

Sub: Sop for Admission Process for Private Basic Training Course (BTC) Reg.

Following procedure to be followed by AAI Fire Training Establishments for Admission Process for Private BTC Course.

1. For Private BTC, notification for inviting the applications to be issued on the AAI Website prior to the commencement of scheduled BTC course. Applications shall be accepted only through the online mode by using the web portal of FTC/FSTC.
2. Suitable time period for closure of online application will be intimated from the date of issuance of notification.
3. Candidates, first need to register themselves on the web portal of the respective Fire Training Centers i.e. FTC, New Delhi & FSTC, Kolkata and upon successful registration, can apply online by uploading the requisite documents.
4. Candidate will be solely responsible to ensure that He/She is meeting all the eligibility criteria including the physical/medical fitness criteria and shall upload the certificate to this effect as per the format available on web portals of FTC/FSTC. AAI Will not be liable for any claim/responsibility whatsoever for employment & furnishing of any false information etc.
5. The Web portal has the provision of filtering out the application forms not meeting the eligibility criteria and arranging the eligible candidates merit list on the basis of marks scored in their prescribed Educational Qualification i.e. 10+2 Board or 10+3 years diploma as the case may be.
6. In case of 02 candidates having the same percentage of marks, the one having more age will be higher in the merit list as per the provisions made in web portal.
7. The selection will be based on the merit list generated by the web portal. After the closure of application period, respective Training Centre shall download the merit list and all the applications form along with the supporting documents for eligibility.
8. Respective Training Centre shall cross check the application forms and the documents uploaded against the eligibility criteria by the candidates appearing in merit list to ascertain their candidature and submit the recommended final list against the nos. of seats to the GM (FS)- Training for approval within a week time.
9. Upon approval, the list of the selected candidates will be displayed on the AAI Web site/Training Centre web portal.
10. Candidates will be called for physical verification of documents prior to / on the date of commencement of course by the respective Training Centre *and intimation to the selected candidates will be intimated whose documents are found in order and subject to the payment of prescribed Training & other charges as applicable.