualification through Departmental Examination (20%) quota in N.E. Region.

Applications are invited from eligible and willing departmental candidates amongst from Group 'D' employees (all disciplines) under North-Eastern Region for filling up following vacant posts against Departmental Examination (20%) quota in NE-4 level in the pay scale of Rs.31000-92000/-, subject to meeting the following required qualifications/eligibility criteria:-

S.N.	Name of Post	No. of Posts	Eligibility Criteria
1.	Junior Assistant (HR)	03	Graduate with Computer Literacy Test in MS Office.
2.	Junior Assistant (Workshop)	01	10 <sup>th</sup> Pass, ITI in Auto Mechanic Trade.
3.	Junior Assistant (Plumber)	01	10 <sup>th</sup> Pass, ITI in related trade.
4.	Junior Assistant (Wireman)	02	10 <sup>th</sup> Pass, ITI in related trade. or 10 <sup>th</sup> Pass with Electrical Part-II (B) license obtained from concerned State/Central Statutory bodies.

- The upper age limit is 50 (fifty) years as on 30.04.2025
- The eligibility with respect to educational qualification etc. shall be determined as on 30.04.2025. Moreover, the reservation criteria will be applicable as per Rules.

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4. The selection criteria will be based on written test and trade test as per existing R&P Regulations and subsequent circular(s).
5. Interested eligible departmental employees working in Group 'D' (all disciplines) who are willing to serve various airports under N. E. Region may submit their applications in the enclosed prescribed format "**Through Proper Channel**".
6. The applications from the willing employees after proper scrutiny and certification from official records may be forwarded in the enclosed proforma to email: [lokhisingha@aai.aero](mailto:lokhisingha@aai.aero) on or before **30.04.2025** positively along with self-attested copies of Academic/Professional Qualification, Cast Certificate etc., followed by hard copy of the same by speed post to the Senior Manager (HR), Airports Authority of India, Regional Headquarter (North-Eastern Region), L.G.B.I. Airport, Guwahati-781015. No other mode of application shall be accepted. If no application is received by the stipulated date, the information will be treated as NIL.
7. Concerned Establishment / Stations will certify all the particulars as mentioned in proforma (Date of Birth, Caste, Educational Qualification etc.) from the service record of the departmental candidates before forwarding their applications to RHQ NER.
8. It may also be certified that no vigilance & disciplinary case is either pending or contemplated against the applicant(s). The PAR grading for the preceding 05 (five) years up to 2023-2024 may please be forwarded. Applications received after the last date or otherwise found incomplete will not be entertained.
9. The syllabus/weightage for the post of Junior Assistant (HR) [NE-4] shall be 50% questions on subjects relating to educational qualifications prescribed for the post and 50% questions on General Knowledge, General Intelligence, General Aptitude, English etc.. The syllabus / weightage for the post of Junior Assistant (Workshop) [NE-4], Junior Assistant (Plumber) [NE-4] and Junior Assistant (Wireman) [NE-4] shall be 70% questions on subjects relating to educational qualifications prescribed for the post and 30% questions on General Knowledge, General Intelligence, General Aptitude, English etc.
10. The Competent Authority reserves the right to increase or decrease the vacancies depending upon future requirement. AAI reserved the right to modify/alter/restrict/cancel the recruitment process, if need arises without assigning any further notice or assigning any reasons thereof. The decision of the Competent Authority will be final and no appeal shall be entertained in this regard.
11. Hindi version will follow.
12. In case any discrepancy, English Version will be valid.
13. This issues with the approval of the Competent Authority.

*Medhi*  
20/3/25  
(Lokhi Medhi Singha)  
Sr. Manager (HR)  
AAI, RHQ NER, Guwahati

Encl:- As above.

Contd...P 3/-



To

The Airport Director  
Airports Authority of India,

Agartala / Barapani / Dibrugarh / Dimapur / Imphal / Itanagar / Jorhat / Lilabari /  
Lengpui / Rupsi / Silchar / Tezpur / Tezu Airport.

Internal Distribution:-

1. OSD to RED, NER
2. All HODs of AAI, RHQ NER.
3. Officer-in-Charge –ICC, AAI, Guwahati } *-Request to bring the content of the circular to all Group 'D' employees working under your jurisdiction.*
4. Sr. Manager (OL), AAI, RHQ NER *for Hindi version please.*
5. Regional Secretary, AAEU, NER.
6. Regional Secretary, AAI SC/ST/OBC (Non-Executive) Employees' Welfare Association, NER.
7. Regional Secretary, AAI SC & ST Employees Welfare Association, NER RHQ, Guwahati.
8. All Notice Boards.

*Medhi 20/3/25*  
(Lokhi Medhi Singha)  
Sr. Manager (HR)  
AAI, RHQ NER, Guwahati

## PROFORMA

APPLICATION FOR THE POST OF JUNIOR ASSISTANT (*HR*), JUNIOR ASSISTANT (*WORKSHOP*), JUNIOR ASSISTANT (*PLUMBER*) & JUNIOR ASSISTANT (*WIREMAN*) IN NE-4 LEVEL THROUGH DEPARTMENTAL EXAMINATION (20%) QUOTA (ALL DISCIPLINE)

### DEPARTMENTAL EXAMINATION -2025

1.	Post applied for	
2.	Name in Full (IN BLOCK LETTERS) (as per Service Book)	
3.	Designation	
4.	Employee No.	
5.	Father's Name	
6.	Date of Birth (DD/MM/YYYY)	
7.	Category (Gen/SC/ST/OBC) (Self-attested copy to be enclosed for SC & ST)	
8.	Date of Appointment in CAD/NAA/AAI	
9.	Date of Appointment in Present Post	
10.	Present Scale of Pay and Basic Pay	
11.	Educational Qualification (as per service record) [Self-attested copy to be enclosed]	
12.	Present Station of Posting	
13.	Willingness to transfer to any station under NE Region, if selected. (Yes or No)	

#### DECLARATION & UNDERTAKING

It is certified that the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Candidate

#### CERTIFICATE

Certified that the above particulars have been verified from the service record of the above employee and the same is found correct, thereby the candidate fulfils the eligibility criteria. It is also certified that no disciplinary and no vigilance case is pending or contemplated against him/her.

(Signature of HOD of HR)  
With Name & Designation  
(Office Seal)