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AI AIRPORT SERVICES LIMITED

(पूर्व एअर इंडिया एअर ट्रांसपोर्ट सर्विसेज़ लिमिटेड / Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

पंजीकृत कार्यालय 2 :रा तल, जीएसडी भवन, एअर इंडिया कॉम्प्लेक्स, टर्मिनल2-, आईजीआई एअरपोर्ट, नई दिल्ली-110 037, भारत

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

सीआईएन/CIN: U63090DL2003PLC120790

Ref No: AIASL/05-03/HR/311 Date: 28-06-2024

RECRUITMENT EXERCISE AT MUMBAI INTERNATIONAL AIRPORT

Sr. No	Position	No. of Vacancies	Walk -in date & Time	Venue
01	Terminal Manager - Passenger	2	12.07.2024 & 13.07.2024 (09:30 hours to 12:30 hours)	GSD Complex, Near Sahar Police Station, CSMI Airport, Terminal-2, Gate No. 5, Sahar, Andheri-East, Mumbai-400099.
02	Deputy Terminal Manager - Passenger	9		
03	Duty Manager - Passenger	19		
04	Duty Officer - Passenger	42		
05	Jr. Officer - Customer Services	45		
06	Ramp Manager	2		
07	Deputy Ramp Manager	6		
08	Duty Manager - Ramp	40		
09	Jr. Officer - Technical	91		
10	Terminal Manager - Cargo	1		
11	Dy. Terminal Manager - Cargo	3		
12	Duty Manager - Cargo	11		
13	Duty Officer - Cargo	19		
14	Jr. Officer - Cargo	56		
15	Para Medical Cum Customer Service Executive	3		
16	Ramp Service Executive	406	14.07.2024 & 15.07.2024 (09:30 hours to 12:30 hours)	
17	Utility Agent Cum Ramp Driver	263		
18	Handyman (Male)	2216	16.07.2024 (09:30 hours to 12:30 hours)	
19	Utility Agents (Male)	22		

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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 meet with the requirements stipulated as mentioned herein, may apply for various posts at **MUMBAI INTERNATIONAL AIRPORT** posts on a **Fixed Term Contract basis (3 years)** which may be renewed subject to their performance and the requirements of the AI Airport Services Limited. 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 (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 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 Dreamliners 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

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
01	Terminal Manager - Passenger	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. 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 08 years must be in a managerial or supervisory capacity. Well conversant with computer operations.	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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
02	Dy. Terminal Manager - Passenger	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. 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 06 years must be in a managerial or supervisory capacity. Well conversant with computer operations.	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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
03	Duty Manager-Passenger	Graduate from a recognized university with 16 years' experience. 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. Well conversant with computer operations.	Rs.45,000/-	55 years

Nature of Job Function – Duty Manager - Passenger:

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

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Sr. No.	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
04	Duty Officer - Passenger	Graduate from a recognized university with 12 years' experience. 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. Well conversant with computer operations.	Rs.32,200/-	50 years

Nature of Job Function – Duty Officer - Passenger :

Function as a Duty Officer of the airline concerned as per the requirement. Coordination with Airlines for resource requirement and fulfillment 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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
05	Jr. Officer-Customer Services	Graduate from a recognized university under 10+2+3 pattern with 09 years' experience, in Pax handling. Or Graduate from a recognized university under 10+2+3 pattern with M.B.A. or equivalent in any discipline (2-years full time course or 3-years part time course) from a recognized university with 06 years aviation experience in pax handling.	Rs. 29,760/-	GEN: 37 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules

Nature of Job Function – Jr. Officer – Customer Services:

Allocation of resources as per requirement of Airlines. Providing services as per the SGHA/SLA with respective airline. Investigate discrepancies during cargo Handling and take corrective action to avoid recurrence. Airline wise training requirements. Correspond with the Airline for their specific requirements. Monitoring of SPI/KPI of respective airline.

Maintaining airline wise grooming standards and discipline. Develop, implement and monitor the cargo servicing plan, including the delivery of customer service, the operation of handling agents, reporting performance and status both qualitatively and quantitatively. Develop local service and standards to streamline cargo procedures to support core and specialized product Drive operational excellence with contracted vendors by managing key performance indicators and service levels. 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.

