



**एअरपोर्ट सर्विसेज**  
**AI AIRPORT SERVICES**

## **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**

**MANAGER & OFFICER:  
QUALITY MANAGEMENT SYSTEM (QMS) &  
SAFETY MANAGEMENT SYSTEM (SMS)**

**Ref No: AIASL/05-03/582**

**Date: 01.12.2022**

**Last date of Submission : 26th December, 2022**

AI AIRPORT SERVICES LIMITED (formerly known as Air India Air Transport Services Limited) 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 requirements of the AI Airport Services Limited, to fill in the existing vacancies as shown below and to maintain a wait-list for vacancies arising in future. The Number of vacancies given below are 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 (Formerly known as Air India Air Transport Services Limited) 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 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 for 51 foreign scheduled airlines, 4 domestic scheduled 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.

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.

**Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01<sup>st</sup> December, 2022, may apply in the attached application format.**

**MANAGER & OFFICER:****QUALITY MANAGEMENT SYSTEM (QMS) & SAFETY MANAGEMENT SYSTEM (SMS)**

Particulars	No. of Vacancies	HQ	Northern Region	Eastern Region	Western Region	Southern Region
Manager-QMS	1	1 (Systems & Training, Mumbai)	-	-	-	-
Manager-SMS	1	-	-	-	-	1(Chennai)
Officer-QMS	4	-	1(Amritsar)	1(Kolkata)	1(Systems & Training, Mumbai)	1(Chennai)
Officer- SMS	4	-	1(Amritsar)	1(Kolkata)	1(Systems & Training, Mumbai)	1(Chennai)

Sr. No.	Position	Qualification & Experience	Salary
1.	Manager-QMS	BE/B.Tech. in Electrical, Mechanical, Instrumentation, Production, Industrial or Automobile engineering.  Minimum experience of ten years in Aviation/Ground Handling related to QMS and knowledge of updated ISAGO standards.  Candidates already in possession of a QMS certification from IATA may be given preference.  Advance Diploma in Industrial Safety may be given preference.	Rs.65000/-
2.	Manager-SMS	BE/B.Tech in Electrical, Mechanical, Instrumentation, Production, Industrial or Automobile engineering.  Minimum experience of ten years in Aviation/Ground Handling related to SMS and knowledge of updated ISAGO standards.  Candidates already in possession of a SMS certification from IATA may be given preference.  Advance Diploma in Industrial Safety may be given preference.	Rs.65000/-

<b>Sr. No.</b>	<b>Position</b>	<b>Qualification &amp; Experience</b>	<b>Salary</b>
3.	Officer- QMS	<p>BE/B.Tech in Electrical, Mechanical or Automobile engineering</p> <p>Minimum Experience of five years in Aviation/Ground Handling related to QMS and knowledge of updated ISAGO standards.</p> <p>Candidates already in possession of a QMS certification from IATA may be given preference.</p> <p>Advance Diploma in Industrial Safety may be given preference.</p>	Rs.45000/-
4.	Officer-SMS	<p>BE/BTech in Electrical, Mechanical or Automobile engineering</p> <p>Minimum Experience of five years in Aviation/Ground Handling related to SMS and knowledge of updated ISAGO standards.</p> <p>Candidates already in possession of a SMS certification from IATA may be given preference.</p> <p>Advance Diploma in Industrial Safety may be given preference.</p>	Rs.45000/-

**Age (as on 01.12.2022):**

Manager-QMS & Manager-SMS : Maximum 45 Years as on 1st Dec., 2022

Officer-QMS & Officer-SMS : Maximum 50 Years as on 1st Dec., 2022

**Nature of Job functions :-**

**Quality Management System :**

- Complies with Regulatory and Management system requirements;
- Satisfies stated operational control needs;
- Produces desired ground handling operational control safety and quality outcomes;
- Identifies hazards, undesirable conditions and areas requiring improvement.

**Safety Management System**

- Identification of safety hazards in Airside Ramp Operations
- Ensuring that remedial action necessary to maintain an acceptable level of safety is implemented
- Providing for continuous monitoring and regular assessment of the safety level achieved
- Aiming to make continuous improvement to the overall level of safety.
- Coordinating with Safety Department / QMS, as applicable.

