



IGI Udaan Services

(Helpline – 9311856643)

Mon to Sat–10AM to 06PM

Email: info@igiudaanservices.com

Website– www.igiudaanservices.com

Advertisement No.(IGI/2026/08/03-01)

S No.	Profile Name	Salary Range (Approx)	Educational Qualification	Number of Seats
1.	Airport Ground Staff	14,000-32,000	Intermediate (10+2)	939
2.	Ticketing Executive / Booking Clerk	12,000-60,000	Intermediate (10+2)	665
3.	Airport Housekeeping Staff	12,000-22,000	High School (10 th)	605
4.	Airport Loader	12,000-22,000	High School (10 th)	710

*The Schedule of examination activities is as follows:-

Important Point of Examination	Examination Information
- Online Application Start Date - Online Application Last Date	24 August 2026 19 September 2026
Downloading of Admit Card by Candidate form IGIUS website.	To be announced later on website

• Date of Examination	Will be announced
• Mode of Examination	Online
• Pattern of Examination	Objective type with MCQ
• Duration Of Examination	90 Minutes(1.5hours)
• Timing of Examination	Will be announced
• Declaration of Result	Will be announced later on website

1. **Application Procedure:-**

1.1 Candidate can apply through “**Online**” mode only.

1.2 Candidate must carefully read the instruction including how to fill up application form online.

1.3 Submission of online application form may be done by accessing IGIUS website **www.igiudaanservices.com**

1.4 Application form in any other mode will not be accepted.

1.5 A candidate can apply all the given profiles but he/she will have to submit separate application form and exam fee for any of the profiles.

1.6 Candidate must ensure that E-mail address and mobile number in the application form are their own as well information communication will be sent by IGI Udaan Services Pvt. Ltd. through e-mail or SMS or Whats App message on registered mobile number only.

1.7 Instructions for filling Online Application Form:

*Download Information Bulletin and read the same carefully regarding eligibility and procedure / documentation required for filling the Online Application Form.

*Follow the steps given below to Apply Online:

Step-1: Register for Online Form submission using Email ID and Mobile No.

Step-2: Fill in the Online Application Form and note down the system generated Application No. Upload legible scanned images of: (i) a recent photograph either in colour or black & white with 80% face (without mask) visible including ears (in jpg/jpeg max 250 KB size); (ii) candidate’s signature (in jpg/jpeg max 250 KB size)

Step-3: Pay prescribed fee through UPI (Pay TM, Phone Pay, Google Pay or any other UPI), Debit Card, Credit Card and Net Banking keep proof of fee paid for future reference.

*Download, save and print copies of Confirmation Page after successful remittance of fee and keep copies safely for future reference.

All the 3 Steps can be done together.

1.8 After the submission of online application form (i.e., successful completion of all the steps), confirmation page of the application form, should be downloaded and printout of the same may be retained for future reference. The confirmation page of the online application form will be generated only after successful payment by the

candidate.

1.9 In case the confirmation page is not generated after payment of the prescribed fee, The candidate should approach the helpline number and email given at website of IGI Udaan Services Pvt. Ltd.

1.10 Information such as his/ her name, contact details / address, category, educational qualification details, date of birth, etc. provided by the candidate in the online Application Form will be treated as final. Any request for change in such particulars will not be considered by IGIUS.

1.11 IGI Udaan Services Pvt. Ltd. does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. Request for corrections made by any candidates through Post/Fax/WhatsApp/Email/by hand will not be entertained by IGIUS.

1.12 Candidates must ensure that their email address and mobile number registered on their online Application Form are their own, as relevant/ important information/ communication will be sent by IGIUS through e-mail on the registered e-mail address and/or through SMS on registered mobile number only. IGIUS shall not be responsible for anyone-communication / miss-communication with a candidate in the email address or mobile number given by him/ her other than his/ her own.

1.13 IGI Udaan Services Pvt. Ltd. disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.

1.14 Candidates are advised to visit the IGIUS Website and check their e-mails regularly for latest updates.

1.15 The application submitted by the candidate cannot be amended. Therefore, in case the candidate has made more than one application for the same profile, only the last submitted application will be accepted. All remaining applications will be treated as cancelled.

