



भारतीय विमानपत्तन प्राधिकरण  
**AIRPORTS AUTHORITY OF INDIA**  
(मिनी रत्न - श्रेणी -1 सार्वजनिक क्षेत्र का उद्गम)  
(A Miniratna - Category – 1 Public Sector Enterprise)  
क्षेत्रीय कार्यालय, पश्चिमी क्षेत्र, मुंबई  
Regional Headquarters, Western Region, Mumbai.

**ADVT.NO. 04/12/2020/APPRENTICE (ITI) (WR)**

**Notification for Engagement of Apprentices under Apprentices Act, 1961- Western Region**

Airports Authority of India(AAI) a Schedule – “A” Mini Ratna Category-1 Public Sector Enterprise entrusted with the responsibility of creating, upgrading, maintaining and managing Civil Aviation infrastructure both on the ground and air space in the country.

Airports Authority of India, Regional Headquarters, Western Region invites applications from the eligible and willing candidates from ITI Trade who are domicile of Maharashtra/ Gujarat/ Madhya Pradesh/ Goa meeting the following Educational qualifications for engagement as Apprentices under Apprentices Act 1961/2014 (as amended from time to time) and commensurate policies/rules of the organization. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state where Apprentices are engaged.

**A. Details of posts and qualifications: (Tentative – can be reduced/increased)**

Sr. No.	Category/Trade	Number of Seats	Duration of Training	Rate of Stipend per month (in Rs.)	Minimum qualification	Locations/Airports of Apprenticeship training at RHQ, Western Region Airports.
01	ITI Trade Apprentice (Motor Vehicle Mechanic)	10	One Year	9,000/-	A Certificate in Vocational Course ( in Mechanic-Motor Vehicle) involving 2 years of study after the completion of secondary stage of school education/ 10 <sup>th</sup> Class examination recognized by the All India Council for Technical Education (AICTE) / State Council of Vocational Education.	RHQ/Western Region, Juhu, Surat, Bhavnagar, Vadodara, Rajkot, Aurangabad, Pune, Goa, Bhopal, Shirdi, Jamnagar, Bhuj, Diu, Gondia, Indore, Jabalpur, Jalgaon, Kolhapur, Porbandar, Solapur, Keshod, Nagpur, Songarh.

Sr. No.	Category/ Trade	Number of Seats	Duration of Training	Rate of Stipend per month (in Rs.)	Minimum qualification	Locations/Airports of Apprenticeship training at RHQ, Western Region Airports.
02	ITI Trade Apprentice (Diesel Mechanic)	11	One year	9,000/-	a) A Certificate in Vocational Course (in Mechanic-Diesel) involving Two years of study after the completion of secondary stage of school education/ 10 <sup>th</sup> Class examination recognized by the All India Council for Technical Education (AICTE) / State Council of Vocational Education.	RHQ/Western Region, Juhu, Surat, Bhavnagar, Vadodara, Rajkot, Aurangabad, Pune, Goa, Bhopal, Shirdi, Jamnagar, Bhuj, Diu, Gondia, Indore, Jabalpur, Jalgaon, Kolhapur, Porbandar, Solapur, Keshod, Nagpur, Songarh.

**B. CONDITIONS: -**

1. Apprentices shall have to undergo Apprenticeship training at notified Airports/ Establishments.
2. The qualification prescribed shall be from a recognized University/ Institute with minimum 50% marks (45% for SC/ ST Candidates) in aggregate.
3. As provided under the Apprentices Act, 1961/2014 as amended from time to time, candidates who have already completed their apprenticeship or terminated their apprenticeship midway or pursuing their apprenticeship with other organizations or AAI with same qualification level, shall not be eligible for being engaged as Apprentice.
4. As provided under the Apprentices Act, candidates, who had training or job experience for a period of one year or more after the attainment of essential qualifications, shall not be eligible for being engaged as Apprentice.
5. If the mark sheet provides CGPA, it will be incumbent on the applicant to provide the marks, based on the conversion criteria mentioned in the guidelines issued by the University/Board/AICTE as appropriate.

**C. EDUCATIONAL QUALIFICATION: -**

1. ITI Trade candidates should possess ITI/NCVT certificate of the above mentioned trades from Institutions recognized by AICTE, GOI.

**D. ELIGIBILITY CRITERIA: -**

1. Indian Nationals belonging to the states of Maharashtra, Gujarat, Madhya Pradesh and Goa from Western Region (WR) are eligible.