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Sl. No	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
06	Ramp Manager	Graduate from a recognized university with 20 years' work experience OR Full time Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical & Electronics / Electronics and Communication Engineering from a recognized university with 15 years' work experience. OR 3 years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government with 20 years' work experience. OR MBA from recognized University with 17 years' work experience. Experience in Ramp Handling or equipment maintenance 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 08 years must be in a managerial capacity. Well conversant with computer operations.	Rs. 75,000/-	55 years

Nature of Job Function – Ramp Manager :

Over all Incharge and control of Entire Ramp Operations and Coordination with Airlines and get their requirements for GSE & Manpower. Shall be responsible and accountable for the safety of Ramp Operations in the shift. Ensure that only trained, authorized and qualified personnel having valid permits are permitted to operate GS equipment.

Ensuring Shift Reports, Delay Summary and ensure all Flight Handling Reports (RA Forms) 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.

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Sr. No	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
07	Deputy Ramp Manager	Graduate from a recognized university with 18 years' work experience OR Full time Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical & Electronics / Electronics and Communication Engineering from a recognized university with 13 years' work experience. OR 3 years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government with 18 years' work experience. OR MBA from recognized University with 15 years' work experience. Experience in Ramp Handling or equipment maintenance 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 08 years must be in a managerial capacity. Well conversant with computer operations.	Rs. 60,000/-	55 years

Nature of Job Function – Deputy Ramp Manager :

Over all Incharge and control of Entire Ramp Operations and Coordination with Airlines and get their requirements for GSE & Manpower. Shall be responsible and accountable for the safety of Ramp Operations in the shift. Ensure that only trained, authorized and qualified personnel having valid permits are permitted to operate GS equipment.

Ensuring Shift Reports, Delay Summary and ensure all Flight Handling Reports (RA Forms) 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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
08	Duty Manager - Ramp	Graduate from a recognized university OR 3 years Diploma in Mechanical/Electrical/ Production/ Electronics/ Automobile Engineering recognized by the State Government. With 16 years' experience, out of which at least 04 years must be in a managerial or supervisory capacity in Ramp 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 - Ramp:

Manager of entire Ramp Operations in the Shift. Coordinate with Airlines and get their requirements for GSE & Manpower. Shall be responsible and accountable for the safety of ramp operations in the shift. Ensure that only trained, authorized and qualified personnel having valid permits are permitted to operate GS equipment. 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 year. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

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Sr. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
09	Jr. Officer-Technical	Full time Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical & Electronics / Electronics and Communication Engineering from a recognized university. Must be in possession of LMV. 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. 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.	Rs. 29,760/-	GEN: 28 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules

Nature of Job Function – Jr. Officer - Technical:

Obtaining flight wise handling requirements. Coordinating with Operating & Handymen and ensuring their presence on flight as per ETA/STD. Implementation of all safety guidelines & SOPs. Supervising the flight handling activities on aircraft. Planning of Manpower (CSEs) as per the flight handling requirements of Airlines. Positioning/removal of GSE in case of operational exigency.

Coordinate with various agencies to ensure safe and effective handling. Ensure effective communication of operational messages. Allocate specific duties to operating and loading staff and provide adequate help and guidance whenever required. Guide and help operating staff for retrieval of equipment during flight handling whenever failures occur by employing corrected emergency procedures. Filling up of R.A. forms along with details of equipment, ULD and cargo. 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.

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Sr. No	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
10	Terminal Manager - Cargo	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. Experience in 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. Out of the above said experience, at least 08 years must be in a managerial or supervisory capacity. Well conversant with computer operations.	Rs.75,000/-	55 years

Nature of Job Function – Terminal Manager - Cargo:

Supervision of entire Cargo Operations in the Shift. Coordination with Airlines and get their requirements for manpower and other required resources. Shall be responsible and accountable for the safety of cargo operations in the shift. Ensure that only trained, authorized and qualified personnel having valid permits are permitted to perform licensed category functions and operate GSE.

Ensuring Shift Reports, Delay Summary and ensure all Flight Handling Reports (RA Forms) 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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
11	Dy. Terminal Manager - Cargo	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. Experience in 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. Out of the above said experience, at least 06 years must be in a managerial or supervisory capacity. Well conversant with computer operations.	Rs. 60,000/-	55 years

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

Allocation of resources as per requirement of Airlines. Providing services as per the SGHA/SLA with respective airline. Investigate discrepancies during cargo Handling and take corrective action to avoid recurrence. Airline wise training requirements. Correspond with the Airline for their specific requirements. Monitoring of SPI/KPI of respective airline. Maintaining airline wise grooming standards and discipline. Manage entire Cargo Operations in the Shift.

