



एआरएस एअरपोर्ट सर्विसेज
AI AIRPORT SERVICES

AI AIRPORT SERVICES LIMITED

Regd. Office: 2nd Floor, GSD Building, Air India Complex, Terminal-2, IGI Airport, New Delhi-110037 CIN: U63090DL2003PLC120790

RECRUITMENT EXERCISE

AIASL/05-03/326

Date :25/07/2022

AI AIRPORT SERVICES LIMITED (formerly known as Air India Air Transport Services Limited) wishes to engage following categories and maintain a wait-list for Mumbai International airport arising in future. Indian Nationals who meet with the requirements stipulated herein, may apply on Fixed Term Contract basis which may be renewed subject to their performance and the requirements of the AI Airport Services Limited, number of vacancies given below is indicative and may vary as per the operational requirement.

The reservation will be as per the Presidential Directives.

AI Airport Services Limited (AIASL) is a leading Ground Handling Service provider in India and offers ground handling services at major airports in India. AIASL presently provides Ground Handling services at 80 airports. Apart from handling the flights of Air India Limited and its Subsidiary Companies, Ground Handling is also provided for 51 foreign scheduled airlines, 4 domestic scheduled airlines, 3 regional airlines, 8 Seasonal charter airlines, 23 foreign airlines availing Perishable Cargo handling.

From being the first and only Ground Handler in India to handle the Airbus A380 on its maiden flight to India, to handling the futuristic 787 Dreamliner at major Airports in India.

Vision:

- To be the Leader in providing World Class Ground Handling services at all Indian Airports and expand Globally.

Mission:

- Provide safe, reliable and on-time services
- Deliver the highest quality of service at all Indian Airports
- Provide State-of-the-Art Ramp Equipment
- Be the epitome of Indian Hospitality

Processes:

- Continuously improve standards of safety and efficiency
- Continuous modernization and upgrade of ramp equipment

People:

- To Maintain an energetic, qualified & a highly motivated professional team
- Maintain high degree of work ethics

Sr. No	Position	No. of Vacancies
1	Service Assurance Executive	50
2	Service Assurance Manager	12

Position-1:

Service Assurance Executive: Roles & Responsibility:

- Providing check-in counter services for the passengers departing on the customer airlines.
- Providing gate arrival and departure services. Executive are required to meet a flight on arrival as well as provide departure services including boarding passengers and closing the flight.
- Assisting customers with checked baggage processing (e.g., completing credit card transaction, self-tagging, verifying weight)
- Staffing the transfer counters, customer service counters and airline lounges.
- Queuing lines in ticket counter areas based on departure times or type of assistance needed (e.g., special assistance, to reduce volume of lines or wait time)
- The Executives interacts with customers in a courteous, efficient, friendly and professional manner.
- In passenger services, you assist travelers with check-in. You check travel documents, provide information about flights and skillfully handle the check-in process so that passengers and baggage are in the right place at the right time. At the departure gate, you manage the boarding process, close the flight and coordinate with the airline crew to ensure a punctual departure.
- Provide passenger reception, check-in, arrival and transit services to our clients
- Answer passenger enquiry at Airlines Service Desk
- Perform pre-flight and post-flight duties.
- Perform queue combining at check-in counter / transfer desk.
- Assisting customers with self-service kiosk check-in and kiosk baggage processing (e.g., printing boarding passes and receipts)
- Support his / her superiors in flight disruptions and difficult passenger handling.
- Comply with new handling requirement or procedure of customer airlines, if any.
- Adhere with company policy and standard such as grooming and uniform standard.
- Attend training sessions, as and when required.