2. Candidates who have passed ITI on or after **01.03.2018** only are eligible (Candidates should not have completed three years after passing of the qualifying examination). Students who have appeared for final year examination and awaiting results may also apply, however, their engagement shall be subject to qualifying the essential Equivalent qualification and production of Certificate.
3. Age Limit for Apprentices will be minimum 18 years and maximum 26 years as on **30.11.2020** (Upper age limit is relaxed by 5 years for SC/ST & PWD candidates and 3 years for OBC candidates. However in case of non-availability of candidates in reserved categories, the same will be filled from other reserved categories/General categories)

**E. NON LIABILITY TO OFFER EMPLOYMENT ON COMPLETION OF APPRENTICESHIP: -**

1. Whereas, in Section 22 of the Apprentices Act, 1961 there is a provision which states that every employer shall formulate its own policy for recruiting any apprentice who has completed the apprentice training at his establishment, the Apprenticeship amendment rules, 2015 clearly states that it shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment.
2. Airports Authority of India, in adherence to the provisions of the Rule and Schedule VI thereof, is not liable to offer any employment to the apprentices engaged, not does it have a stated policy for recruiting any apprentices and shall so maintain in all its contracts for the purpose of apprenticeship.

**F. SELECTION METHODOLOGY: -**

1. Selection for engagement of Apprentices would be based on percentage (%) of marks in the qualifying examination.
2. The candidature of the applicant would be provisional. The Selection will be based on Interview/verification of certificates/testimonials and submission of CERTIFICATE OF MEDICAL FITNESS (to be obtained only from a Gazetted Government Medical Officer/Medical Officer of a Government Undertaking) at the time of joining.
3. Police verification certificate to be obtained from local area of residence.
4. The shortlisted candidates will be called for interview/Document verification through their registered E-mail Id only.

**G. GENERAL INSTRUCTIONS:**

1. Last Date of receipt of application is **31.12.2020 by 6 PM.**
2. Candidates are advised to carefully read the entire advertisement for details of educational qualification and other eligibility criteria before submission of application.
3. Applications without supporting documents/incomplete/not fulfilling the prescribed criteria in any respect shall be rejected.
4. Candidates applying for more than one Trade will not be considered and their application will be rejected.
5. Candidates shall apply for one Trade within a State and may be offered apprenticeship in any of the locations, subject to the availability of choice(s).
6. The candidates may also provide their choice/ option of location/airport for apprenticeship in remarks column, Maximum up to 3 (Three) locations while applying for apprenticeship; else they will be posted at the location/airport based on registered location (in portal) as *no* TA/DA will be provided for any location.

7. **Candidates should register themselves in the concerned web portal (NSDC) prior to applying for apprenticeship training without fail.** Correspondence/Communication in any other manner will not be entertained.
8. Request for change in mailing address/ category/ discipline/ qualification once declared during registration on NATS/ AAI web portal will not be entertained.
9. **Applications received through NSDC portal from the date of generation of opportunity will be considered along with the applications received till the last date of application as per advertisement. However, selection shall be strictly on the basis of merit/rank and meeting all eligibility criteria.**
10. The number of candidates to be engaged is indicative and may undergo changes as per requirement without any further notification.
11. During the period of apprenticeship training, candidates will be governed by the Apprentices Act, 1961 (as amended in 1973 and till date) and the policies/rules of the organization.
12. Reservation for SC/ST and OBC as applicable will be followed. Candidates applying under OBC category are required to submit the NCL (Non-creamy Layer) certificate mentioning the validity of the certificate as per rules. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the proforma prescribed by Govt. of India, which would, among others, specifically mention that the candidate does not belong to the persons/sections (creamy Layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training.
13. As per Government of India OM No.36012/22/93-Estt. (SCT) dated 08/09/1993, Candidates belonging to OBC category but failing in creamy layer are not entitled for OBC reservation benefits. Accordingly, such candidates may choose to apply for the position, provided they meet the age criteria applicable to UR candidates and indicate their category as "UR".
14. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidate is liable to be cancelled.
15. Airports Authority of India has no obligation to give regular employment to Apprentices. Candidates shall have no right to claim regular employment from AAI on the basis of this apprenticeship training at any point of time. AAI management is not liable for any sort of employment/placement. However, apprentices who have successfully completed one year of Apprenticeship Training in AAI, as per the Apprentices Act, 1961 will be exempted for submitting application fees required for future direct recruitment in AAI subject to fulfillment of other requirements stipulated in the respective recruitment advertisement.
16. The decision of AAI Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the AAI management based on suitability of candidates and no claim will be entertained, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
17. In case no application is received from suitable/ eligible candidates by last date, AAI shall take apprentices directly from NSDC portal.
18. AAI Management is not answerable to the candidate for non-selection.
19. It shall be the sole responsibility of the candidates to get their profile verified from the respective Regional NSDC PORTAL.

