



**AI AIRPORT SERVICES LIMITED**  
**(formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)**

**ADVT : Feb-2023**

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,**  
**The Incharge, HR Department**  
**AI AIRPORT SERVICES LIMITED**  
**(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LTD.)**  
**CSMI Airport, Sahar, Mumbai 400099.**

Paste  
Recent colour  
Photograph &  
sign across

**POSITION APPLIED FOR :** \_\_\_\_\_

**Selected Station :** \_\_\_\_\_

**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) Telephone No. : 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 : \_\_\_\_\_

10. Mother Tongue : \_\_\_\_\_

11. PAN No : \_\_\_\_\_

12. Aadhar Card No. \_\_\_\_\_

13. 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".

14. Educational Qualifications : (Matriculation / SSC onwards)

<b>Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course)</b>	<b>Name of the University / Institution</b>	<b>Date, Month &amp; Year of Passing</b>	<b>Duration</b>	<b>Percentage of marks (Class / Division)</b>
10 <sup>th</sup> Grade				
12 <sup>th</sup> Grade				
Diploma Course				
ITI Course				
NCTVT Course				
Graduate Degree				
Post Graduate Degree				
BE or its Equivalent				
MBA or its Equivalent				
Any other ( Specify)				

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

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

\* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate.

16. Work Experience :

Name of the Organization	Post Held	<u>Period of Service</u>		Number of years of Experience	Nature of Job
		From	To		

17. Particulars of Driving Licence held:

Type of Licence, eg., LMV /H MV	Licence No.	Date of issue	Valid upto

18. 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/-

19. Relatives working in AI Airport Services Limited or its sister companies.

Name	Designation	Company	Relationship

20. **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)**

1.	Application Fee, wherever applicable	
2.	School Leaving Certificate	
3.	10th Std / Matriculation Mark-sheet & Passing Certificate	
4.	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
5.	1 <sup>st</sup> Year Graduation Mark-sheet	
6.	2 <sup>nd</sup> Year Graduation Mark-sheet	
7.	3 <sup>rd</sup> Year Graduation Mark-sheet	
8.	4th Year Graduation Mark-sheet	
9.	<u>Degree Certificate</u> or Provisional Degree Certificate	
10.	Diploma Course	
11.	ITI Course & NCTVT Course	
12.	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate )	
13.	Caste Certificate in case of SC / ST /OBC candidates	
14.	Discharge Certificate in case of Ex-Servicemen	
15.	Experience Certificates (till date)	
16.	Nationality / Domicile Certificate	
17.	PAN Card Copy	
18.	Aadhar Card Copy	
19.	Income and Asset Certificate in case of EWS candidates	
20.	Xerox copy of Driving Licence (Both front & back)	
21.	Copy of the Passport validity 2019 onwards, if any.	

**“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.

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 & ASSET 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

\*Note 1: 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 place/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 Tehsildar and

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