Notes:

- i. The final submission of Online Application Form will remain incomplete if Step-3 is not complete. Such forms will stand rejected and no correspondence on this account will be entertained.
- ii. No request for refund of fee once remitted by the candidate will be entertained by IGI Udaan Services Pvt. Ltd. under any circumstances.
- iii. The entire application process is online, including uploading of scanned images, payment of fees, and printing of Confirmation Page, Admit Card, etc.
- iv. Usage of Data and Information: IGIUS can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

v. In case it is found at any time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/her Application Form / Admit Card or he/she has tampered his/her Admit Card / result, these acts of the candidate shall be treated as Unfair Means (UFM) Practices on his/her part and he/she shall be proceeded with action as contemplated under the provisions of the notification relating to Unfair Means Practices.

2. Documents required for application form:-

Before beginning the process of filling the Online Application Form, read Information Bulletin carefully, keep ready required documents and follow the following instructions:

- * Copy of Board / University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth
- * Type of Identification—Passport Number / Ration Card/ Aadhar Card Number / Voter ID Card Number / Other Govt. ID
- * Qualifying Degree Certificate or last semester marks sheet.
- * Your Mailing Address as well as Permanent Address with Pin Code.
- * Category Certificate, if applicable.
- * Self-Declaration Minority Community Certificate, if applicable.
- * Result Awaited Certificate, if applicable.
- * E-mail address and Mobile Number of candidate.
- * Scanned images in JPG format only.

3. Instructions for filling application form:-

Step 1:-Candidates are advised to read the detailed advertisement carefully prior to filling the online application form. The candidate must ensure that he/she has an active e-mail ID and mobile number. The e-mail ID and the mobile number are required to be preserved till publication of final result. The candidate must also ensure the availability of all the relevant document/certificates at the time of filling the online application form.

Step2:-For applying online visit the official website of IGI Udaan Services Pvt. Ltd.

www.igiudaanservices.com

Step3:-Click on “apply online”.

Step4:-At first a candidate is required to fill in his/her personal details (First name, last name, father's name, mother's name, date of birth, gender, category, profile, e-mail ID, mobile number)

Step5:-Thereafter, the candidate is required to fill in Education Details.

Step6:-Thereafter, the candidate is required to upload the following documents:-

a) Scanned copy of recent passport size colour photograph.

b) Scanned signature

Step7:-After that candidate have to fill the address details (street name, house no., village, city, post office, state, district, pin code)

Step 8:-After all details are filled in the application form, then after clicking the check box, click on the “pay & submit” button. Prior to proceeding for payment, candidate must review the application form and ensure that all the details filled in are correct in all aspects and then proceed further. After making payment, the application form shall be finally submitted and no change/ alteration shall be allowed and any deviation from the data appearing in the documents, noticed at later stage shall lead to disqualification.

Note:-Please do not click back button or refresh the page while making the online payment of application. Wait for notification showing that “your application is successfully submitted”. This is auto generated process.

Step 9:-You will receive your application form on your registered e-mail ID or you can easily print/ download your application form.

Notes:

- i. The final submission of Online Application Form will remain in complete if Step - 2 and Step-3 are not completed; such Application Forms will stand rejected and no correspondence on this account will be entertained.
- ii. No request for refund of fee once remitted by the candidate will be entertained.
- iii. The entire application process is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to IGIUS through Post/Fax/By Hand/E- mail.
- iv. Candidates are advised to keep visiting the IGIUS’s website regularly for latest updates and to check their e- mails.
- v. The IGIUS can make use of the data generated for the purpose of research and analysis.
- vi. All the candidates who have submitted the online Application and paid the Examination fee till last date will be allowed to appear in online examination and their admit cards will be uploaded on the website.
- vii. IGIUS verifies neither the information filled by the candidates in the Application Form nor any certificate of Category / Educational Qualification for deciding the eligibility of candidates.
- viii. The certificates of educational qualification and category (if applied under reserved category) will be verified by the concerned institution. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).
- ix. IGIUS will, in no way, be responsible for any wrong/incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/e-mails/Whats App Message/Public Grievance in this regard will not be entertained by the IGI Udaan Services Pvt. Ltd.

4. Examination Fee:-

4.1 After submitting the application form you are now ready to pay the

examination fee, click on the pay and submit link to pay the fee in the mode most suitable to you.

4.2 Candidates should not use any other portal or facility for depositing the examination fee other than the payment link given on the website **www.igiudaanservices.com**

4.3 No fee will be refunded to the candidates in any circumstances.

4.4 - Candidates should make sure to pay the examination fee before the last date of application so that pending verification of any payment related transaction can be done in time, otherwise it will be the responsibility of the candidate himself.