Oversee the cargo operations to ensure on time performance and optimum uplift. Develop, implement and monitor the cargo servicing plan, including the delivery of customer service, the operation of handling agents, reporting performance and status both qualitatively and quantitatively. Develop local service and standards to streamline cargo procedures to support core and specialized product Drive operational excellence with contracted vendors by managing key performance indicators and service levels. Participate in audits, assessments and any projects and take the required follow up actions. 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 year. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
12	Duty Manager - Cargo	Graduate from a recognized university with 16 years' work experience Experience in 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. Out of the above said experience, at least 04 years must be in a managerial or supervisory capacity. Well conversant with computer operations .	Rs.45,000/-	55 years

Nature of Job Function – Duty Manager (Cargo):

Allocation of resources as per requirement of Airlines. Providing services as per the SGHA/SLA with respective airline. Investigate discrepancies during cargo Handling and take corrective action to avoid recurrence. Airline wise training requirements. Correspond with the Airline for their specific requirements. Monitoring of SPI/KPI of respective airline.

Maintaining airline wise grooming standards and discipline. Manage entire Cargo Operations in the Shift. Oversee the cargo operations to ensure on time performance and optimum uplift. Develop, implement and monitor the cargo servicing plan, including the delivery of customer service, the operation of handling agents, reporting performance and status both qualitatively and quantitatively. Develop local service and standards to streamline cargo procedures to support core and specialized product. Participate in audits, assessments and any projects and take the required follow up actions. 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 year. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
13	Duty Officer - Cargo	Graduate from a recognized university with 12 years' experience. Experience in 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. Out of the above said experience, at least 04 years must be in a managerial or supervisory capacity. Well conversant with computer operations.	Rs.32,200/-	50 years

Nature of Job Function – Duty Officer (Cargo):

Allocation of resources as per requirement of Airlines. Providing services as per the SGHA/SLA with respective airline. Investigate discrepancies during cargo Handling and take corrective action to avoid recurrence. Airline wise training requirements. Correspond with the Airline for their specific requirements. Monitoring of SPI/KPI of respective airline.

Maintaining airline wise grooming standards and discipline. Develop, implement and monitor the cargo servicing plan, including the delivery of customer service, the operation of handling agents, reporting performance and status both qualitatively and quantitatively. Develop local service and standards to streamline cargo procedures to support core and specialized product Drive operational excellence with contracted vendors by managing key performance indicators and service levels. 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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
14	Jr. Officer- Cargo	Graduate from a recognized university under 10+2+3 pattern with 09 years' experience, in cargo handling. Or Graduate from a recognized university under 10+2+3 pattern with M.B.A. or equivalent in any discipline (2-years full time course or 3-years part time course) from a recognized university with 06 years aviation experience in in cargo handling.	Rs. 29,760/-	GEN: 37 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules

Nature of Job Function – Jr. Officer (Cargo):

Allocation of resources as per requirement of Airlines. Providing services as per the SGHA/SLA with respective airline. Investigate discrepancies during cargo Handling and take corrective action to avoid recurrence. Airline wise training requirements. Correspond with the Airline for their specific requirements. Monitoring of SPI/KPI of respective airline.

Maintaining airline wise grooming standards and discipline. Develop, implement and monitor the cargo servicing plan, including the delivery of customer service, the operation of handling agents, reporting performance and status both qualitatively and quantitatively. Develop local service and standards to streamline cargo procedures to support core and specialized product Drive operational excellence with contracted vendors by managing key performance indicators and service levels. 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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
15	Para medical Cum Customer Service Executive	Graduate from a recognized university under 10+2+3 pattern with Diploma in Nursing **OR** B. Sc. (Nursing) Should be proficient in use of PC. Good command over spoken and written English apart from that of Hindi.	Rs. 27,450/-	GEN: 28 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules.

