

CIAL Recruitment - FAQ	
1	How recruitments are conducted in CIAL ?
	Recruitment to various posts in CIAL is conducted by publishing Recruitment Notifications in leading Newspapers and official website of the Company. The entire recruitment process is directly controlled and carried out by the Company. CIAL has not entrusted/engaged any external Agency to conduct recruitments on its behalf.
2	What are the job opportunities available to freshers in CIAL at entry level?
	CIAL conducts entry level recruitment to the following four positions:-
	i Junior Manager Trainee - Managerial entry level
	ii Junior Assistant Grade II Trainee - Non-Managerial : Non-Technical entry level
	iii Junior Assistant Grade III Trainee - Non-Managerial : Technical/ARFF entry level
	iv Junior Attendant Grade V Trainee - Non-Managerial : Attendant grade entry level
3	What are the eligibility criteria for Junior Manager Trainee ?
	Age : 18 - 25 years. Shall not exceed 25 years as on last date prescribed for submission of application in the recruitment notification Academic Qualification: BTech in relevant discipline with first class or Two year PG in Personnel Mgmt/HR with first class or CA/CMA, depending on job nature / category Physical Standards & LMV/Heavy Driving licence: Depending on job nature Medical Clearance Experience: Not required
4	What are the eligibility criteria for Junior Assistant Grade II Trainee ?
	Age : 18 - 25 years. Shall not exceed 25 years as on last date prescribed for submission of application in the recruitment notification Academic Qualification: Graduation in relevant discipline with First Class & 60% Marks Medical Clearance Experience: Not required
5	What are the eligibility criteria for Junior Assistant Grade III Trainee ?
	Age : 18 - 25 years. Shall not exceed 25 years as on last date prescribed for submission of application in the recruitment notification Academic Qualification : Three year Engineering Diploma in relevant stream with First Class & 60% Marks Driving licence: LMV required. HVM to be obtained within 2 years of appointment Physical & Medical fitness Experience: Not required
6	What are the eligibility criteria for Junior Attendant Grade V Trainee?
	Age : 18 - 25 years. Shall not exceed 25 years as on last date prescribed for submission of application in the recruitment notification Academic Qualification: 10th Pass Driving licence: LMV Required. HVM to be obtained within 2 years of appointment Physical & Medical fitness Experience: Not required * this position is reserved for eligible candidates belonging to LA evictess category

7	What are the various stages involved in the recruitment process of CIAL ?
	<p>The Board of Directors of the Company is the apex body which approves positions in CIAL. Recruitment process is initiated against Board approved vacancies by advertising the Recruitment Notifications in leading Newspapers and CIAL website.</p> <p>Various stages involved in Recruitment process are :</p> <ul style="list-style-type: none"> - Inviting Applications online [Online Application process includes registration of profile by the Candidates and submission of Application] - Shortlisting of eligible Candidates for Physical test/ Written test / Interview depending on the category of post. - Physical Efficiency Test is conducted for certain positions as specified in the Notification - Publishing of List of Candidates qualified in Physical Efficiency Test in CIAL website - Conducting Written Test for shortlisted candidates - Shortlisting of Candidates for Interview - Conducting Interview - Preparing Rank List by consolidating the marks obtained in Written Test and Interview - Publishing the Rank List in the official website www.cial.aero - Sending Appointment Orders to Candidates as per Rank Order - Conducting Medical Examination prior to confirmation of appointment - Submission of Police Clearance Certificate by the selected candidates - Joining Process - Induction - Posting to various Departments
8	How does CIAL advertise a job vacancy?
	CIAL advertises job opportunities/vacancies through its official website www.cial.aero and leading newspapers (two regional & two national dailies depending on job category). Brief Advertisement is published in newspapers and detailed Notification is published in the official website of the Company.
9	Where will the Candidates get the details about notified vacancies ?
	Information on notified vacancies and detailed eligibility criteria such as qualification, age etc. will be available in the detailed notification published in the official website of the company, www.cial.aero
10	How can a Candidate submit Application?
	Candidates are required to submit their Applications only through online. Submission of application should be against notified vacancies within the prescribed time limit as specified in the recruitment advertisement. No other mode of submission is allowed. As part of online Application process, Candidates are required to register and create a profile in the website www.cial.aero . Candidates should meet the eligibility criteria for successful submission of application.
11	Is there any Application fee / Documentation fee?
	No. CIAL does not collect any fee from the Candidates at any stage of the recruitment process.
12	Does a Candidate need to submit any documents along with job application?
	Candidates are required to submit their Applications online. They need not submit any documents while applying for a post. They are required to produce Original documents only when it is directed to produce the same for verification during later stages of recruitment process.
13	How does a Candidate know the progress of recruitment after submitting application ?
	Candidates can check the progress by logging in to his/her account. The portal is regularly updated about the progress and on completion of each stage of the recruitment, eligible candidates will get SMS and e-mail to their registered mobile number and email id.

