GUIDELINES FOR FILLING ONLINE APPLICATION

Note:

1. Candidates on their own interest are advised to apply and submit application promptly and not to wait till the last date/time for applying online. AAI, NR shall not be responsible if candidates are not able to submit their applications on account of last-minute rush.

2. Please retain print out of application form & payment acknowledgement slip for future references.

3. Please do not send hard copy of the application form or any documents to the office of AAI, Northern Region.

IMPORTANT DATES	
Opening Date for On-line Registration	**04/02/2025**
Last date of submission of Online Application with Fee through Debit/Credit card/UPI/Net Banking etc.	**05/03/2025**

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATIION :

General Instructions

1.	Read the instructions carefully before proceeding further.
2.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid Email ID & Mobile Number-For proper communication it is suggested to provide personal E-mail ID & Mobile No. 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 for uploading in the application.
3.	Category once filled by candidate in the on-line application form will not be changed.

How to Apply

1.	Candidates should have a valid personal e-mail ID & Mobile No. and must ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder) & mobile no.
2.	Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. You can edit the information before submission of application. **Once the Form is submitted, it cannot be edited.**
3,	Application once submitted cannot be edited/withdrawn and fee once paid will neither be refunded nor adjusted.
4.	**The process for submitting the application is given below:-**

Step-I (Sign-Up)

a.	The candidate should fill up all the desired information i.e. **Post Applied, Candidate Name, Email id, Mobile number,** etc. correctly.
b.	Sign-up by filling-up **Post Applied, Category, Candidate Name, Mobile Number and E-Mail ID.** After clicking SUBMIT button/ tab, the candidates will receive **Application Sequence No (User ID**) **& Password** on their registered E-mail ID during Signing. Now, candidate has to Click **"Log Out"** tab (given on top right corner) and re-log in for Step-II. On completion of Step-I, Sign- Up mail will be received in candidate's registered Email ID/mobile number confirming his singed-up along with the User ID (Application Sequence No.) and password.

	Step-II (Filling-up of Application)
a.	After signed-up, candidate has to 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 and submission of Fee (wherein applicable) through Online mode via Debit card, Credit card or Internet Banking/UPI etc. through PayU.
b.	**Instructions regarding scanning of Photograph and Signature**: Candidates should upload the scanned (digital) image of their photograph and signature and other relevant documents in jpg/jpeg/pdf format, as per the process given below: **(i) Photograph Image:** • Please upload one recent passport size photograph with white background. • Size of the image should be min. 50 KB and max. 100 KB. • Image should be .jpg or .jpeg format. • Scanner dpi should be 200 dpi. • Dimension should be 3.5 cm x 4.5 cm. **(ii) Signature image:** The applicant has to sign on white paper with Black ink pen.

The signature must be signed only by the applicant and not by any other person. Please scan the signature area only and not the entire page.

Please upload your recent signature: min 50 KB max. 100 KB (only jpeg and jpg formats).

(iii) Other relevant supporting Documents:

- Please scan and upload relevant certificate (self-attested) in the online portal as per requirement (Size of files should be max 1MB (only PDF, JPEG and JPG formats)

- SSLC/Matriculation Certificate as Date of Birth Proof.

- Educational Qualification Certificate in respect of post applied for including mark sheet if any.

- Community/Caste **(SC/ST/OBC(NCL), EWS** certificate (computerized format issued by the Authorized Government/ Municipal Authorities)

- Domicile/Residence/Nativity Certificate (computerized format issued by the local Government/ Municipal Authorities)

- Income and Asset Certificate issued by a Competent Authority (Not below the rank of Tehsildar) in the format prescribed by Govt. of India for **EWS candidates**.

- Driving License for Junior Assistant (Fire Service) (Valid Heavy Vehicle Driving License; **OR** Valid Medium Vehicle Driving License issued at least one year before the date of Advertisement **OR** Valid Light Motor Vehicle Driving License issued at least two years before the date of Advertisement.

- In case of Ex-Servicemen, scanned copy of Discharge Certificate issued by the Competent Authority, ESM ID Card and Dependency Certificate in the prescribed proforma issued by Zila/Rajya Sainik Board.

- In case of PwBD candidate, Certificate of Disability in the prescribed format issued by Medical Board of Hospital State /Central Government under RPwD Act 2016.

- In case of Widow/Divorced Women/Women Judicially separated, who are not re-married the candidate has to upload original Death Certificate of Husband/Certified copy of the Court Order conveying Divorce or Judicially Separation and Affidavit the candidate has not re-married at the time of Document Verification.

- Experience Certificate in the concerned discipline by concerned Deptt.

- NOC (No Objection Certificate applicable to candidates working in Govt./PSU etc.)

- AAI Identity card for AAI employees (applicable for AAI staff)

- In case of Ex-Agniveer, certificate issued by the Competent Authority of Armed Forces.

CLICK PREVIEW Button to view the details entered.

	Please ensure that all aspects of the application and photo/sign/other relevant documents are correct before **submitting. Please note that you cannot Edit/Modify your application once you click SUBMIT Button.**
c	Once the application is submitted, candidates automatically will be redirected to PayU gateway to deposit the fee through Debit Card/Credit Card/Net Banking etc.
d	Guidelines for remittance of fee are as under (if applicable): • Post submission, the candidate will be re-directed to PayU gateway to make the online payment of application fee. • Kindly verify the details and make the payment for application fee via the different payment modes • After successful payment of application fee, candidate will be redirected to his/her application form.
e	Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact through Helpdesk tab integrated in the Application portal or **Helpdesk Number : 02261306257 from 10.00 am to 05.00 p.m on working days.**