4.5 - In case of applying more than one application for the same profile by the candidate, the examination fee will have to be paid every time, so the candidate should apply after thinking carefully.

4.6 –If a candidate applies on more than 1 profile then he/she will have to pay the examination fee separately.

4.7 –The profile for which the examination fee has been deposited, the candidate will be considered of the same profile; later the profile of the candidate will not be changed.

4.8 –The prescribed examination fee is applicable and it is same for either categories i.e., reserved or unreserved.

5. Age Limit:-

5.1 Application of Airport Ground Staff must have attained the age of 18 years as on 01st January 2027 and the maximum age should be 32 years.

5.2 Application of Ticketing Executive must have attained the age of 18 years as on 01st January 2027 and the maximum age should be 35 years.

5.3 The application for housekeeping / loader must have attained the age of 18 years as on 01st January 2027 and the maximum age should be 32 years.

(Note–Age limit may vary airline to airline)

6. Eligibility as per academic qualification:-

6.1 Airport ground staff / Ticketing Executive:-

Candidate must have an intermediate or senior secondary school certificate (10+2) or equivalent from the recognized board or university.

Note:- Those who are pursuing their intermediate (10+2) may also apply provisionally subject to the condition that, if provisionally selected. They will have to produce proof of having passed the intermediate on or before 01st January, 2027.

6.2 Loader/Housekeeping:-

Candidate must have high school or secondary school certificate (10th) equivalent from recognized board or university. And must be on or before the last date of receipt of online application form.

7. Syllabus of examination:-

The exam will consist of objectives type, multiple choice questions. The subject-wise scheme of examination is as per details below:-

Subject	Syllabus	Marks
English	Synonyms and Antonyms, One Word Substitution, Vocabulary and Grammar Skills, Spotting Errors, Sentence, Rearranging Para Jumbles, Active and Passive Voice, Direct and Indirect Speech Conversions and Narration, Shuffle of Sentences, Part in Passage, Comprehension Passage, Verbs, Tense, Conjunction, Article, Idiom.	40

Current Affairs	National, International	10
Science and Aviation Knowledge	Physics, Chemistry, Biology and Aviation Knowledge	10
Social Studies	History, Politics and Geography	10
Mathematics	Percentage, Profit and Loss, Simple and Compound Interest, Ratio and Proportion, Average Work and Time, Time Speed and Distance, Number System, Exponentiation and Radiation, Algebra, Menstruation, Geometry, Trigonometry	15
Reasoning	Coding-Decoding, Alphabet Series, Number Series, Missing Numbers, Dice, Blood Relations, Calendar & Clock, Seating Arrangement, Puzzle, Sequence Arrangement, Justice	15

7.1-The number of questions will be 100; each question will be of 1 mark.

7.2-There is no negative marking.

7.3-The minimum qualifying marks will be 35% of the total marks of the examination below this percentage the candidate will be considered as failed.

8. Mode of Examination:-

The examination will be conducted online mode only.

9. Medium of Examination:-

The paper will be in bilingual i.e., Hindi and English. In case of any ambiguity between Hindi and English version due to translation. English version would be treated as final.

10. Difficulty level of question paper:-

10.1-The difficulty level of questions related to academic subjects will be of Secondary Senior Secondary level as prescribed by the National Council of Educational and Research (NCERT).

11. Marking scheme of examination:-

Each question will carry one mark. There is no negative marking.

12. Normalization:-

No normalization will be done.

13. Method of Selection:-

13.1 Online Examination

Only eligible candidates will undergo the online examination to be conducted by IGI Udaan Services Pvt. Ltd. in online mode all over India.

13.2 Interview

Those candidates who qualify in the exam will then be interviewed. Candidates who will be selected in the interview, then their training process will start.

Note:-Arrangement for Accommodation will be the individual responsibility.

14. Important Information:-

14.1 - The number of profile can be increased or decreased i.e. IGI Udaan Services has the right to increase or decrease the number of profiles prescribed after the issue of notification.

14.2 –Persons with Bench Mark Disabilities (PwBD) are not eligible to apply for this examination.

14.3 –The candidate will be selected on the basis of interview after qualifying the written exam.