- Complete other assignments allocated by his / her superior.
- Verifying and clearing travel documents (e.g., passports, visas) for customers traveling internationally (e.g., using the Timatic database available in the kiosk).
- Assisting with the physical movement of non-ambulatory customers as they board, deplane, or otherwise move throughout the gate and larger terminal area
- Assisting unaccompanied minors with boarding, deplaning, or other transportation.
- Providing customers with gate information and directions.
- Performing paging activities (e.g., to announce forgotten items, to ask customers to return to locked bags) (at some airports).
- Reporting to position on time, as scheduled, and at your assigned station or location, varying shifts, weekends, and holidays Complete job-relevant trainings.
- Adhere to government regulations.
- Adhere to company policies, procedures, and performance standards
- Provide quality customer service in a professional manner in accordance with Clients airline's guidelines.
- Use multiple internal resources/systems, including during customer interactions.
- Prepared to work in 3 shifts including night shift.

Education Qualification:

- Graduate (full time) from a recognized university under 10+2+3 pattern.
- Excellent analytical skills and proficient use of PC.
- Knowledge of Microsoft Office to include Word, Excel, PowerPoint, Outlook, etc.

Essential:

- Good command over spoken and written English apart from that of Hindi.

Working Experience:

- Previous face to face Customer Service experience.
- Willing to work on shift, 48 working hours & 6 working days per week.
- 2-3 years' work experience in Airline or Airport Operation or Direct Customer Service Oriented Industries.
- Working experience in Microsoft Office to include Word, Excel, PowerPoint, Outlook, etc.
- Excellent analytical skills and proficient use of PC related software
- Preferable: Working experience in Amadeus Check-in.

Age :

GEN : 28 years, OBC: 31 years, SC/ST 33 years. Age relaxation will be considered depends upon the more no of years of experience in required field.

Salary: Rs.25,000/- PM

Position-2

Service Assurance Manager: Role & Responsibility

- To ensure self and team handles all Guest concerns during the shift.
- Maintaining account presence by providing a high value-added working relationship with senior key account management.
- Strong communication and problem-solving skills.
- Good command over spoken and written English apart from Hindi.
- Reporting to position on time, as scheduled, and at your assigned station or location, including mandatory extended period requirements, varying shifts, weekends, and holidays Complete job-relevant trainings.
- Use multiple internal resources/systems, including during customer interactions. Mature with good interpersonal skills and be dedicated to providing high levels of customer service.
- Strong leadership and organizational skills.
- On Time Performance & Passenger Service
- Supervise and Control shift as well as team
- Prepared to work in 3 shifts including night shift.

Education Qualification:

- Graduate (full time) from a recognized university under 10+2+3 pattern.
- Excellent analytical skills and proficient use of PC related software.
- Knowledge of Microsoft Office to include Word, Excel, PowerPoint, Outlook, etc.

Essential:

- Good command over spoken and written English apart from that of Hindi.

Working Experience:

- Previous face to face Customer Service experience.
- Willing to work on shift, 48 working hours & 6 working days per week.
- Minimum 5 years work experience in Airline or Ground Handling /Customer Service Managerial or Supervisory level.
- Knowledge of Microsoft Office to include Word, Excel, PowerPoint, Outlook, etc.
- Excellent analytical skills and proficient use of PC related software
- Ability to multi-task and handle shifting priorities within a fast-paced, dynamic work environment and can tolerate high stress situations
- Ability to effectively delegate work assignments and manage large groups of employees

Age:

GEN : 32 years OBC: 35 years SC/ST 38 years. Age relaxation will be considered depends upon the more no of years of experience in required field.

Salary : Rs.50,000/- PM

SELECTION PROCEDURE :

(a) Personal Interview

(b) The company at its discretion may introduce Group Discussion, depending upon the response

The selection procedure would be conducted on the same day or on the subsequent day(s). The outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

HOW TO APPLY :

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st July, 2022**, are required to fill in the below mentioned Google Form link along with the attachments sought. **Last date of receipt of details would be 06.08.2022. Please fill in the data carefully as the response can be submitted only once and once submitted, response cannot be modified. No response will be accepted after 06.08.2022 2359 hours.**

<https://forms.gle/2jKhgT9UnUQWRSgh8>

Eligible & shortlisted candidates would be notified DATE, TIME & VENUE of the Interview and candidates are required to reach the said venue, on the date and time as notified along with the Application Form duly filled-in & copies of the testimonials/certificates (as per attached application format with this advertisement) and non-refundable **Application Fee of Rs.500/- (Rupees Five Hundred Only) by means of a Demand Draft in favour of “AI AIRPORT SERVICES LIMITED.”**, payable at **Mumbai**. No fees are to be paid by Ex-servicemen / candidates belonging to SC/ST communities. Candidates are required to write Full Name & Mobile No. at the reverse side of the Demand Draft.

