

## **GUIDELINES FOR FILLING ONLINE APPLICATION**

Note:

1. It is intimated that as per Order dated 28.01.2025 of Hon'ble Calcutta High Court in WPA No. 1621 of 2025, all the desirous candidates, who participated (means only who appeared in CBT) in the recruitment process vide Advt. No. ER/01/2022 for recruitment to the post of Junior Assistant (Fire Service) may apply afresh through ONLINE MODE ONLY against the Advt. No. ER/01/2024 subject to fulfilling all eligibility criteria except CUT OFF DATE OF AGE which shall be determined as on 30.09.2022 for those candidates only instead of 01.11.2024. All other terms and conditions of the referred Advt. No. ER/01/2024 shall remain unaltered.
2. Further, it is clarified that the Hon'ble Calcutta High Court has only granted age relaxation, as stated above. Therefore, the other requirements as per the Advt. No. ER/01/2024, except age, shall remain unchanged i.e. requisite documents etc. as per the Advt. No. ER/01/2024.
3. Concerned 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, ER shall not be responsible if candidates are not able to submit their applications on account of last-minute rush.
4. Please retain print out of application form & payment acknowledgement slip for future references.
5. Please do not send hard copy of the application form or any documents to the office of AAI, Eastern Region.

<b>Important Dates</b>	
<b>Opening date for On-line Registration</b>	<b>05/04/2025 16:00 hrs</b>
<b>Last date of submission of Online Application with Feethrough Debit/Credit card/UPI/Net Banking etc.</b> <i>(Payment of application Fee through PayU)</i>	<b>11/04/2025 11:55 hrs</b>

### **INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION**

<b>General Instructions</b>	
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. as applicable.  b) Scanned copy of the recent passport size color photograph (not older than 3Months). Candidates should ensure that the same photograph is used throughout this recruitment process  c) Scanned signature
3.	Category once filled by candidate in the on-line application form will not be changed.

### How to Apply

I.	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.
II.	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. <b>Once the Form is submitted, it cannot be edited.</b>
III.	Application once submitted cannot be withdrawn and fee once paid will neither be refunded nor adjusted.
IV.	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. updated <b>email id &amp; mobile number</b> , etc. correctly.
b.	The candidates will only login with their earlier Login ID and Password.

### Step-II Filling-up of application

a.	After signed-up, candidate has to Re-login and click on “ <b>Go to Application Form</b> ” icon at top right corner, select his/her category and other mandatory details as required in this application portal and Upload photo/signature/documents and submission of Fee (wherein applicable) through Online mode via Debit card, Creditcard or Internet Banking/UPI etc. through PayU.
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b.	<p><b>Instructions regarding scanning of Photograph and Signature etc.:</b> 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:</p> <p><b>i. Photograph Image:</b></p> <ul style="list-style-type: none"> <li>• Please upload one recent passport size photograph with white background.</li> <li>• Size of the image should be min. 100 KB and max. 180 KB.</li> <li>• Image should be .jpg or .jpeg format.</li> <li>• Scanner dpi should be 200 dpi.</li> <li>• Dimension should be 3.5 cm x 4.5 cm.</li> </ul> <p><b>ii. Signature image:</b></p> <ul style="list-style-type: none"> <li>• The applicant has to sign on white paper with Black ink pen.</li> <li>• The signature must be signed only by the applicant and not by any other person.</li> <li>• Please scan the signature area only and not the entire page.</li> <li>• Please upload your recent signature: min 80 KB max. 100 KB (only jpeg and jpg formats).</li> </ul> <p><b>iii. Other relevant supporting Documents:</b></p> <p>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))</p>
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	<ul style="list-style-type: none"> <li>• Community certificate (computerized format issued by the local Authorized Government Authorities)</li> <li>• Domicile/Residence/Nativity Certificate (computerized format issued by the local Government Authorities)</li> <li>• 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.</li> <li>• 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 i.e. <b>01/11/2024</b>; OR Valid Light Motor Vehicle Driving License issued at least two years before the date of Advertisement i.e. <b>01/11/2024</b>;</li> <li>• In case of Ex-Servicemen, scanned copy of Discharge Certificate in the prescribed proforma from Competent Authority.</li> <li>• NOC (No Objection Certificate applicable to candidates working in Govt./PSU etc.)</li> <li>• AAI identity card for AAI employees (applicable for AAI staff)</li> <li>• In case of Ex-Agniveer certificate issued by Armed Forces.</li> </ul> <p>CLICK PREVIEW Button to view the details entered.</p> <p>Please ensure that all aspects of the application and photo/sign/other relevant documents are correct before submitting.</p> <p>Please note that you cannot Edit/Modify your application once you click SUBMIT Button.</p>
e	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.
f	<p>Guidelines for remittance of fee are as under (if applicable):</p> <ul style="list-style-type: none"> <li>• Post submission, the candidate will be re-directed to PayU gateway to make the online payment of application fee.</li> <li>• Kindly verify the details and make the payment for application fee via the different payment modes</li> <li>• After successful payment of application fee, the candidate will be redirected to his/her application form.</li> </ul>
g	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: <b>+917353927979</b>