



## IGI Aviation Services

आई जी आई एविएशन सर्विसेज

Helpline no.- 011-45679884 / 7838703994

(Mon-Sat 10am to 6pm)

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**(ADVT. NO. HR-IGI/15 - Dated 10/06/2025)**

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IGI Aviation Services invites online applications from eligible candidates for the positions of Airport Ground Staff & Loader.

Position	Eligibility Criteria		Expected Salary	No. of Seats
	Qualification	Age		
Airport Ground Staff	12 <sup>th</sup> Pass & Above	18-30 Years	Rs 25000 to Rs 35000	1017
Loaders (Only Male)	10 <sup>th</sup> Pass	20-40 Year	Rs 15000 to Rs 25000	429

**Note:** Candidates may apply for both positions if he/she match the eligibility criteria. Examination fees will be applicable separately for both positions.

### Eligibility

#### A. Minimum Education

- Airport Ground Staff - The candidates must have passed the Intermediate (12<sup>th</sup> pass) Examination or equivalent from a recognized Board.
- Airport Loader - The candidates must have passed the Matriculation Examination or equivalent from a recognised Board.

B. Airport Ground Staff – Both Males & Females can apply. Freshers can also apply.

C. Airport Loader – Only Male candidates are eligible.

- D. An aviation/Airline certificate or diploma is not required.
- E. 10th+ITI students are eligible for the Ground Staff position and can apply.
- F. There is no age relaxation for any category.

### **Nature of Work - Airport Ground Staff**

At the Airport, mainly Passenger Check-in, Airline ticket reservation, Boarding, and all Terminal Functions. Passenger and airline satisfaction are key requirements. The work pattern will be three shifts, including the night shift, irrespective of gender, and one weekly off on a rotation basis. Career growth is based on performance.

### **Nature of Work - Airport Loaders**

At the Airport, primary responsibilities include baggage/Cargo Loading and offloading from the aircraft and trolleys, as well as cabin cleaning functions such as cleaning the aircraft and assisting Technicians in the workshop, providing wheelchair assistance, etc. The work pattern will be in Three Shifts, including the night shift and weekly off on a rotation basis. Career growth is based on performance.

### **Written Exam Syllabus**

	Description of Examination	Question	Time	Marks
Written Exam	A. General Awareness B. Aptitude & Reasoning C. English Knowledge D. Aviation Knowledge	25 25 25 25	90 Minutes	Total 100 (25 marks for each subject)

**Note:-** The difficulty level of questions will be up to 12<sup>th</sup> grade for Airport Ground Staff and 10<sup>th</sup> grade for Loaders. The written examination syllabus will be the same for both positions; however, the English language section will not be included in the examination for the Loader profile.

## **Details of Syllabus:**

- I. **General Awareness**:- Current Events of National and International Importance, Games and Sports, Art, and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10<sup>th</sup> std.), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations. Important Government and Public Sector Organizations of India, etc.
- II. **Aptitude & Reasoning**:- The questions in this part intend to measure the candidate's general learning ability. The questions will be broadly based on the Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, Age Calculations, Calendar, and Clock, Number System Percentage, Ratio and Proportion, Partnership, Profit & Loss, Average, Time and Work, Time and Distance etc.
- III. **General English**:- Candidate's understanding of the basics of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms, and their correct usage, etc. A simple paragraph and a question based on the paragraph to be asked may be given to test comprehension.
- IV. **Aviation Knowledge**: Indian Aviation, Airport Names, Airport Terminologies, Civil Aviation, Airport Codes, and Knowledge of International Airports.

## **Examination Details**

- I. The written examination contains 100 objective-type multiple-choice questions. Each question carries 1 mark. No marks would be awarded for unattempted questions.
- II. The examination will be conducted in bilingual (English & Hindi).
- III. There will be no negative marking.
- IV. While filling out the online application form, the applicant should carefully decide on his/her choice of examination centre.
- V. The examination centre once opted WILL NOT be changed under any circumstances. Hence, the candidates should select the Centre carefully and indicate it correctly in their application.

- VI. IGI Aviation Services reserves the right to cancel any Centre and ask the candidates of that Centre to appear at another Centre. The company also reserves the right to divert candidates from any Centre to another Centre to take the examination.
- VII. The examination fee of Rs 350 for ground staff and Rs 250 for loader is applicable. The fee, once paid, shall not be refunded under any circumstances.
- VIII. The application fee will remain the same for all candidates, including those belonging to reserved categories such as SC, ST, OBC, and EWS.
- IX. Candidates must ensure that the examination fee is paid before the application deadline. A delay in payment submission will be the candidate's responsibility.
- X. There shall be no provision for re-evaluation / re-checking/scrutiny of the answer sheet/score. No correspondence in this regard shall be entertained.

