10. 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 on-line and also all the instructions given on main instruction page of the on-line application:

    (a) Candidates are required to apply On-line 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 check regularly their E-mail/AAI's website for any communication from AAI.

    (d) Before starting to fill up the on-line application, the candidates should keep at hand the following details/documents/information:

        (1) Valid E-mail id: The E-mail id entered in the online application form should remain active until the recruitment process is completed. No change in E-mail id 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 Online examination and Call Letter for Application Verification, if shortlisted.

        (2) Scanned copy of latest passport size coloured photograph (not more than 03 months old) and scanned signature in digital format (as per dimensions given below) for uploading in the application.

        (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 not to respond to unscrupulous advertisements appearing in any newspaper/websites/mobile apps etc. For authenticity of the any information, candidates may visit detailed advertisement available on AAI website www.aai.aero only.

11. INSTRUCTIONS REGARDING SCANNING OF PHOTOGRAPH AND SIGNATURE:

Uploading of scanned image of his/her photograph and signature should be as per the specifications given below:

(i) **Photograph image**:
- Photograph must be a recent passport size colour picture (not more than 3 months old).
- Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.
- Size of scanned photograph file should be between 20kb-50kb and Dimensions 200x230 pixels, only.

(ii) **Signature image**:
- The applicant has to sign on white paper with Black ink pen.
- Size of signature file should be between 10kb-20kb Dimensions 140x60 pixels (preferred).

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/ST/PWD candidates/ Apprentices who have successfully completed one year of Apprenticeship Training in AAI/ Female candidates are exempted from payment of Fee.