

**एआई 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****WALK-IN RECRUITMENT EXERCISE FOR NORTHERN REGION****Ref.No: AIASL/05-03/191****Date: 13-07-2023**

S.no	Position	Stations	No. of Vacancies Estimated
1	Terminal Manager	Amritsar	1
2	Deputy Terminal Manager	Varanasi	1
		Jaipur	1
3	Duty Manager-Pax	Jaipur	1
		Lucknow	2
		Varanasi	2
		Amritsar	1
4	Duty Officer-Pax	Leh	1
		Raipur	1
		Srinagar	1
5	Jr. Officer Technical	Jaipur	3
		Amritsar	1
		Leh	1
		Jammu	1
		Raipur	1
		Bhopal	1
		Indore	3
Udaipur	1		

AI AIRPORT SERVICES LIMITED (formerly known as Air India Air Transport Services Limited) (AIASL) wishes to fill in existing vacancies as per the estimated requirements and maintain a wait-list for vacancies arising in future. **Indian Nationals (Male & Female)** who meets with the requirements stipulated as mentioned herein, may apply for various posts for **ground duties at Northern Region** on **Fixed Term Contract basis (3 years)** which may be renewed subject to their performance and the requirements of the AI Airport Services Limited. **“Internal Candidates also may apply”**. The Number of vacancies given below is indicative and may vary as per the operational requirement.

The reservation will be as per the Presidential Directives. The actual reservation of vacancies would depend upon the prevailing strength at the time of appointment.

AI Airport Services Limited (AIASL) is under Ministry of Civil Aviation (MOCA) and formed with an aim to provide unified Ground Handling services (Ramp, Passenger, Baggage, Cargo Handling and Cabin Cleaning).

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 82+ airports. Apart from handling the flights of Air India, Air India Express & Alliance Air & also provided services to 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 Dream liner 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.

Sl. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
01	Terminal Manager - Passenger	<p>Graduate from a recognized university with 20 years' work experience OR MBA from recognized University (2-years full time course or 3-years part time course) with 17 years' work experience.</p> <p>Experience in Passenger handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof.</p> <p>Out of the above said experience, at least 08 years must be in a managerial or supervisory capacity.</p> <p>Well conversant with computer operations.</p>	Rs.75,000/-	55 Years

Nature of Job Function – Terminal Manager –Passenger:

Supervision of entire Terminal Operations in the Shift. Coordination with Airlines and get their requirements for manpower resources. Ensure that only trained, authorized and qualified personnel having valid permits are permitted to perform licensed category functions. Ensuring Shift Reports, Delay Summary and ensure all Flight Handling Reports are completed in all respects. Shall be responsible and accountable for the OTP in the shift attend OTP/Delay meeting as per the requirements. Leave Monitoring & Control. Investigate discrepancies during flight handling and take corrective action to avoid recurrence. Monitoring of SPI/KPI of respective airline. Maintaining airline wise grooming standards and discipline. Participates in audits, assignments and any projects and take the required follow up actions Any other job responsibility that may be assigned by the Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of year. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
02	Dy. Terminal Manager - Passenger	<p>Graduate from a recognized university with 18 years' work experience OR MBA from recognized University (2-years full time course or 3-years part time course) with 15 years' work experience.</p> <p>Experience in Passenger handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof.</p> <p>Out of the above said experience, at least 06 years must be in a managerial or supervisory capacity.</p> <p>Well conversant with computer operations .</p>	Rs.60,000/-	55 Years

Nature of Job Function – Dy. Terminal Manager - Passenger:

Monitoring of entire Terminal Operations in the Shift. Coordination with Airlines and get their requirements for manpower resources. Ensure that only trained, authorized and qualified personnel having valid permits are permitted to perform licensed category functions. Ensuring Shift Reports, Delay Summary and ensure all Flight Handling Reports are completed in all respects. Shall be responsible and accountable for the OTP in the shift attend OTP/Delay meeting as per the requirements. Leave Monitoring & Control. Investigate discrepancies during flight handling and take corrective action to avoid recurrence. Monitoring of SPI/KPI of respective airline. Maintaining airline wise grooming standards and discipline. Participates in audits, assignments and any projects and take the required follow up actions Any other job responsibility that may be assigned by the Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of year. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
03	Duty Manager - Pax	Graduate from a recognized university under 10+2+3 pattern with 16 years' experience. Out of which at least 04 years must be in a managerial or supervisory capacity in Passenger and/cargo handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof. Well conversant with computer operations.	Rs.45,000/-	55 Years

Nature of Job Function – Duty Manager - Pax:

Overall Incharge of all Terminal Activities of AIASL in the shift across all airlines handled by AIASL. Planning of Manpower (CSEs) as per the flight handling requirements of Airlines. Coordination with various airlines & agencies (CISF, AAI, Customs etc) on behalf of AIASL in the shift. Training requirement of airlines. Maintaining Pool-wise requirement of all airlines. Attend OTP/Delay meeting as per the requirements. Prepare Shift Reports, Delay Summary and ensure all Flight Handling Reports (RA Forms) are completed in all respects. Attend OTP/Delay meeting as per the requirements. Leave Monitoring & Control. Any other job responsibility that may be assigned by the Station Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
04	Duty Officer - Pax	<p>Graduate from a recognized university with 12 years' experience.</p> <p>Experience in Passenger handling functions with an Airline or Airport Operator or BCAS approved Ground Handler appointed by any Airport Operator at any airport or in combination thereof. Out of the above said experience, at least 04 years must be in a managerial or supervisory capacity.</p> <p>Well conversant with computer operations.</p>	Rs.32,200/-	50 Years

