



## **AI AIRPORT SERVICES LIMITED**

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

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

### **RECRUITMENT EXERCISE**

**AI AIRPORT SERVICES LIMITED (formerly known as Air India Airport Services Limited) (AIASL)** a wholly owned subsidiary of **AI ASSET HOLDING LIMITED (AIAHL) operating as Ground Handling Agent (GHA)**, wishes to fill in existing vacancies and maintain a wait-list for vacancies arising in future. Indian Nationals (Male & Female, who meet with the requirements stipulated herein for the following posts on a Fixed Term Contract basis which may be renewed subject to their performance and the requirement of the AI Airport Services Limited.

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

<b>Sr. No</b>	<b>Position</b>	<b>No. of Vacancies</b>	<b>Place of Posting</b>	<b>Consolidated Monthly Salary</b>
1	Chief Security Officer	1	Delhi – HQ – 01 Post	Rs. 70,000/- (All inclusive)
2	Dy. Chief Security Officer	1	Delhi – HQ – 01 Post	Rs. 60,000/- (All inclusive)
3	Regional Security Coordinators	4	Amritsar – 01 post Mumbai- 01 post Chennai- 01 post Kolkata- 01 post	Rs. 50,000/- (All inclusive)
4	Asst. Regional Security Coordinators	4	Amritsar – 01 post Mumbai- 01 post Chennai- 01 post Kolkata- 01 post	Rs. 40,000/- (All inclusive)

The Eligibility criteria and other details are as under:

## **I. Chief Security Officer**

1. **Qualification:** Candidates should have completed post-graduation/MBA with BCAS certified valid Basic AVSEC/Refresher certificate; preference will be given to the BCAS certified valid AVSEC Instructors.
2. **Experience:** Candidate should have minimum 10 years post qualification experience as Executive in Airlines/GHA/Airport/Regulated Agent etc with understanding about BCAS requirement, appropriate knowledge of guidelines issued by MOCA, ICAO; IATA & DGCA. The Candidate with working experience in aviation industry, preferably in GHA will be given preference.
  - Candidate from central/state/public sector enterprises working at the level of E-6 and above.
  - Candidate from private sector who are working not more than 3 levels below CEO/Head of Institution.
3. **Age:** Maximum 55 years as on 1st July, 2022
4. **Job Description:** The Post Carries the duties and responsibility as overall in- charge of all the security activities of the company.

As CSO, he/she is accountable for all security related services in accordance with the rules and regulations/ guidelines of various Government Agencies such as BCAS, Customs, DGCA, ICAO etc. for achieving objectives and performance parameters. The indicative scope of work is as under.

To ensure that the security provision prescribed by BCAS, Customs, ICAO, IATA etc are implemented.

To oversee the entire security aspect in the best interest of the organisation.

To establish the internal control system.

To establish contact with the appropriate authorities in case of reporting of any unlawful activity (s).

Security Programme of AI Airport Services Limited (AIASL) at each of the operating airports and getting the same approved from the Competent Authority.

Conduct the security awareness programme and arrange for issuance of Airport Entry Permit for the staff of AI Airport Services Limited (AIASL) across the network.

5. Internal candidates within AI Airport Services Limited (AIASL) meeting the eligibility criteria are also eligible to apply

## **II. Deputy Chief Security Officer:-**

1. Qualification ; Candidate should have completed full time graduation with BCAS certified valid Basic AVSEC/ Refresher certificate, preference will be given to the BCAS certified valid AVSEC Instructors or having capability to qualify the same through demonstration of presentation skill and aptitude to be an AVSEC Instructor is preferable.
2. Experience: Candidate should have minimum 05 Years post qualification experience as Executive in Airlines/GHA/Airport/Regulated Agent etc. with understanding about BCAS requirement, appropriate knowledge of guidelines issued by MOCA, ICAO, IATA & DGCA. The Candidate with working experience in the Aviation industry, preferably in GHA will be given preference.
3. Age : Maximum 50 years as on 1st July 2022
4. Job Description: The post carries the duties and responsibilities as second commanding in – Charge of all the Security activities of the company.
5. Internal candidates with in AI Airport Services Limited (AIASL) meeting the eligibility criteria are also eligible to apply

## **III. Regional Security Coordinator**

1. Qualification: Candidate should have completed full time graduation with BCAS certified valid basic AVSEC certificate/ refresher and competent enough to qualify advance security courses of BCAS.
2. Experience: Candidate should have minimum 05 Years post qualification experience as Manager/ Supervisor in airlines Airport /Regulated Agent at Indian civil Aviation Security in operations with understanding about BCAS requirement, appropriate knowledge of guidelines issued by MOCA, ICAO, IATA & DGCA. The candidate with working experience in aviation industry, preferably in GHA will be given preference.
3. Age: Maximum 50 years as on 1st July 2022
4. Job Description: The post carries the duties and responsibilities as the regional In charge of all the security actives of the company.
5. Internal candidates with in AI Airport Services Limited (AIASL) meeting the eligibility criteria are also eligible to apply