14.4 –No request/claim will be entertained for being selected against any profile based merely upon marks scored in written examination.

14.5 –The candidates who have qualified in the written examination are required to qualify interview, only then their selection will be valid.

14.6 –The IGI Udaan Services will determine the dress code for the candidate at the time of interview.

14.7 - On the selection of the candidate, the candidate will be given training by the

IGI Udaan Services Pvt. Ltd. Training fee is payable for the training.

14.8 - On the basis of the information filled in the online application form by the candidate, the eligibility of the candidates (age, qualification, category etc.) will be checked. If he/she is found ineligible on the basis of the information filled by them, then his/her online application form will be rejected, for which all responsibility will be of the applicant herself / himself.

14.9 - If any candidate does not submit the detailed application form within the stipulated time period, then it will be considered that the candidate is not willing to join for the said prescribed profile, his/her candidature will be cancelled.

14.10 -It will be necessary for the candidates to follow the detailed guidelines mentioned on the e-admit card.

14.11 - If there is an error in the question paper or more than one answer is wrong / correct or mistake in answer key. In case of any dispute regarding error or question answer, the IGI Udaan Services will have the right to accept the result released on the basis of the final answer key prepared by the panel of subject experts of the IGI Udaan Services Pvt. Ltd. Which will be acceptable to all the candidate. No debate will be entertained regarding the same.

14.12 -After the selection of the candidate, if any candidate does not have a passport, then IGI Udaan Services will fully cooperate in getting the passport of the candidate made.

14.13 - Original documents in respect of eligibility criteria and proof of date of birth should be produced for verification on the date of interview. If the original certificates are not produced for verification on the date of interview, then the candidate will not be allowed to appear in the interview.

14.14 –The date of birth mentioned in the certificate of high school or passed examination will be valid, no other record will be considered valid.

14.15 –The candidature will be cancelled in case any candidate is caught cheating in the examination.

14.16 –Beware of any fraudulent activity to pass the examination, or pass the interview otherwise the candidates themselves will be responsible.

15. Admit Card, Instructions and prohibited material.

16.1. Admit Card for the Online Examination

16.1.1. The Admit Card will be issued provisionally to the candidates, subject to their satisfying the eligibility conditions.

16.1.2. The candidate has to download the Admit Card from the IGIUS website and appear for the Examination.

16.1.3. No candidate will be allowed to appear in the Examination, on Date and timing other than that allotted to them in their Admit Card.

16.1.4. In case candidates are unable to download Admit Cards from the website, they may approach the Help Line between 10:00 AM and 6:00 PM. (Sunday Off).

16.1.5. The candidates are advised to read the instructions on the Admit Card carefully

and follow them during the conduct of the Examination.

16.1.6. In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately approach the Helpline between 10:00 AM to 6:00 PM. In such cases, candidates would appear in the Examination with the already downloaded Admit Card. However, IGIUS will take necessary action to make correction in the record later.

Notes:

- a. Candidate may please note that Admit Cards will not be sent by post.
- b. Under no circumstance, a duplicate Admit Card will be issued for the Examination.
- c. Candidate must not mutilate the Admit Card or change any entry made therein.
- d. Candidates are advised to preserve their Admit Cards in good condition for future reference.
- e. No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- f. Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of admission process.

16.2. Important Instructions for Candidates

Candidates are advised to go through instruction printed on Admit Card carefully before the Examination and follow them strictly

16.2.1. The candidates are advised to read the instructions on the Admit Card carefully and follow them strictly.

If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate / Divorce / Decree / Legal Name Change Document.

16.2.2. Applications of candidates submitting false and fabricated information will be rejected and such candidates will be further debarred from appearing in Examinations conducted by IGIUS.

16.2.3. IGIUS reserves the right to withdraw permission, granted inadvertently if any, to any candidate who is not eligible to appear in the Examination even though the Admit Card had been issued by the IGIUS.

16.2.4. In case of any ambiguity in interpretation of any of the instructions/terms/Rules/criteria regarding determination of Eligibility/Conduct of Examination/

Registration of Candidates/Information contained therein, the interpretation of the IGI Udaan Services Pvt. Ltd. shall be final and binding.

In case any candidate faces difficulty in applying online Application Form he/she may contact. For further clarification related to Examination the candidates are advised to visit the [websites www.igiudaanservices.com](http://www.igiudaanservices.com) for latest updates.

