

HOW TO APPLY:

- (i) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the Advertisement. Furnishing of wrong/false information will be a disqualification and AAI will not be responsible for any consequence of furnishing of such wrong/false information.
- (ii) Candidates are advised to read the following instructions carefully before applying online and also all the instructions given on main instruction page of the online application:
 - (a) Candidates are required to apply Online through the link available on www.aai.aero under tab "CAREERS". No other means/mode of submission of applications will be accepted under any circumstances.
 - (b) Incomplete application will be summarily rejected.
 - (c) Candidates should have a valid personal E-mail ID and Mobile Number. It should be kept active during the currency of this recruitment process. The candidates are requested to regularly check their E-mail (*all folders including spam*)/AAI's website for any communication from AAI.
 - (d) Before starting to fill up the online application, the candidates should keep at hand the following details/documents/information:
 - (1) Valid E-mail id and Mobile Number: The E-mail ID and Mobile Number entered in the online application form should remain active until the recruitment process is completed. No change in E-mail ID/Mobile Number will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail ID/AAI website, including intimation to download Admit Card for Computer Based Test and Call Letter for Application Verification/Interview/Subsequent Tests, if shortlisted and Offer Letter, if selected.
(In case candidate does not have a valid personal e-mail ID/ Mobile Number, he/she should create his/her new e-mail ID and obtain a Mobile Number before applying online and must maintain that email account and mobile number.)
 - (2) Scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below at Para-11, for uploading in the application form.
 - (3) All relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC(NCL)], EWS Certificate, Experience Certificate, Disability Certificate, Discharge Certificate in case of Ex-Servicemen, Apprentice Certificate from AAI etc.
 - (4) Details/ documents to make Online Payment of the requisite application fee/ intimation charges.
- (e) **Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after submitting the application.**
- (f) Candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/websites/mobile apps/social media etc. For authenticity of any information, candidates may visit detailed advertisement available on AAI website www.aai.aero only.

11. SPECIFICATIONS AND INSTRUCTIONS REGARDING SCANNING AND UPLOADING OF IMAGES:

Uploading of scanned images of his/her photograph, signature, left thumb impression and the hand-written declaration should be as per the specifications given below:

(i) **Photograph image (4.5 cm * 3.5 cm):**

- (a) Photograph must be a recent passport style colour picture (not more than 3 months old).
- (b) Make sure that the picture is in colour, taken against a light-coloured, preferably white background.
- (c) Look straight at the camera with a relaxed face
- (d) If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- (e) If you have to use flash, ensure there's no "red-eye"
- (f) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- (g) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- (h) File type: jpg / jpeg
- (i) Dimensions 200 x 230 pixels (preferred)
- (j) Size of file should be between 20kb–50 kb
- (k) Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) **Photograph Capture**

- (a) In addition to the above photograph, candidates will also be required to capture and upload their live photograph either using webcam or mobile phone
- (b) On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form
- (c) On selecting "Click here to scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photographs on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.
- (d) Do's of photo capture:
 - (1) Ensure the photo is captured against a light coloured, preferably white background and there is adequate light
 - (2) Look straight at the webcam/camera
 - (3) Photograph should be of passport size
- (e) Don'ts of photo capture:
 - (1) Small size photograph not to be clicked/uploaded
 - (2) Coloured glasses or sunglasses/ cap should not be worn
 - (3) Shadow on face/ not facing the camera/ distorted face/ face covered with mask/ blurred image
 - (4) Photo not taken in dark/improper background

(iii) **Signature, left thumb impression and hand-written declaration image:**

- (a) **Signature / Hand written declaration in CAPITAL LETTERS shall not be accepted.**
- (b) The applicant has to **sign** on white paper with **Black ink pen**.
 - (1) Dimensions 140 x 60 pixels (preferred)
 - (2) Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.

- (3) Ensure that the size of the scanned image is not more than 20kb
- (c) The applicant has to put his/her **left thumb impression** on a **white paper with black or blue ink** (should be properly scanned and not smudged).
 - (1) File type: jpg / jpeg
 - (2) Dimensions: 240x240 pixels in 200 DPI (Preferred for required quality) i.e 3cm*3cm (Width*Height)
 - (3) File Size: 20 KB – 50 KB
 - (4) If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.
- (d) The applicant has to **write the declaration** in English clearly on a **white paper with black ink pen**.
 - (1) File type: jpg / jpeg
 - (2) Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - (3) File Size: 50 KB – 100 KB
 - (4) The text for the hand-written declaration is as follows:
 “I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
 - (5) The above-mentioned hand-written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)
- (e) The signature, left thumb impression and the hand-written declaration should be of the applicant and not by any other person.
- (f) If the Applicant’s signature on the Attendance Sheet or Call letter, signed at the time of the examination/any other stage of recruitment, does not match the signature uploaded, the applicant will be disqualified.

Please visit “Press Note” of Advt No: 12/2026/CHQ/DR-CBT for instructions regarding application registration, scanning the documents and procedure for uploading the documents.

12. APPLICATION FEE AND MODE OF REMITTANCE:

- (i) Application Fee of Rs.1000/- (Rupees One Thousand only) (inclusive of GST) is to be paid by the candidates through **ONLINE MODE ONLY**. Fee submitted by any other mode will not be accepted. However, the SC candidates, ST candidates, PwBD candidates, Women candidates and Apprentices who have successfully completed one year of Apprenticeship Training in AAI are exempted from payment of Fee.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.
- (iv) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

- (v) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (vi) On successful completion of the transaction, an e-Receipt will be generated. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vii) Fees once paid will not be refunded under any circumstances. Duplicate payments, if any, will be refunded after the closing date of submission of applications.
- (viii) There is a facility to print application form containing fee details after payment of fees. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- (ix) Candidates are advised to keep the printouts with them for future reference. **There is no need to send the printout to AAI Office.**
- (x) To ensure the security of your data, please close the browser window once your transaction is completed.