



## IGI AVIATION SERVICES PVT LTD

(Registered Company)

Reg. Office : Plot No. 32, Raja Garden  
New Delhi – 110015

Information & Enquiry  
Helpline Number  
7838703994/01145679884  
Timing: 09:30AM To 6:00 PM  
info@igiaviationdelhi.com

### Advt. No.03/IGIAS

Starting date of online application	12th of April 2023
Last date of online application submission	21st June 2023
Written examination date	To be announced
Result date	20 days after the written examination(tentatively)

IGI Aviation Services – A leading aviation services provider at Delhi Airport invites online applications for the different ground departments of IGI Airport such as Airline, Ground Handling Companies, Hospitality, Retail Outlets, Food Courts and Cargo for CSA profile.

Positions	Eligibility	Expected Salary	Age	No. of Seats
Customer Service Agent	10+2/ Above from recognized Board	Rs. 25,000 – Rs. 35,000	18 – 30 Years	1086

**Note:** - Both Males & females may apply. Freshers can also apply.  
Aviation/Airline Certificate or Diploma not required.  
12<sup>th</sup> Class result awaited candidates may also apply.

### Written Examination Details

Description of Examination	Time	Marks
Written Examination	1.5 Hours (90 min)	100

- 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 12<sup>th</sup> 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.

### **Center Of Examination**

<b>S No.</b>	<b>State/UTs</b>	<b>Examination Center</b>
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.	Chhattisgarh and Madhya Pradesh	Bhopal, Indore, Jabalpur, Bilaspur, Raipur
5.	Assam, Manipur	Guwahati, Imphal, Dibrugarh
6.	Delhi, Rajasthan, Uttrakhand	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

### **How To Apply**

1. Applications should be submitted only through ONLINE registration by logging on to the official website [www.igiaviationdelhi.com](http://www.igiaviationdelhi.com). Applications will NOT be accepted through any other mode.
2. Wrong information in any column may lead to the application getting rejected altogether.
3. Before submitting the online application, the candidates MUST preview the application to ensure that they have provided correct information, particularly the email-id, phone number & uploaded correct photograph. The online application should be submitted only after ensuring that the information and photographs are correct.

4. The application portal will be operational from 12 April 2023 to 21 June 2023 till 12:00pm midnight. Any registration done, prior to 12 April 2023 and after 21 June 2023 will not be accepted.
5. Candidates are advised to register well in time since the application portal witnesses a huge number of applications during the closing date.
6. Before submission of the online application, candidates must check that they have filled correct details. No modification is allowed under any circumstances.
7. Examination fees once paid shall not be refunded under any circumstances.

### **Selection of Candidates**

1. A Candidate has to first appear for a written test.
2. 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.
3. 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.

### **General Conditions to Candidates**

- Before applying, candidates must go through the instructions given in the advertisement very carefully.
- 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.
- 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.
- Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
- 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 e-mail/SMS only.
- The above-mentioned profile is not suitable for any category of differently abled / PWD i.e. HH, OH, VH or Autism. Hence, they NEED NOT to apply.
- 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.
- Successful completion of training is mandatory for each profile for the further procedure.
- A certain amount of training fee is also applicable after clearing of written test.
- No TA or other expenses will be admissible to the candidates for appearing in the examination and interview.

- 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.
- Candidates will be required to produce the original certificates/ testimonials when called for the interview.
- The numbers of seats are provisional and liable to change.
- 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.*



**For 'IGI Aviation Services Private Limited'**