#### **IV. Asst. Regional Security Coordinator :**

1. Qualification: Candidates should have completed full time graduation and competent enough to qualify security courses of BCAS, preference will be given to the BCAS certified valid basic AVSEC (13 days) certificate, good oral and written communication skills with sound knowledge of computer system.
2. Experience: Candidate should have minimum 05 Years post qualification experience as Agent/ Supervisor in airlines/ Airport/ regulated Agent of Indian civil Aviation Security Operations & Administrations with understanding about BCAS & DGCA requirement, appropriate knowledge of office automation tools of computer system will be preferred.
3. Age: Maximum 45 Years as on 1st July 2022
4. Job Description: The post carries the duties and responsibilities as to assist the regional security coordinator in order to achieve the common objective of the company.
5. Internal candidates with in AI Airport Services Limited (AIASL) meeting the eligibility criteria are also eligible to apply

#### **V. General Condition:**

- a. Selection procedure: Selection procedure involves personal interview of the candidates who prima facie meet eligibility criteria & Pre-Employment Medical Examination.
- b. The selected candidate will have to bear the cost of Pre-Employment Medical Examination and any additional test if required.
- c. 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.
- d. Fixed Term Employment Contract: The Selected candidate will be appointed on a fixed term employment contract for a period of one year further extended or curtailed as per the requirements of the management during the period of contract, and/ or in the event of unsatisfactory performance.

#### **How to Apply: -**

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 1<sup>st</sup> July 2022, are required to forward their applications as per the attached application format along with copies of the testimonials/certificates, on hrhq@aiasl.in latest by 17:00 hours on 15.07.2022. "POST APPLIED FOR \_\_\_\_\_, AIASL". No Demand Draft to be attached at this stage.

Eligible & Shortlisted candidates would be notified DATE, TIME & VENUE for Selection Process and candidates are required to reach the said venue, on the date

and time 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 favor 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 No. 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 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.

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.

- c) Applicants working in Government/ Semi Government / Public Sector Undertakings must apply with “No Objection Certificate” from their current employer.
- d) Application servicing in Government/ Semi – government / Public Sector Undertaking AI AHL Subsidiary companies should apply through proper channel and submit NOC from their present employer prior to interview.

NOTE: - Please bring a copy of application form submitted through email, along with above-mentioned documents when called for Selection Process.

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

**Candidates are required to submit following documents along with the application form:-**

1. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement that applicant does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement is liable to be terminated without any notice.
2. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.
3. Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for Personal Interview.
4. Incomplete applications and / or applications without aforesaid documents will be rejected outright.
5. An application once made will not be allowed to be withdrawn and the fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection. Therefore before applying for the post, the applicant should ensure that he / she fulfils each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.
6. In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
7. Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Delhi.
8. A recent passport size colour photograph pasted in the space provided in the application format.
9. One set of self-attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, salary, etc. will be required to be submitted with the application. In case copies of required documents/certificates are not submitted with the application, the application will be rejected. Original certificate will be required at the time of interview.
10. If the candidate is working in private sector, he is required to submit a certificate from the existing employer that the post held by him is not more than 3 level below the post of CEO/ Head of the Institute in respect to the application of CSO.
11. Candidate who are Ex-serviceman/Holding NCC certificates will be given preference.
12. 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.

13. 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.
14. Period of Contract: Fixed Term Contract basis, if offered. 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.
15. Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.
16. 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.
17. Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered.
18. The applicants must ensure that they fulfill all the eligibility criteria, as on 01st July, 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.
19. Prescribed format of Application is given below:

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## **AI AIRPORT SERVICES LIMITED**

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

ADVT: Jun.2022

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,  
HRD Department  
1 st floor, GSD Complex,  
**AI AIRPORT SERVICES LIMITED**  
**(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LTD.)**  
T-2, CSMI Airport, Sahar,  
Andheri (East), MUMBAI- 400 099.

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 :

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**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> (SSC)				
12 <sup>th</sup> (HSC or Pre-Degree)				
Degree(Graduation) 1 <sup>st</sup> Year _____				
2 <sup>nd</sup> Year _____				
3 <sup>rd</sup> Year _____				
4 <sup>th</sup> Year _____				
Post Graduate Degree Discipline- 1 <sup>st</sup> Year 2 <sup>nd</sup> Year				
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 Organisation	Post Held	Period of Service		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 *-(To be submitted at the time of Interview)*  
(in favour of AI Airport Services Limited. payable at MUMBAI)

<b>Name &amp; Address of the Issuing Bank &amp; Branch</b>	<b>Date of Issue</b>	<b>Demand Draft No.</b>	<b>Amount</b>

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

Name	Designation	Company	Relationship

**19. 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)	1 <sup>st</sup> Year Graduation Mark-sheet	
vi)	2 <sup>nd</sup> Year Graduation Mark-sheet	
vii)	3 <sup>rd</sup> Year Graduation Mark-sheet	
viii)	4 <sup>th</sup> Year Graduation Mark-sheet	
ix)	<u>Degree Certificate</u> or Provisional Degree Certificate	
x)	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate )	
xi)	Diploma / III / NCTVT certificate	
xii)	Caste Certificate in case of SC / ST /OBC candidates	
xiii)	Discharge Certificate in case of Ex-Servicemen	
xiv)	Experience Certificates (till date)	
xv)	Nationality / Domicile Certificate	
xvi)	PAN Card Copy	
xvii)	Aadhar Card Copy	
xviii)	Income and Asset Certificate in case of EWS candidates	
xix)	Xerox copy of Driving License (Both front & back)	
xx)	BCAS/AVSEC Certificate	
xxi)	Passport issued during 2019/2020, If available.	

**“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 \_\_\_\_\_ Station/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).

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