20. Procedure for Student enrolment and Submission of application for ITI Candidates may be seen at **Annexure- I** given along with this advertisement.
21. **APPLICATION FEE: NO Application Fees.**
22. **IMPORTANT DATES:**
  - i. Commencement of Online Application through NSDC Portal: **09.12.2020 (Wednesday)**
  - ii. Last Date of Online Application through NSDC Portal: **31.12.2020 (Thursday)**
23. For any clarification/queries candidates may contact via E-Mail Id: [recttcellwr@aai.aero](mailto:recttcellwr@aai.aero) or Telephone: 022-2921-7709/ 7710/ 6988/ 7489 (From 10:00 AM to 05:00 PM Monday to Friday)

**GENERAL MANAGER (HR), WR  
FOR REGIONAL EXECUTIVE DIRECTOR,  
WESTERN REGION (WR)**

## **CANDIDATE INSTRUCTION MANUAL**

### **THE APPRENTICESHIP PORTAL**

The Apprenticeship Portal is a website of the Central Government for exchange of information on Apprenticeship. The public view gives you access to information on Apprenticeship Opportunities Posted by Companies, Registered Candidates, and Apprenticeship Guidelines.

The Candidates can access to information such as available Apprenticeship Opportunities basis the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration are as follows:

**Note: The fields marked in \* are mandatory.**

### **SKILL INDIA PORTAL FOR OPTIONAL TRADES (NSDC PORTAL)**

**WEBSITE- [HTTPS://APPRENTICESHIPINDIA.ORG](https://apprenticeshipindia.org)**

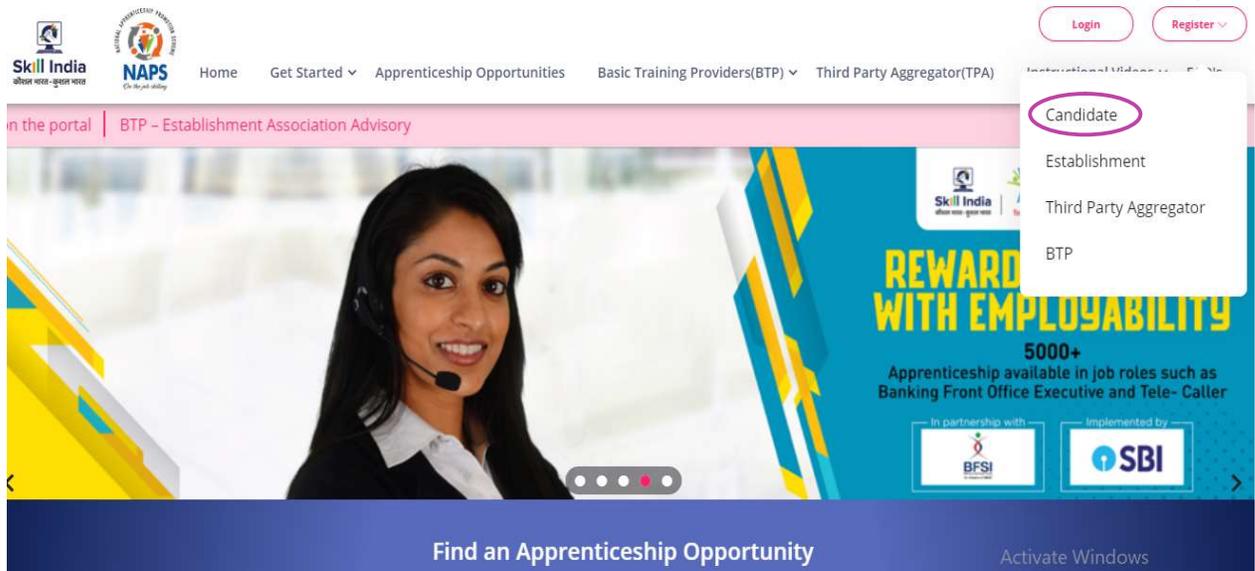
A candidate can enroll himself/herself with designated trades for engagement as an apprentice in an organization.