- i A recent (not more than 6 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form.
- ii Self-attested copies of the supporting documents in respect of Item Nos.3, 4, 8, 11, 12, 13, 14, 16 & 17 of the Application Form must be submitted along with the application. Original Certificates should not be submitted along with the application but should be brought for verification. The Company is not responsible for returning any original copy/ies of Certificates /Testimonials submitted with the application.
- iii Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not

belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the 'Creamy Layer' Exclusion clause. The OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the Govt. of India and not by the State Government.

- iv Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their current employer.
- v The advertisement for this recruitment is being published on our company website, hence please visit our company website www.aiasl.in & www.aiahl.in .

GENERAL CONDITIONS:

(i) The short listed suitable candidates will be considered for engagement on a Fixed Term Contract basis, (One Year) subject to their turn in merit order, availability of vacancies in consideration with reservation for SC/ST/OBC. The prospective candidate should be fit to carry out the duties of the post.

(ii) Period of Contract : This Contract could also be terminated earlier at the discretion of the Management during the tenure of contract, and /or in the event of unsatisfactory performance. The job is transferable to any station in India.

(iii) Reservation for SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.

(iv) SC/ST candidates who are eligible for the post & residing beyond 80kms. from the venue and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, subject to submission of a request in the prescribed format and on production of evidence to that effect.

(v) Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered.

(vi) The applicants must ensure that they fulfill all the eligibility criteria, as on **01.07.2022** and that the particulars furnished by them in the application are correct in all respects. At any stage of the Selection Process, if the particulars provided by the applicants in the application or testimonials attached/provided are found incorrect / false or not meeting with the eligibility criteria prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons therefore.

(vii) Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as **DISQUALIFICATION**.

(viii) Only shortlisted candidates would be contacted for interview and/ or for making an offer, AIASL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.

(ix) Prescribed format of Application is given below :

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एआई एअरपोर्ट सर्विसेज
AI AIRPORT SERVICES

AI AIRPORT SERVICES LIMITED

(formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

ADVT: July2022

For Office Use Only

Advertisement	Employment Exchange	SC/ST/ OBC/EWS /GEN/ Ex-SM	Token No.	Eligible/ Not-Eligible (E/NE)	Remarks
Token / slip issued at the time of Registration to be attached with Application			Signature of the registering Officer		

FORMAT OF APPLICATION

To,

AI AIRPORT SERVICES LIMITED

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

GSD Complex, Near Sahar Police Station, CSMI Airport,

Terminal-2, Gate No.5, Sahar, Andheri East, Mumbai 400099.

Paste
Recent colour
Photograph & sign
across

POSITION APPLIED FOR: _____

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES):

YES / NO

EMPLOYMENT REGISTRATION NO. _____

(ALSO ATTACH COPY OF REGISTRATION CARD)

1. Full Name: (In BLOCK letters)

First Middle Surname

2. Father's Name : _____

3. Date of Birth : (DD / MM / YYYY) _____

4. Place and State of Birth : _____

5. Address for correspondence :

Pin Code _____ **State:** _____

a) TelephoneNo. : _____ Residence (with STD Code): _____

b) Mobile No. : _____ c) Email id: _____

(Mandatory)

(Mandatory)

6. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorcee	Widow (er)	Separated

8. Nationality : _____ 9. Religion : _____

9. Mother Tongue : _____

10. PAN No : _____ 12. Aadhar Card No. _____

11. a) Whether SC/ST/OBC/EWS/GENERAL : (ALSO MENTION SUB-CASTE)

Sub-Caste	SC	ST	OBC	EWS	General

(Indicate Category to which you belong by marking 'X' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the “Non-Creamy layer clause”. OBC community should be as per the Central List of OBCs published by the Government of India If EWS, furnish copy of income and asset certificate in the prescribed format.

