



No. A-60011/44/2008/EH/339

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

15th April, 2011

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North East Region
New Delhi/Mumbai/Kolkata/Chennai/Guwahati.

The Executive Director, RCDU/FIU,
AAI,
New Delhi.

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport.

The Director,
Indian Aviation Academy,
New Delhi.

The Principal,
CATC,
Allahabad.

The GM CRSD/E&M Workshop
AAI, New Delhi.

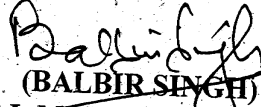
Corporate HRM Circular – 16 /2011

Sub: Guidelines for forwarding of applications for outside employment in case of 'online' applications.

According to the guidelines for forwarding of applications for outside employment to Govt./PSE, in case any employee has applied directly for employment outside Airports Authority of India, 'No Objection Certificate' (NOC) shall not be issued. Request for forwarding an application shall be made to Corporate Head Quarters with a written undertaking that he/she shall resign from his/her present employment in AAI in the event of selection and the application shall accompany a copy of the advertisement or notification or circular.

2. Instances have come to notice where employees have sent their applications directly by post or online and subsequently, requested for issue of NOC by the Authority. It is clarified that all the guidelines for forwarding of applications for outside employment (Copy enclosed) are applicable irrespective of whether the applications are sent by post or online or otherwise and it should be followed scrupulously by all concerned.

3. This issues with the approval of the Competent Authority.


(BALBIR SINGH)
GENERAL MANAGER (HR)

Encl: As above

Internal Distribution:

- OSD to Chairman
- PS to Member(Fin.)/ Member(HR)/Member(Plng.)/Member(ANS)/Member(OPS)/ CVO
- ED(Fin)/ED(Admn.)/ED(HR)/ED(CA&CS)
- All GMs in HR/Admn. – KCM/RK/RSM: Jt. GM-SKS
- GM(IT) – for uploading the circular in AAI website
- President/General Secretary-AAOA(I)/IAAIOA/ACOA(I)/ATC Guild(I)/AAI Engg. Guild/AAI SC/STWA
- General Secretary, AAEU

GUIDELINES FOR FORWARDING OF APPLICATIONS FOR OUTSIDE EMPLOYMENT

1. Within the first year of joining service in Authority, no application will be forwarded.
2. (a) All applications for employment outside Authority must be forwarded through proper channel except in the case of application in response to UPSC/SSC advertisement. In case any employee has applied for employment outside Authority directly, NOC shall not be issued. Request for forwarding an application shall be made to the Head of the office, with a written undertaking that he/she shall resign from his /her present employment in AAI in the event of selection and the application shall accompany a copy of the advertisement or notification or circular.

b) Not more than 4 applications in a calendar year in response to advertisements or circulars etc. will be forwarded. Applications in response to UPSC/SSC advertisements for competitive examination and applications for posts applied in the United Nations, its specialised agencies or other international bodies will not be counted against the limit of four opportunities referred to above. However, the employee should furnish details of such applications to the Authority. The limit of four applications will not apply in the case of employees belonging to SC/ST category.
3. Applications from such employees who are under Bond obligation are not to be forwarded.
4. No application shall be entertained after the last date of receipt of the application. In case where application has been sent directly as an advance copy, the application to be forwarded through Authority must be submitted to the appropriate authority well in time and in any case before the expiry of the last date.
5. Vigilance clearance is to be obtained before release of an employee on resignation.
6. In order to avoid delay in forwarding of applications, the following criteria for forwarding of the application to outside agencies may be followed subject to the fulfillment of the conditions mentioned above:
 - (a) NOC in respect of Group 'A' posts will be issued by CHQ.
 - (b) Application in respect of Group 'B' employees may be cleared by the respective Regional Head, under intimation to the CHQ.
 - (c) Applications in respect of all Group 'C' & 'D' employees may be forwarded by the Station-in-charge under intimation to the respective Regional Office.
7. No application will be forwarded :
 - (a) If it is of a speculative nature.
Or
 - (b) If it is for employment in private firms/ organizations.
Or
 - (c) If the employee, who has received training at Authority's expense, has not served the Authority, as per Bond, if any, executed.