

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. AAI SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP (If applicable) FOR FUTURE REFERENCES. AFTER LAST DATE OF ONLINE SUBMISSION OF APPLICATION, THE OPTION OF TAKING PRINT OUT OF APPLICATION FORM WILL NOT BE AVAILABLE.
3. PLEASE DO NOT SEND A HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF AAI-CHQ.

IMPORTANT DATES	
1. Opening Date for On-line Registration of Application	28.08.2025 (10:00 AM)
2. Last Date of submission of Online Application with Fee through Debit/Credit Card/Net Banking/Wallets. (Payment of Application Fee through SBI e-Pay Lite payment gateway)	27.09.2025 (11.55 PM)

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

A. GENERAL INSTRUCTIONS	
1.	Read the Instructions carefully and click the " Click here " Hyper Link button in front of the " To Register " bullet item for registration for Online Application of AAI.
2.	For detailed notification, please click the " Click here " Hyperlink button in front of the " To read Advertisement ". Please read it carefully before filling the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: <ol style="list-style-type: none"> a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph (<i>not older than 3 months</i>). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature in JPG/JPEG format.
4.	Category [General (UR)/EWS/SC/ST/OBC(NCL)/ESM/PWD] once filled by candidate in the on-line application form will not be changed.
B. HOW TO APPLY	
1.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid throughout the recruitment process. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take utmost care in furnishing / providing the correct details while filling-up the on-line application. YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION BECAUSE ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.
3.	The process for submitting the application is given below: <p>Step-I: Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail and Mobile Number.</p> <p>Step-II: Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (photo and signature) and to submit Application Fee (wherever applicable) online via SBI e-Pay Lite Payment Gateway.</p>

4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other recruitment OR selection process.
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C. STEP-I: REGISTRATION/SIGN-UP

1.	The candidate should fill up all the required information, i.e., Personal Details, Contact Details, etc. correctly and press Generate OTP button.
2.	OTPs will be sent to the candidate's Mobile No. & E-mail ID, separately. The candidate must enter both OTPs to verify Mobile No. & E-mail ID, respectively.
3.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Check box given after the Declaration and then re-verify the selected/entered values by clicking the "Re-verify" button and then ticking the Check Boxes, if the entered values are displayed correctly, and pressing the "Submit" button.
4.	After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click " Go To Application " button (given on top right corner) to reach to Step-II.

A. STEP-II: FILLING-UP OF APPLICATION

1.	After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the " Go To Application " button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on " LOGIN " button for login. Then the candidate has to click on "Go To Application" button at top right corner for filling-up Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (photo and signature). After filling all required details Candidate must submit the application and pay applicable Application Fee online via SBI e-Pay Lite Payment Gateway.
2.	<p>Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:</p> <ul style="list-style-type: none"> • Photograph Image: <ul style="list-style-type: none"> ○ Please upload one recent passport size photograph with white background (not more than 3 months old). ○ Photographs in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face. ○ The size of the image should be min. 100 KB and max. 200 KB. ○ Image should be .jpg or .jpeg format. ○ Scanner dpi should be 200 dpi. ○ The dimension should be 3.5 cm (width) x 4.5 cm (height). • Signature image: <ul style="list-style-type: none"> ○ The applicant has to sign on white paper with Black ink pen. ○ The signature must be signed only by the applicant and not by any other person. ○ Please scan the signature area only and not the entire page. ○ Please upload your recent signature: min. 80KB to 150KB (only .jpeg or .jpg format).
3.	<p>After uploading Photograph and Signature, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI e-Pay Lite payment gateway to deposit the fee.</p> <ul style="list-style-type: none"> • Non-refundable application fees of Rs. 300/- (inclusive of GST) is to be paid by the candidates. • SC/ST/PWD candidates/ Apprentices who have successfully completed one year of Apprenticeship Training in AAI/ Female candidates are exempted from payment of application fee.
4.	<p>Guidelines for remittance of fee are as under:</p> <ul style="list-style-type: none"> • Post submission, the candidate will be re-directed to SBI e-pay Lite payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees. • Post successful payment of application fees, candidate will be redirected to his application form. • Candidate may keep Payment Acknowledgement Slip (If Applicable) with him for future use.

5.	<p>Printing of the submitted Application Form: - On successful submission of the Application Form and after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing “PRINT” button and saving/ printing his/ her Application Form in PDF form. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.</p>
6.	<p>More than one registration / application should not be submitted by any candidate for any particular post. In case of multiple applications, the applicant should note that only the online application with higher “Application Sequence Number” shall be entertained and fee paid against one “Application Sequence Number” shall not be adjusted against any other “Application Sequence Number”.</p>
7.	<p>Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION may be raised in the Helpdesk Tab available on the application portal after login or please feel free to contact “Help Desk” Phone No: +919513167688 between Monday to Friday (During 10 AM to 5 PM).</p>