Nature of Job Function – Para Medical Cum Customer Service Executive:

Assist in replenishing and certifying the contents of the First Aid Kit, Medical Kit and Universal Precaution Kit. Treat the employees and attend to the emergencies in the capacity as a paramedic. To conduct pre-flight, post flight medical and ground staff checks and maintains all its documentation and records as per prevailing DGCA and company rules. 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 Annual increments, Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
16	Ramp Service Executive	3 –years Diploma in Mechanical/Electrical/ Production / Electronics/ Automobile recognized by the State Government. or ITI with NCTVT (Total 3 years) in Motor vehicle Auto Electrical/ Air Conditioning/ Diesel Mechanic/ Bench Fitter/ Welder (ITI with NCTVT – certificate issued from Directorate of Vocational Education and training of any State / Central Government with one year experience in case of Welder) after passing SSC/Equivalent examination with Hindi/ English / Local Language as one of the subject. AND Candidate must carry original valid Heavy Motor Vehicle (HMV) at the time of appearing for the Trade Test. Preference will be given to the candidate conversant with the local language.	Rs. 27,450/-	GEN: 28 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules.

Nature of Job Function – Ramp Service Executive:

Operation of various Ground Support Equipment's on Airside. Carry out Daily Inspections of all GSE. Periodic/Breakdown maintenance of GSE. Coordination with various airlines to provide GSE as per their requirements. Maintain On-Time Performance (OTP) of all flights. Ensure timely transportation of arrival/departure of Baggage and Cargo. Carry out Marshalling/Wing Walking of Aircraft. Ensure apron area is safe and keep free of FOD. Identifying Unserviceable GSE and moving them to Workshop. Any other responsibility as 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.

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
17	Utility Agent Cum Ramp Driver	SSC /10th Standard Pass. Must Carry Original Valid HMV Driving License at the time of appearing for trade test.	Rs.24,960/-	GEN: 28 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules.

Nature of Job Function – Utility Agent Cum Ramp Driver:

Mainly to drive the heavy vehicle like Tractor, Bus and Ground Service Equipment upon Training and also Equipment maintenance.
HMV license to be must for the above both positions and candidates already applied and successfully completed RTO driving test can also apply but at the time of Selection, the candidate must be in possession of the HMV license. Passenger safety as well as Aircraft safety will be the key requirement.

Work pattern will be in Three Shift including night shift and on weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and eligible for EPFO & ESIC etc. as per eligibility.

Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
18	Handyman (Male)	SSC /10th Standard Pass. Must be able to read and understand English Language. Knowledge of Local and Hindi Languages, i.e., ability to understand and speak is desirable.	Rs.22,530/-	GEN: 28 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules.

Nature of Job Function –Handyman:

At the Airport, mainly Baggage/Cargo Loading and offloading from the aircraft & trolleys, cabin cleaning functions like cleaning of the aircraft, assist Technicians in the workshop, wheel chair assistance etc.

Work pattern will be in Three Shifts including night shift and weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and eligible for EPFO & ESIC etc. as per eligibility

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Sr. No.	Position	Qualifications & Experience	Salaryin INR Per Month	Upper Age Limit
19	Utility Agents (Male)	SSC /10th Standard Pass. Knowledge of Local and Hindi Languages, i.e., ability to understand and speak is desirable.	Rs.22,530/-	GEN: 28 Years Candidates belonging to OBC category are entitled to 3 years' age relaxation and Candidates belonging to SC/ST category are entitled to 5 years' age relaxation, in upper age limit, as per Government rules.

Nature of Job Function –Utility Agent:

Maintaining hygiene and cleanliness of the offices & premises located at Mumbai Airport like GSD Complex, EMD workshop, Cargo premises, APEDA facility and Ramp operations and Cleaning of toilets and wash rooms, cleaning of garbage piles in Cargo warehouse and cleaning of Maintenance Hangars & pits due to oil/grease spillage etc., on daily basis. Any other hygiene job allocated time to time.

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.

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SELECTION PROCEDURE:

1. **Terminal Manager – Passenger //Dy. Terminal Manager – Passenger //Duty Manager – Passenger // Duty Officer – Passenger // Jr. Officer – Customer Services// Ramp Manager// Deputy Manager – Ramp/Maintenance // Duty Manager – Ramp// Junior Officer – Technical// Terminal Manager – Cargo // Dy. Terminal Manager – Cargo// Duty Manager – Cargo// Duty Officer – Cargo// Jr. Officer – Cargo // Para Medical Cum Customer Service Executive**

   (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 arrangements including lodging and boarding at their own cost, if required.