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether from Police Services : Yes / No
(Furnish details)

d) Whether working in any Govt : Yes / No
Semi-Govt. / Public Sector Undertaking or autonomous body
If “Yes”, enclose “No Objection Certificate”

12. Educational Qualifications : (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10th (SSC)				
12th (HSC or Pre-Degree)				
Degree (Graduation) 1st Year _____				
2nd Year _____				
3rd Year _____				
Post Graduate Degree Discipline(if any)- 1st Year _____ 2nd Year _____				
Any other Courses (specify) _____ _____				

13. Fluency in languages: Mark 'X' in appropriate column.

Languages	Read	Speak	Write	Remarks*
a) English				
b) Hindi				
c) Local (Specify)				
d) Mother Tongue				
e) Others (Specify)				

14. Work Experience :

Name of the Organisation	Post Held	Period of Service		Nature of Job	Reason for Leaving
		From	To		

15. Particulars of Demand Draft issued - (To be submitted at the time of Interview)

(in favour of AI Airport Services Limited payable at MUMBAI)

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount
			Rs.500/-

16. Relatives working in Air India Limited or its subsidiary companies.

Name	Designation	Company	Relationship

17. Declaration : I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfill the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place : _____

(Signature of applicant)

Date : _____

List of Documents (copies) to be attached with the Application :

(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)

i)	Application Fee, wherever applicable	
ii)	School Leaving Certificate	
iii)	10th Std / Matriculation Mark-sheet & Passing Certificate	
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
v)	1st Year Graduation Mark-sheet	
vi)	2nd Year Graduation Mark-sheet	
vii)	3rd Year Graduation Mark-sheet	
x)	Graduation Degree Certificate	
xi)	Caste Certificate in case of SC / ST /OBC candidates	
xii)	Discharge Certificate in case of Ex-Servicemen	
xiii)	Experience Certificates (till date)	
xiv)	Nationality / Domicile Certificate	
xv)	PAN Card Copy	
xvi)	Aadhar Card Copy	
xvii)	Income and Asset Certificate in case of EWS candidates	

“This certificate MUST have been issued on or after 1st January
2015.”OBC Certificate Format

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL
EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of
Shri/Smt. _____

_____ of Village/Town _____
District/Division _____ in the _____

_____ State belongs to the _____

Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

(xvi)

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the
_____ District/Division of _____ State. This is
also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M.
No.

36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.)
dated 09/03/2004.

District Magistrate/ Deputy
Commissioner, etc.

Dated:

Seal

NOTE: (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.
- Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Smt/Kumari _____ Son/Daughter of _____
 Village/Town _____./District/Division* _____
 of the _____ State/Union Territory belongs to the _____
 Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders

(Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order,

1968. *The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to

Shri/Shrimati* _____ father/mother* _____ of
 Shri/Shrimati/Kumari

_____ of Village/Town* _____ in /District/Division*
_____ of the State/Union Territory* _____ who
belongs to the _____ Caste*/Tribe which is recognised as a Scheduled
Caste/Scheduled Tribe in the State/Union Territory* issued by the
_____ dated _____.

3. Shri/Shrimati/Kumari* and /or*his/her* family ordinarily reside(s) in Village/Town*
_____ District/Division* of the State/Union Territory *
of _____.

Place _____ Signature _____

Date _____ Designation _____ (with seal
of Office) State/Union Territory _____ * Please delete the words, which
are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20
of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner /
Additional Deputy

Commissioner/Deputy Collector / 1st Class Stipendary

Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant
Commissioner.

2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned
by the District Magistrate concerned. 6. Administrator/Secretary to Administrator
(Laccadive, Minicoy and Amindivi Islands).

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

(I) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate

(iii) Revenue Officer not below the rank of Tasildhar and

(iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.