### **Examination Centre**

<b>S.no</b>	<b>State &amp; UT</b>	<b>Examination Centre with code</b>
1.	<b>Bihar &amp; Uttar Pradesh</b>	Agra, Gorakhpur, Kanpur, Lucknow, Prayagraj, Varanasi, Patna, Darbhanga, Muzaffarpur
2.	<b>Jharkhand, Odisha, West Bengal</b>	Ranchi, Bhubaneswar, Kolkata, Siliguri
3.	<b>Karnataka and Kerala</b>	Bengaluru, Mysuru, Ernakulum, Kannur, Thiruvanthapuram
4.	<b>Chhattisgarh and Madhya Pradesh</b>	Bhopal, Indore, Jabalpur, Bilaspur, Raipur
5.	<b>Assam, Manipur</b>	Guwahati, Imphal, Dibrugarh
6.	<b>Delhi, Rajasthan, Uttarakhand</b>	Dehradun, New Delhi, Jaipur, Jodhpur, Udaipur
7.	<b>Chandigarh, Himachal Pradesh, Jammu &amp; Kashmir, Punjab</b>	Chandigarh, Shimla, Jammu, Srinagar, Amritsar, Jalandhar

8.	<b>Andhra Pradesh, Tamil Nadu, Telangana</b>	Vishakhapatnam, Chennai, Madurai, Hyderabad
9.	<b>Maharashtra, Gujarat</b>	Nagpur, Mumbai, Pune, Ahmedabad, Surat, Vadodara, Rajkot

### **How to Apply**

- I. Applications should be submitted only through the ONLINE MODE by logging on to the official website [www.igiaviationdelhi.com](http://www.igiaviationdelhi.com). Applications will NOT be accepted through any other mode.
- II. Wrong information in any column may lead to the application getting rejected altogether.
- III. Before submitting the online application, the candidates MUST preview the application to ensure that they have provided the correct information, particularly the email, phone number & and uploaded the correct latest photograph. The online application should only be submitted after ensuring the information and photographs are correct.
- IV. The application portal will be operational till 21<sup>ST</sup> September 2025 at 11:59 pm midnight. Any registration done after 21<sup>ST</sup> September 2025 will not be accepted.
- V. Candidates are advised to register well in time since the application portal witnesses a huge number of applications during the closing date.
- VI. Before submission of the online application, candidates must check that they have filled correct details. No modification is allowed under any circumstances.

### **Selection Process**

- I. A Candidate has to first appear for a written test.
- II. Candidates who qualify in the written test will further appear for the personal round of interviews (only Airport Ground Staff) in the company's registered office. The date & timing for the interview will be mentioned in the call letter, which will be uploaded on the website.
- III. The interview will be conducted in Hindi and English language only.
- IV. There will be no Interview for Loader (Only exam).

- V. Based on the combined performance of the written test and personal round of interviews, a candidate would be shortlisted for final selection, subject to successful completion of their character antecedent verification, followed by a medical test.
- VI. The exam weighs 70% and the interview weighs 30% only.

### **General Condition**

- I. Before applying, candidates must carefully follow the instructions in the advertisement.
- II. Candidates are advised in their 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 log in to the company website on account of heavy load on the website during the closing days.
- III. Candidates 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.
- IV. Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
- V. Candidates must fill in their correct and active email addresses and mobile numbers in the online application, as further correspondence will be made by the COMPANY through email/SMS only.
- VI. 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.
- VII. Successful completion of training is mandatory for each profile for further procedure.
- VIII. A certain amount of training fee is also applicable after clearing the written test and interview. It is also mandatory to clear the training assessment for further processing.
- IX. TA/DA will not be provided to any candidate(s) for appearing in the Written Exam/Interview.
- X. 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.
- XI. Candidates must produce the original certificates/testimonials when called for the interview.
- XII. The number of seats is 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 the recognized board. No other proof of date of birth and name shall be accepted.

- XIII. The candidate must have a character certificate showing that there is no criminal record against the candidate in the past, as well as in the present.
- XIV. No person shall be selected unless he/she is in good mental and physical health and free from any physical defect likely to interfere with the efficient performance of his/her official duties. Hence, the person with benchmark disability (PwD) is not eligible.
- XV. IGI Aviation Services reserves the right to bring about changes in the selection procedure/ scheme of examination.

### **Disclaimer**

It has come to our notice that certain miscreants are illegally representing themselves as employees/ associates/ agents/ consultants of IGI Aviation Services and using its name to make employment offers for consideration. The General Public is hereby cautioned and advised that IGI Aviation Services has not authorized any Person, Agent, or Agency to conduct interviews, offer employment, or issue an offer/employment letter for and on behalf of IGI Aviation Services.

Any Person approaching such unscrupulous person(s) for job/employment with IGI Aviation Services for consideration shall do so at their own risk, cost, and consequences. IGI Aviation Services will not accept liability in any circumstances for any loss and/or damage resulting from these unauthorized offers or advertisements(s).

IGI Aviation Services will also take legal action against such unauthorized advertisements/persons as may be deemed appropriate.



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