### **KEY POINTS DISCUSSED HERE -**

- Candidate Registration
- Activation of Account of candidate
- Login and Profile Completion
- Understanding Candidate Dashboard
- Apply to opportunities

## 1. CANDIDATE REGISTRATION

Click on the “Register” button the top toolbar and select the option Candidate.



A **Short Registration Form** will open (as shown below). You would be required to fill your Basic, Family and Contact details and click continue.

**Note:** Please enter a valid email ID as the activation link will be send through a mail to that ID. Also, remember the password and you will use it to login to your account on the Apprenticeship Portal.



### Personal Details

Name \*

Please enter your name as given in your Aadhaar, PAN, or any other valid government ID

Father/Mother/Spouse Name \*

Relationship \*

Please enter name of your father, mother or spouse as given in any of their valid government ID

Choose the relationship with apprentice among father, mother or spouse

Date of Birth \*  

Choose your date of birth as given in your valid date of birth proof document

Gender \*

Mobile Number \*

Alternate Mobile Number

Please enter a valid mobile number

Email ID \*

Please enter your valid e-mail ID. This will be your login ID on Apprenticeship Portal and the portal will send an email to this ID for activating your Apprenticeship account

Password \*

Confirm Password \*

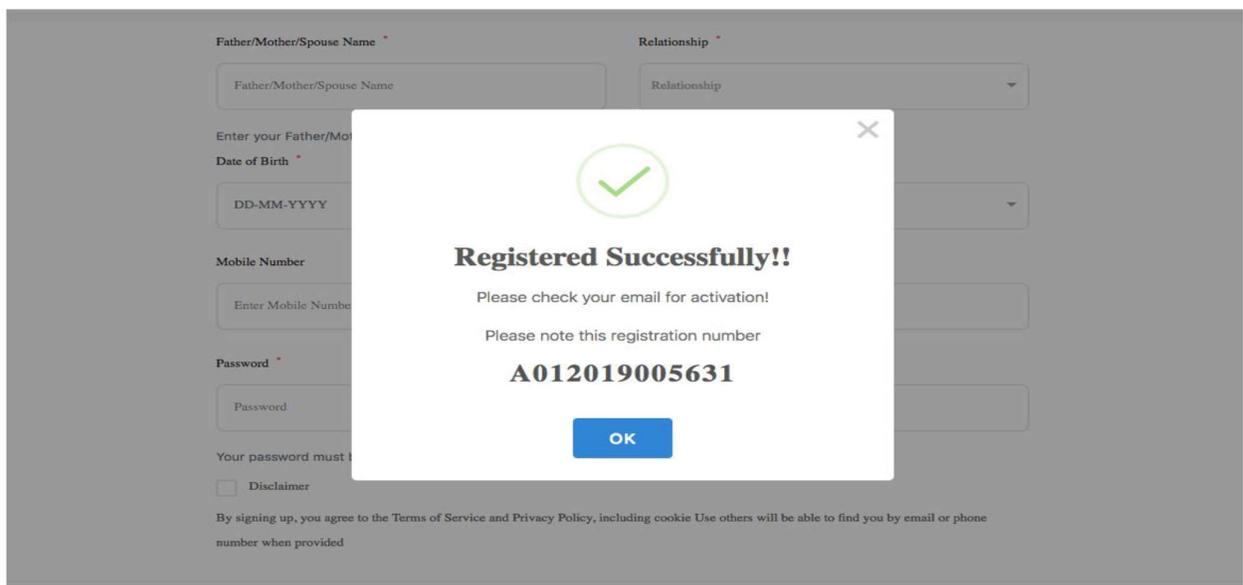
Enter a password. You shall use this password to login to Apprenticeship Portal after your account activation

This password should match with the Password given earlier

I have read, understood and agree to abide by the "[User Terms](#)", "[Privacy Policy](#)" and "[Disclaimer](#)"; and understand that by checking this box, I am entering into a legally binding contract

After filling the required details you have to click on submit (encircled above).

A dialog Box with the **Registration number** will notify your account creation after which you will receive an activation Email on the registered Email Address.



On the Email, click the 'Activate' button (as shown in the image below).