14	Is there any Physical test for any of the entry level posts?
	<p>Yes. Shortlisted Candidates should clear Physical test in order to qualify for Written test for the following posts :</p> <ol style="list-style-type: none"> 1. Junior Manager Trainee - ARFF 2. Junior Assistant Gr.III Trainee - Technical/ARFF 3. Junior Attendant Gr.V Trainee <p>Physical test consists of Physical Measurement Test and Physical Endurance Test. Candidates should meet the physical standards such as height, weight, chest expansion, no knocking knee, flat foot, bow legs etc. specified for the post, in order to qualify in Measurement test. Those qualifying the Physical Measurement test will only be eligible to attend Physical Endurance test. Candidates qualifying both Physical Measurement test & Physical Endurance test will only be qualified for Written test.</p>
15	What are the standards prescribed for Physical test ?
	<p>The minimum physical standards w.r.t. height, weight and chest are: Height : 165 cm, Weight : 55 kg, Chest : 81 cm with an expansion of 5 cm. Should not have any physical deformity, knocking knee, flat foot, bow legs, fractured limbs etc. Eye sight criteria : Distant vision - 6/6 both eyes, Near vision - N-5 both eyes Should not have colour blindness, night blindness, squint eyes etc. Should have full field of vision Hearing - Normal, Speech - Normal Should be medically fit. Five out of the following eight events should be cleared to qualify Physical Endurance test : 1.100 Mtrs run- to complete within 14 seconds 2.Sand bag carrying - 70 kg 30 mtr. up and 30 mtr. down without stopping 3.Pole climbing - 20 feet 4.Chin up - 5 times 5.Rope climbing - 20 feet 6.Long jump - 12 feet 7.High jump - 3.5 feet 8.1000 Mtrs run - 5 Minutes Maximum two chances will be given for items 3, 5, 6 & 7 above. For all other events, only one chance will be given. The above tests and criteria are general in nature and subject to change as per the requirements of each post/profile.</p>
16	How Written test is conducted?
	<p>Call letter for Written test for the shortlisted candidates will be uploaded in the portal. Candidates are required to login their respective id and download the Call letter. Written test will be normally of objective type with duration of 90 minutes for 100 questions.</p>
17	Whether CIAL will publish Answer Keys of the Written test?
	<p>Yes. Answer Key of Written test will be published in the official website of CIAL (www.cial.aero) within two working days on completion of the test.</p>
18	Whether Candidates are allowed to challenge the Answer Key published?
	<p>Yes. Candidates are allowed to challenge the Answer key published, with proof. Candidates are required to submit their explanation with proof within seven days from the date of release of Answer key in the official website of CIAL. CIAL will put up the same before an Expert panel. The decision of the Experts panel after review, will be final.</p>
19	How do the Candidates know marks in Written test?
	<p>Carbonless copy of the OMR Answer sheet is returned to all Candidates who have attended the test and Answer key is published in the website of CIAL.</p>

20	If a Candidate could not attend Written test/Physical test/Interview on a scheduled date, will he/she get another opportunity to attend the test/interview?
	No. There will not be a second chance for the Candidates to attend test/interview. However, they can participate in future recruitments of the Company if they satisfy the eligibility criteria by applying for post/s against vacancies when recruitment advertisements are published.
21	What is the maximum marks that a Candidate can obtain in Written exam and in Interview?
	Written test is for 400 marks and the Interview is for 100 marks. Total Score (Written test and Interview together) will be out of 500.
22	Is there any preference offered to Evictee Candidates in the recruitment process of CIAL?
	Evictees whose House/Land were acquired for Cochin Airport project and not obtained any benefit so far, are given consideration during recruitment as follows, provided they satisfy the basic eligibility requirements : Age : Relaxation of 5 years in upper age limit while shortlisting for Physical test/Written test/Interview as the case may be. Educational Qualification : First Class with 60% marks is not insisted. Pass in the qualifying examination will be considered. For the post of Junior Attendant Gr.V Trainee, preference will be given to House/Land evictees.
23	How long a Rank List will be valid ?
	Validity of Rank List is 3 years
24	How do the vacancies against retirements filled?
	Vacancies against retirements are normally filled through internal re-structuring. Fresh appointments are usually done at entry level. Lateral entry to fill up senior level vacancies is done only when there are no eligible/suitable personnel to take over the position.
25	Is there any restriction for Candidates who have not succeeded in previous recruitments to participate in further recruitment processes of the Company ?
	No. Candidates can submit applications and participate in the recruitment process as long as they satisfy the qualification criteria prescribed for the post/s as per the recruitment notifications published by the company.
26	Can Candidates send their biodata to CIAL for future recruitments?
	No. Candidates are required to submit applications only through online mode against notified vacancies. Applications should be submitted within the time limit as prescribed in the recruitment notification. Applications/ Resume submitted otherwise will not be considered.
27	What should a Candidate do if someone approaches with a job offer in CIAL?
	CIAL has not entrusted any Agency or Person to conduct recruitment on its behalf. CIAL conducts its recruitments directly and no fee is collected from the Candidates at any stage of the recruitment process. In case if someone approaches the Candidates offering job in CIAL, please understand that he/she is a fraudster. Report it immediately to CIAL/Police authorities. Candidates are advised to be vigilant against fake websites, sms, emails, phone calls etc. and not to fall prey to any kind of canvassing by touts/fake agencies/job racketeers. CIAL will not be liable for the consequences of anyone falling prey to such false solicitations.
28	Does CIAL conduct recruitments for other Agencies functioning in the Airport?
	There are many Agencies, Government as well as Private, functioning in the Airport such as Airlines, Customs, Immigration, CISF, Airports Authority of India, Ground Handling Agencies etc. These are independent agencies and they have their own recruitment processes to induct personnel. CIAL does not have any role in the recruitment process of other agencies functioning in Cochin Airport.