



IGI AVIATION SERVICES PVT LTD

(Registered Company)



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IGI Aviation invites online applications for Airport Ground Staff (CSA) profile for various ground departments of IGI Airport like Airlines, Ground Handling Companies, Hospitality, Retail Outlets, Food Courts and Cargo. No other medium/mode of application will be accepted.

Important Dates

Last date of online application submission	7th July 2024
Written examination date	To Be Announce
Result	15 Days after the Exam

Position	Eligibility	Age	No. of Seats	Expected Salary
Airport Ground Staff (CSA)	10+2/ Above from recognized Board	18 – 30 Years	1074	Rs.25000/- to Rs.35000/-

Note :

- Both Males & Females may apply. Freshers can also apply.
- Aviation/Airline Certificate or Diploma not required.
- 10+ ITI (2years) candidates may also apply.

Job Profile : Airport Ground Staff (CSA)

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.

Written Exam Syllabus

	Description of Examination	No. of Questions	Time	Marks
Written Examination	1. General Awareness (25 Marks) 2. Aviation Knowledge (25 Marks) 3. English Knowledge (25 Marks) 4. Aptitude & Reasoning (25 Marks)	25 25 25 25	1.5 Hour (90 minutes)	100

Details of Syllabus

- I. **General Intelligence & Reasoning:-** The questions in this part intend to measure the candidates general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.
- II. **General English:-** Candidate's understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.
- III. **General Awareness:-** The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 12th Standard.
- IV. **Aviation Knowledge:-** Indian Aviation, Airport name, Airport terminologies, Civil Aviation, Airport codes, Knowledge of International Airport

- The written examination contains 100 objective-type multiple-choice questions. Each question carries 1 mark. No marks would be awarded for un-attempted questions.
- The level of exam will be up to 12th standard/grade.
- The examination will be conducted in bilingual (English & Hindi)
- There will be no negative marking.
- While filling the online application form, the applicant should carefully decide about his/her choice of examination center.
- Examination center once opted WILL NOT be changed under any circumstances. Hence, the candidates should select the Centre carefully and indicate the same correctly in their application.
- IGI Aviation reserves the right to cancel any Center and asked the candidates of that Center to appear from another Center. The company also reserves the right to divert candidates of any Center to some other Center to take the examination.

Centres for Examination

S.No	State/UT	Examination Centre
1.	Bihar and Uttar Pradesh	Agra, Gorakhpur, Kanpur, Lucknow, Prayagraj, Varanasi, Patna, Darbhanga, Muzaffarpur
2.	Jharkhand, Odisha, West Bengal	Ranchi, Bhubaneshwar, Kolkata, Siliguri
3.	Karnataka and Kerala	Bengaluru, Mysuru, Ernakulam, Kannur, Thiruvanthapuram
4.	Chattisgarh and Madhya Pradesh	Bhopal, Indore, Jabalpur, Bilaspur, Raipur
5.	Assam, Manipur	Guwahati, Imphal , Dibrugarh
6.	Delhi, Rajasthan, Uttarakhand	Dehradun, New Delhi, Jaipur, Jodhpur, Udaipur
7.	Chandigarh, Himachal Pradesh, Jammu & Kashmir, Punjab	Chandigarh, Shimla, Jammu, Srinagar, Amritsar, Jalandhar
8.	Andhra Pradesh, Tamil Nadu, Telangana	Vishakhapatnam, Chennai, Madurai, Hyderabad
9.	Maharashtra, Gujarat	Nagpur, Mumbai, Pune, Ahmedabad, Surat, Vadodara, Rajkot

Selection of Candidates

- I. A Candidate has to first appear for a written test.
- II. Candidates who qualify in the written test will further appear for the personal round of interview in the company's registered office at Delhi. Date & timing for the interview will be mentioned in the call letter which will be uploaded on the website.
- III. Based on the combined performance of the written test and personal round of interview, a candidate would be shortlisted for final selection subject to successful completion of their character antecedent verification followed by medical test.

How to Apply

- I. Applications should be submitted only through ONLINE registration by logging on to the official website www.igiaviationdelhi.com. Applications will NOT be accepted through any other mode.
- II. Wrong information in any column may lead to the application getting rejected altogether.
- III. Before submitting the online application, the candidates MUST preview the application to ensure that they have provided the correct information, particularly the email, and phone number & and uploaded the correct photograph. The online application should be submitted only after ensuring that the information and photographs are correct.
- IV. The application portal will be operational till 07 July 2024 at 12:00pm midnight. Any registration done after 07 July 2024 will not be accepted.
- V. Candidates are advised to register well in time since the application portal witnesses a huge number of applications during the closing date.
- VI. Before submission of the online application, candidates must check that they have filled correct details. No modification is allowed under any circumstances.
- VII. Examination fee of Rs.350 is applicable. Fee once paid shall not be refunded under any circumstance.

General Conditions to Candidates

- I. Before applying, candidates must go through the instructions given in the advertisement very carefully.
- II. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the company website on account of heavy load on the website during the closing days.
- III. Candidate must ensure before applying for the profile that he/she is eligible for the profile in terms of age, educational qualification, etc. as laid down in this advertisement.
- IV. Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
- V. Candidates must fill their correct and active e-mail addresses and mobile numbers in the online application as further correspondence would be made by the COMPANY through email/SMS only.
- VI. The eligibility of the candidates in terms of age, educational qualifications, etc. will be determined on the closing date. The candidates must possess essential qualifications for the profile applied for, on or before the closing date.
- VII. Successful completion of training is mandatory for each profile for the further procedure.
- VIII. A certain amount of training fee is also applicable after clearing of written test.

- IX. No TA or other expenses will be admissible to the candidates for appearing in the examination and interview.
- X. Mobile phones and other electronic gadgets are banned within the premises of the Examination Centre. The arrangement of the safekeeping of valuable/costly items at the examination venue will be the sole responsibility of candidates.
- XI. Candidates will be required to produce the original certificates/testimonials when called for the interview.
- XII. The numbers of seats are provisional and liable to change.
- XIII. The date of birth as well as the name of the applicant will invariably be taken from the matriculation Certificate issued by recognized board. No other proof of date of birth and name shall be accepted.

Disclaimer

It has come to our notice that certain miscreants are illegally representing themselves as employees/ associates/ agents/ consultants of IGI Aviation and using its name to make employment offers for consideration. The General Public is hereby cautioned and advised that IGI Aviation has not authorized any Person, Agent, or Agency to take interviews, offer employment, or issue offer / employment letter for and on behalf of IGI Aviation.

Any Person approaching such unscrupulous person(s) for job/employment with IGI Aviation for consideration shall do so at their own risk, cost and consequences. IGI Aviation will not accept liability in any circumstances for any loss and/or damage resulting from these unauthorized offers or advertisements(s).

IGI Aviation will also take such legal action as may be deemed appropriate against such unauthorized advertisements/persons.