## Apprenticeship Portal

Dear ananya,

Reply all | ▾



Delete

Junk | ▾



Please note this number for all communications

Please Activate your Account

Activate

Thank you for using our application!

Regards,

Apprenticeship Portal

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If you're having trouble clicking the "Activate" button, copy and paste the URL below into your web browser: <https://apprenticeshipindia.org/activate/5c4df58f44f7d76386684f82/LLtqmuVvCX7se3ppN8hFzw5upmNT6S>

## 2. LOGIN

Once you click on the Activate Button, the screen will automatically **redirect you to the Log-In page** (see below) where you type your registered **Email ID/Registration Number and Password** (*the email ID and Password are the same you mentioned during registration*) to login.

I have read, understood and agree to abide by the ["User Terms"](#), ["Privacy Policy"](#) and ["Disclaimer"](#); and understand that by checking this box, I am entering into a legally binding contract

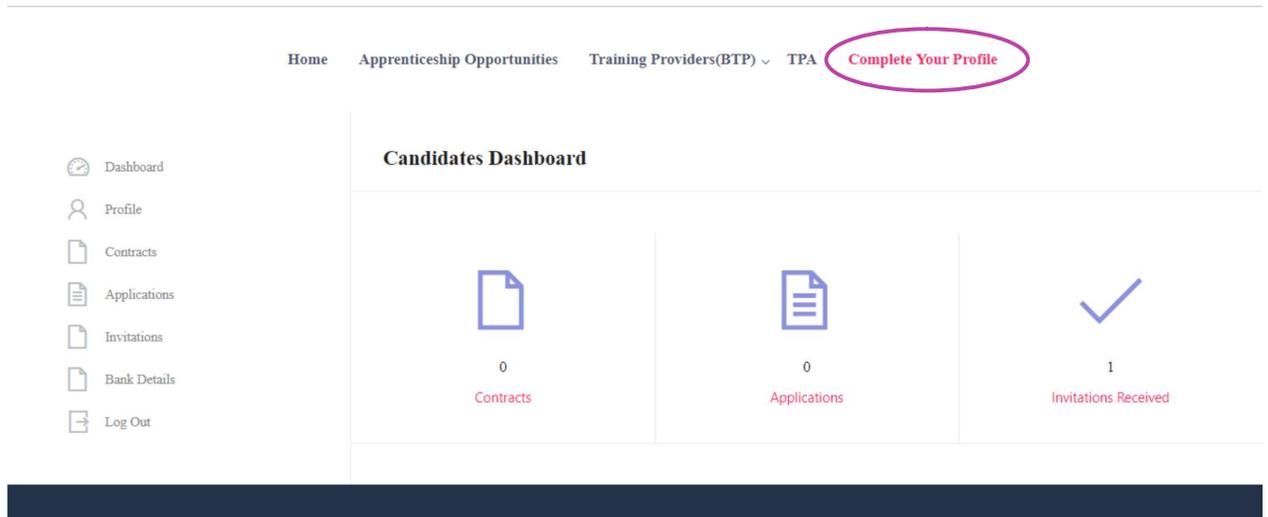
[Resend activation link?](#)

[Forgot Password?](#)

