

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. AAI SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN PRINT-OUT OF APPLICATION FORM FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF AAI.

Important Dates	
- Opening Date for Online Registration of Application	02/04/2024 [Tuesday]
- Closing Date of submission of Online Application and submission of Online Application Fee through Debit/Credit Card/Net Banking/UPI (Payment of Application Fee through SBI E-PAY Lite Payment Gateway)	01/05/2024 [Wednesday]
- Availability of Schedule for Application Verification	Will be announced on AAI Website- www.aai.aero

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions	
1.	Read the Instructions carefully and select (√) " I Agree " and Press ' START ' button to proceed further.
2.	For detailed Notification/Advertisement, click ' here ' and read it carefully before filling-up the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: a) Valid e-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph (not older than 3 months). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature. d) Required certificates and documents as mentioned in the Advertisement.

How to apply

I.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
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II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II . Once the form is submitted, it can't be edited.						
III.	The step by step process for submitting the application form is given below: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Step-I</td> <td style="width: 5%;">:</td> <td>Registration of Personal Details and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail ID.</td> </tr> <tr> <td>Step-II</td> <td>:</td> <td>Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents and submit Fee (if applicable) online via SBI E-Pay Lite through net banking/debit card/credit card/UPI.</td> </tr> </table>	Step-I	:	Registration of Personal Details and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail ID.	Step-II	:	Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents and submit Fee (if applicable) online via SBI E-Pay Lite through net banking/debit card/credit card/UPI.
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Step-II	:	Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents and submit Fee (if applicable) online via SBI E-Pay Lite through net banking/debit card/credit card/UPI.					
IV.	Application once submitted cannot be withdrawn and fee once paid shall not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.						
STEP-I Registration							
a.	The candidates agreeing to the terms & conditions may proceed further by clicking " I agree " check box on Registration Page.						
b.	The candidate should fill up all the desired information i.e. Personal Details, Contact Details, etc. correctly.						
c.	On completion of Step-I registration, the candidate will receive a message in the registered e-mail ID conveying his/her login ID and password.						
d.	The candidate has to log-out and log in again in order to fill up other details in application form.						
STEP-II Completion of Application form							
e.	After registration, candidate may re-login and click on "Go to Application Form" icon at top right corner, select his/her category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature/relevant documents and submit of Fee (if applicable) through Online mode via Debit card / Credit card/ Internet Banking/ UPI through SBI E-Pay Lite						
f.	Instructions regarding scanning of Photograph and Signature. Candidate should upload the scanned (digital) image of his/her photograph and signature as per the process given below. The applicant should note that only JPG/JPEG format is acceptable: <ol style="list-style-type: none"> i. Photograph Image: <ul style="list-style-type: none"> • Photograph must be a recent passport size colour picture on light coloured background. (not older than 03 Months) • The size of the scanned image should be between 20kb -50kb and Dimension only 200x230 pixels in JPG/JPEG format only. ii. Signature image: <ul style="list-style-type: none"> • The applicant has to sign on white paper with Black/Blue ball point pen. • Size of file should be between 10kb – 20kb and Dimension only 140x60 pixels in JPG/JPEG format only. 						
g.	Once the application is submitted and the candidates agree to the privacy notice, they will automatically be redirected to SBI E-Pay Lite payment gateway to deposit the fee of + Bank						

	charges (if applicable) through Debit Card/Credit Card/Net Banking/UPI etc.After successful completion, Application Form can be taking printout with transaction id status be retained for future reference.
h.	Guidelines for remittance of fee are as under: <ul style="list-style-type: none">• Post submission, the candidate will be re-directed to Payment gateway to make the online payment of application fees after agreeing to the privacy notice.• Kindly verify the details and make the payment for application fees via the different payment modes.• Post successful payment of application fees, the candidate will be redirected to his/her application form.
i.	<ul style="list-style-type: none">• For the purpose of all future reference, the candidates are advised to keep a printout of their application form, after successful submission.• In case of any difficulty, candidates may raise the technical queries relating to the filling up of ONLINE APPLICATION in the Helpdesk Tab available on the application portal after login or may contact the helpdesk through Phone No +917353927979 from 10.00AM to 5.30 PM on working days.