## **HOW TO APPLY :**

Candidates meeting with the eligibility criteria advised to print the Application Format and forward the scanned copy of the Self attested application with its attachments by e-mail to “hrhq@aiasl.in” mentioning the subject as “**Post Applied for \_\_\_\_\_, AIASL” by 26.12.2022.**

Eligible and shortlisted candidates will be interviewed. Date, time and venue would be notified to such eligible candidates to appear for the interview 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, at the time of interview. 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.

Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

Shortlisted candidates are required to submit the following documents along with the application form while appearing for the interview :-

- (i) 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.
- (ii) Self-attested copies of the supporting documents in respect of Item Nos. **3, 4, 9, 10,12, 13, 14, 16, 17 & 18** 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 appear with the completed Application Form routed **through proper channel** or along with “**No Objection Certificate**” from their current employer.
- (v) Only the shortlisted candidates called for the selection process will have to submit a 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.

NOTE:- No fees are to be paid by Ex-servicemen and candidates belonging to SC/ST communities. The reverse side of DD should indicate the candidate’s Full Name, Date of Birth & Mobile No.

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

The advertisement for this recruitment is being published on our company website, hence please visit our company website [www.aiasl.in](http://www.aiasl.in).

## **SELECTION PROCEDURE:**

- (a) The selection of candidates shall be by way of Virtual/Personal Interview/short-listing of the applications received for the post. Due weightage will be given to the candidate's academic qualifications and post qualification work experience. Company reserve the right to shortlist requisite number of candidates based on additional qualifications and only the shortlisted candidates will be called for Interview.
- (b) The final selection will be on the basis of rank lists drawn, based on the total marks secured in the interview conducted at AIASL premises.
- (c) The time, date and addresses will be shared to shortlisted candidates for the said Selection process.

Relaxation in age for Ex-servicemen: As per Government guidelines

## **GENERAL CONDITIONS :**

- i 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.
- ii 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.
- iii Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.
- iv 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.
- v Incomplete applications and / or applications without aforesaid documents will be rejected outright.
- vi 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 fulfill each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.
- vii 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
- viii 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.

- ix Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.
- x SC/ST candidates who are eligible for the post& residing beyond 80 kms. 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.
- xi Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered.
- xii The applicants must ensure that they fulfill all the eligibility criteria, as on **01<sup>st</sup> December, 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.
- xiii 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**.
- xiv Prescribed format of Application is given below:



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

**ADVT : Dec2022.**

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 (mandatory) :

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Pin Code \_\_\_\_\_ State: \_\_\_\_\_

a) Mobile No. : \_\_\_\_\_ b) Alternate Number \_\_\_\_\_

c) Email id: \_\_\_\_\_

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”.



13. 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>Percentageof marks (Class / Division)</b>
10 <sup>th</sup> (SSC)				
12 <sup>th</sup> (HSC or Pre-Degree)				
Degree (Graduation) with Discipline				
BE or its equivalent				
Post Graduate Degree with Discipline				
Any other Courses (specify ) _____ _____				

14. 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)				

15. Work Experience :

Name of the Organization	PostHeld	Period of Service		Number of years of Experience	Nature of Job	Reason for leaving
		From	To			

16. Particulars of Demand Draft issued - (To be submitted at the time of Interview)  
( in favor of AI Airport Services Limited payable at MUMBAI )

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

17. Relatives working in AI Airport Services Limited or any sister concern.

Name	Designation	Company	Relationship

**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)	4 <sup>th</sup> Year Graduation Mark-sheet	
9)	<u>Degree Certificate</u> or Provisional Degree Certificate	
10)	BE/B.Tech in Electrical, Mechanical, Instrumentation, Production, Industrial or Automobile engineering Certificates	
11)	Post Graduate Certificate	
12)	Diploma / ITI / NCTVT certificates.	
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	

**"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 \_\_\_\_\_.

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 :

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.

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

Revenue Officer not below the rank of Tehsildar.

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

Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.

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 Tasildhar and

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