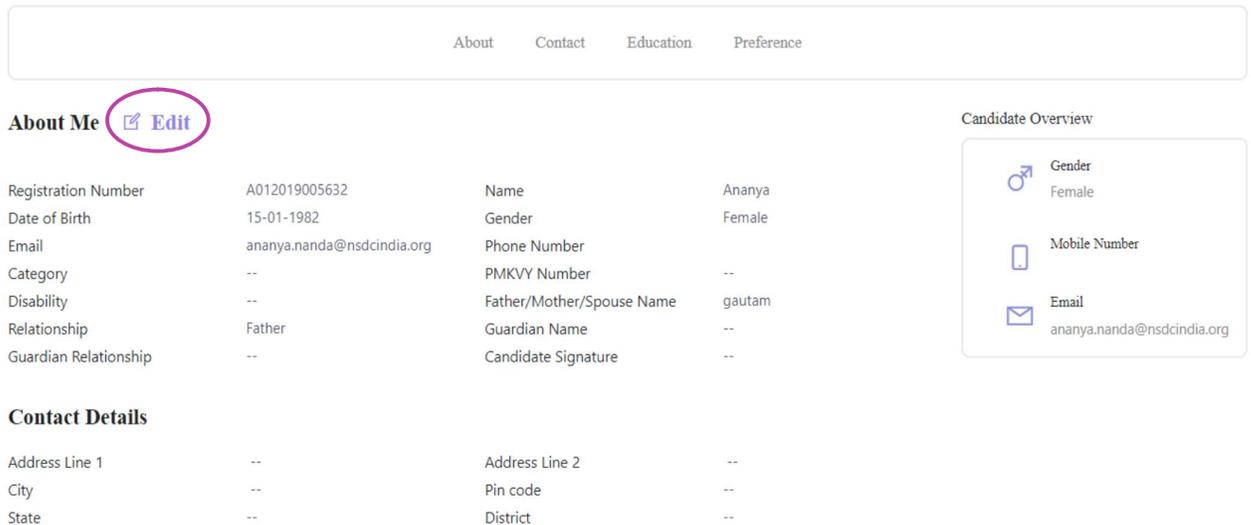
### 3. PROFILE COMPLETION

Once Logged In, you will have to click on the button 'Complete Your Profile' (encircled below).

You will not be able to apply to any Apprenticeship Opportunity without completing your profile.



Start by clicking the 'Edit' button (encircled below) to add your "About Me" and Contact Details.



On clicking the 'Edit' button, the following screen will emerge. *The fields marked in '\*' are mandatory.*

[< back to profile](#)

### Basic Details

Email

ananya.nanda@nsdcindia.org

Mobile Number

Enter Number

Gender

Female ▾

Has Disability

Yes  No

Date Of Birth \*

15/01/1982 

Date Of Birth Document \*

No file chosen

Please upload only (jpeg, jpg, png, pdf) files  
Maximum 4MB only allowed

Father/Mother/Spouse Name \*

gautam

Relationship \*

Father ▾

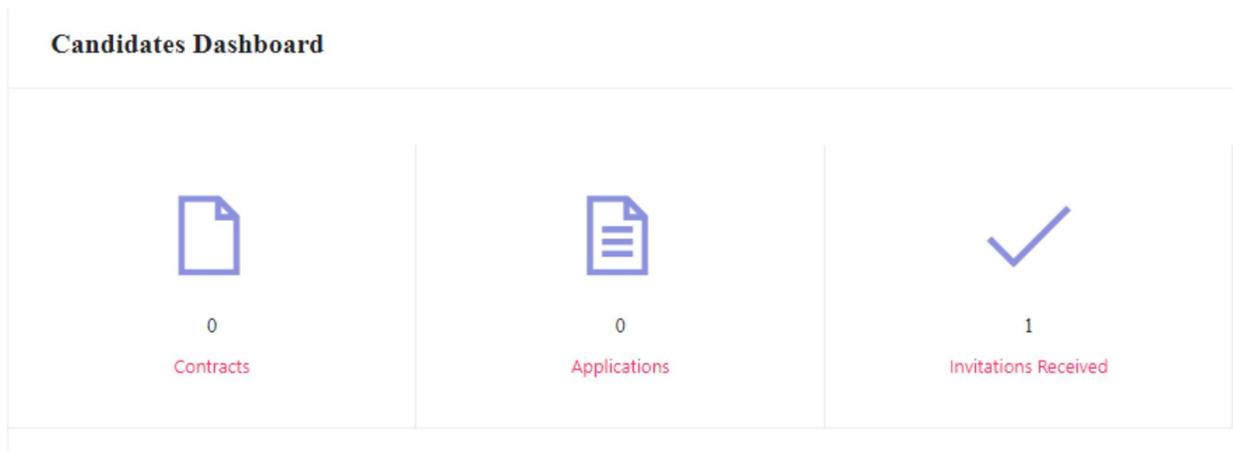
Id Proof Type \*

Select Proof type ▾

Document Proof \*

No file chosen

#### 4. UNDERSTANDING CANDIDATE DASHBOARD



There are 3 items on your dashboard and they are explained below:

- 1. Invitations Received** – Some companies screen your profile and if they feel you're fit for the opportunity, they send out an invitation to you to apply to the opportunity. This section lists the number of invitations received by the candidate.
- 2. Applications:** This section lists the number of Apprenticeship Opportunities you had applied to.
- 3. Contracts:** This section will show the contract you have signed with the company. Multiple companies can send you contracts; however, you will only be able to accept one.