2. **Ramp Service Executive /Utility Agent Cum Ramp Driver**

   (a)Trade Test comprise of Trade Knowledge and Driving test including Driving Test of HMV. Those passing the Trade Test alone will be sent for Interview.

   (b) Personal/Virtual Interview

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

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

3. **Handyman/Utility Agent**

   (a) Physical Endurance Test (like Weight lifting, running). Those qualifying the Physical Endurance Test alone will be sent for Interview.

   (b) Personal/Virtual Interview

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

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

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HOW TO APPLY

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 1st July, 2024, are required to WALK-IN in person, to the venue, on the date and time as specified above along with the Application form duly filled-in & copies of the testimonials/certificates (as per attached application format with this advertisement) and nonrefundable 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 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 fullface (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.

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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 or incomplete or mutilated will not be considered. Hence application should be complete in all respects.

f. The applicants must ensure that they fulfill all the eligibility criteria, as on **01st July, 2024,** 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 are engaged in AIASL and who fulfill the given criteria may also apply.

h. 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 therefore.

i. 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**.

j. AIASL always recruit its Manpower through its HR Department directly and no other Agency or Institute involved in the process. Hence do not misguided by any outsiders or touts or false Notifications in Social Media.

k. Prescribed format of Application is given below:

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AI AIRPORT SERVICES LIMITED

(A Direct Recruitment and No Agency/Institute Involved)

ADVT : June-2024

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 withApplication			Signature of the registering Officer		

FORMAT OF APPLICATION

To,
HR Department
AI AIRPORT SERVICES LIMITED
(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LTD.)
GSD Complex, Near CISF Gate No.5,
CSMI Airport, Terminal-II, Sahar, Mumbai 400099.

Paste Recent colour Photograph & sign across

POSITION APPLIED FOR : _____

Selected Station : **MUMBAI**

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 :_____

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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 layerclause".
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 theprescribed 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 relevantdocuments)

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c) Whether from Police Service : 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)

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

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

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 thecourse, along with a copy of such Certificate.

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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**.

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

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20. **<u>Declaration</u> : 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 : _____

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List of Documents (copies) to be attached with the Application: (Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES forverification)

1.	Application Fee, wherever applicable	
2.	School Leaving Certificate	
3.	10th Std / Matriculation Mark-sheet and Passing Certificate	
4.	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
5.	1st Year Graduation Mark-sheet	
6.	2nd Year Graduation Mark-sheet	
7.	3rd Year Graduation Mark-sheet	
8.	4th Year Graduation Mark-sheet	
9.	Degree Certificate	
10.	Provisional Degree Certificate	
11.	Diploma Course	
12.	ITI Course & NCTVT Course	
13.	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate)	
14.	Caste Certificate in case of SC/ST/OBC candidates	
15.	Discharge Certificate in case of Ex-Servicemen	
16.	Experience Certificates (till date)	
17.	Nationality / Domicile Certificate	
18.	PAN Card Copy	
19.	Aadhar Card Copy	
20.	Income and Asset Certificate in case of EWS candidates	
21.	Xerox copy of Driving Licence (Both front & back)	
22.	Copy of the Passport validity 2021 onwards, if any.	

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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 backwardclass under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India ExtraordinaryPart 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 ISection 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 ISection 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 ISection 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 ISection I No. 270 dated 06/12/99.
(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India ExtraordinaryPart 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 ExtraordinaryPart 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 ExtraordinaryPart 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 theSchedule 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 Magristrate/Deputy Commissioner etc

Dated

Seal

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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 / TalukaMagistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist ClassStipendiary 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 ofMaharashtra Government.

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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 ScheduledCastes 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. *TheConstitution (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 oneState/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

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

The following Officers are authorised to issue caste certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional DeputyCommissioner/Deputy Collector / 1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
1. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
2. Revenue Officer not below the rank of Tehsildar.
3. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
4. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the DistrictMagistrate concerned.
5. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

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Annexure-I

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

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR_____

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

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

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

Signature with seal of Office_____
Name _____
Designation _____

Recent Passport size attested photograph of the applicant

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

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

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

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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'sclaim 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 AssistantCommissioner

(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.