Nature of Job Function – Duty Officer - Pax

Function as a Duty Officer of the airline concerned as per the requirement. Coordination with Airlines for resource requirement and fulfilment to their satisfactory requirement in line with SGHA/SLA requirements. Coordination with other Government agencies to fulfill statutory & compliance requirements. Shall be responsible and accountable for the OTP in the shift. Ensure that only trained, authorized and qualified personnel having valid licenses. Ensuring Shift reports, Delay Summary and ensure all the reports are completed in all respects. Attend OTP/Delay meeting as per the requirements. Leave monitoring & Control. Investigate discrepancies during flight handling and take corrective action to avoid recurrence. Monitoring of SPI/KPI of respective airline. Maintaining Airline wise grooming standards & discipline. Participate in audits, assessments and any projects and take the required follow up actions. Any other job responsibility that may be assigned by the Incharge. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
05	Jr. officer-Technical	<p>Full time Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical & Electronics / Electronics and Communication Engineering from a recognized university.</p> <p>Must be in possession of LMV.</p> <p>Heavy Motor Vehicle (HMV) Valid Driving License to be produced maximum within 12 months or produce the HMV License within the minimum time frame as per the prevailing rules of the state government, from the date of joining. The incumbent has to apply for Heavy Motor Vehicle License immediately upon acceptance of offer. No increment will be extended before possession of HMV license.</p> <p>Preference will be given to those with aviation experience or GS Equipment/ Vehicle/Heavy earth movers equipment Maintenance with reputed GS Equipment manufacturer/Authorized Service Agency.</p>	Rs.28,200	<p>GEN: 28 Years OBC: 31 Years SC/ST: 33 Years</p>

Nature of Job Function – Jr. officer- Technical:

At the Airport, delegate and assign duties, monitor the day-to-day activities of subordinates, assigning responsibility for specified work and/or functional activities within the framework set by management. Coordinate with overall ramp and commercial activities. Perform tasks and assignments as when assigned as per the requirement. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01ST July, 2023, may apply in the attached application format.

SELECTION PROCEDURE:

Terminal Manager-Passenger /Dy. Terminal Manager – Passenger / Duty Manager – Pax/Duty Officer-Pax/ Jr. officer- Technical

(a)Personal/Virtual 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). Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

The selection procedure would be conducted on the same day or on the subsequent day(s).

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, 2023**, are required to forward their applications as per the attached application format along with the required documents, latest by **31st July, 2023, through Speed Post to be sent on the address : 2nd Floor, GSD Building, Air India Complex, Terminal-2, IGI Airport, New Delhi-110037**, mentioning the subject as “Post Applied for _____,AIASL”, on the envelope.

Shortlisted and eligible candidates would be notified DATE, TIME & VENUE of the selection process later and such candidates are required to reach the said venue, on the date and time 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. Please write your Full Name & Mobile number at the reverse side of the Demand Draft.

Following documents are required, while appearing for interviews:

- a A recent (not more than 3 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form.
- b Self-attested copies of the supporting documents as mentioned in the Tabulation '**List of Documents (copies) to be attached with the Application**' of these Advertisement to 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.
- c. Bring your valid Passport along with one set photo copy (if available).
- d. 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.**
- e. Eligible candidates working in the AI Airport Services Limited can also apply for the said post and if selected, they would be considered with service and pay protection.
- f. Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must appear with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their current employer.
- g. The advertisement for this recruitment is being published on our company website, hence please visit our company website www.aiasl.in.

Management reserves the right to change in above schedule/conditions, based on requirements.

GENERAL CONDITIONS :

- a. The short listed suitable candidates will be considered for engagement on a Fixed Term Contract basis 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.
- b. Period of Contract: Fixed Term Contract basis, if offered. Presently the contract is for three year and same is renewable subject to assessment on the performance. 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.
- c. Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.
- d. 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.
- e. Applications which are unsigned / incomplete / mutilated / received by post / courier services will not be considered.
- f. The applicants must ensure that they fulfill all the eligibility criteria, as on **01st July, 2023**, 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.
- g. Candidates those who were engaged in AIASL, on a Contractual Basis in any category and got terminated on any grounds should not apply, as they will not be considered. In case if their termination is found out at any stage their candidature/engagement will be cancelled without giving any notice or assigning reasons thereof.
- h. 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**.
- i. Prescribed format of Application is given below:



AI AIRPORT SERVICES LIMITED

(formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

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

CIN: U63090DL2003PLC120790

ADVT :July.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.)**

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)

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

c) 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)

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)
10 th Grade				
12 th Grade				
Diploma Course				
ITI Course				
NCTVT Course				
Post Graduate Degree				
BE or its Equivalent				
MBA or its Equivalent				
Any other (Specify)				

15. 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)				

* 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	Period of Service		Number of years of Experience	Nature of Job
		From	To		

17. Particulars of Driving Licence held:

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

18. Particulars of Demand Draft issued –(in favour of AI Airport Services Limited. payable at MUMBAI) (To be submitted at the time of selection process).

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 st Year Graduation Mark-sheet	
6.	2 nd Year Graduation Mark-sheet	
7.	3 rd Year Graduation Mark-sheet	
8.	4 th 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.	Valid 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.	

Candidate should bring valid OBC certificate in following format :

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 & 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



*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 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 Tehsildar and

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