## 5. APPLY TO OPPORTUNITIES

You can use the option “**Apprenticeship Opportunities**” (encircled below) on the top toolbar to view the opportunities. You can search by **keywords**, for course, locations, course type, Establishment Name and so on in the ‘Search Opportunities’ section.

The screenshot shows the Skill India website's navigation bar with the following items: Skill India logo, NAPS logo, Home, Get Started, Apprenticeship Opportunities (circled in pink), Basic Training Providers(BTP), Third Party Aggregator(TPA), Instructional Videos, and FAQ's. There are also Login and Register buttons. Below the navigation bar is a large blue header with the text "Apprenticeship Opportunities". The main content area contains a search interface with four search filters on the left: "Select Course Type", "Search Course", "Search Locations", and "Search By Establishment Name", each with a pink arrow pointing to it. To the right of these filters is a search input field with a "Clear" button. Below the search field is a pagination control showing "1" as the current page, with "Prev" and "Next" buttons. At the bottom, it displays "69118 Opportunities".

To apply fill the details as below:

- Course type- Designated
- Search Course- Mechanic (Motor Vehicle) or Mechanic Diesel
- Establishment Name- Airports Authority of India

## A. MECHANIC (MOTR VEHICLE)

You can view the opportunity details by clicking on 'view' button as shown below or simply click on the 'Apply' button (encircled below) to apply to the opportunity of your choice.

### Apprenticeship Opportunities

Mechanic (Motor Vehicle) Airports Authority of India Course Type : Designated Clear

<< < Prev 1 2 Next > >> 15

#### 23 Opportunities

**Mechanic (Motor Vehicle)**  
AIRPORTS AUTHORITY OF INDIA

**Description:**  
ITI (MECHANIC MOTOR VEHICLE)- Essential Qualification- A Certific...

Location Mumbai, Maharashtra Duration 25 Months Posted On 28-09-2020

[Apply](#) [View](#)

If you click on view, this page will appear. You can also click on 'Apply for the opportunity' (encircled below) to apply to the opportunity of your choice.

## Mechanic (Motor Vehicle)

Mumbai - Maharashtra ← back

[Apply for this Opportunity](#)

#### Description

ITI (MECHANIC MOTOR VEHICLE)- Essential Qualification- A Certificate in Vocational Course (In Mechanic-Motor Vehicle) involving 2 years of study after the completion of secondary stage of school education/ 10th Class examination recognized by the All India Council for Technical Education (AICTE) / State Council of Vocational Education. • Duration of Training- One year • Stipend Amount - Rs. 9000/- per Month

#### Establishment Details

Establishment Name	Airports Authority Of India	Establishment Code	E06192700005
Establishment Type	Central Public Sector Undertaking	Establishment Strength	3579

#### Overview

Opportunity Name	Mechanic (Motor Vehicle)
Number of Openings	10
Stipend from	₹9,000.00 - ₹15,000.00

## B. MECHANIC DIESEL

You can view the opportunity details by clicking on '**view**' button as shown below or simply click on the '**Apply**' button (encircled below) to apply to the opportunity of your choice.

### Apprenticeship Opportunities

Mechanic Diesel Airports Authority of India Course Type : Designated Clear

#### 9 Opportunities

**Mechanic Diesel**  
AIRPORTS AUTHORITY OF INDIA

**Description:**  
ITI (DIESEL MECHANIC)- • Essential Qualification- A Certificate in Voc...

Location Mumbai, Maharashtra Duration 9 Months Posted On 28-09-2020

[Apply](#) [View](#)

If you click on view, this page will appear. You can also click on '**Apply for the opportunity**' (encircled below) to apply to the opportunity of your choice.

## Mechanic Diesel

Mumbai - Maharashtra ← back

[▶ Apply for this Opportunity](#)

#### Description

ITI (DIESEL MECHANIC)- • Essential Qualification- A Certificate in Vocational Course (in Mechanic-Diesel) involving Two years of study after the completion of secondary stage of school education/ 10th Class examination recognized by the All India Council for Technical Education (AICTE) / State Council of Vocational Education. • Duration of Training- One year • Stipend Amount - Rs. 9000/- per Month

#### Establishment Details

Establishment Name	Airports Authority Of India	Establishment Code	E06192700005
Establishment Type	Central Public Sector Undertaking	Establishment Strength	3579

#### Overview

Opportunity Name	Mechanic Diesel
Number of Openings	11
Stipend from	₹9,000.00 - ₹15,000.00