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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/933 **DATE : 24.12.2024**

RECRUITMENT EXERCISE

Sr. No.	Station	Position	No. of Vacancies	Date and Time	Venue
1	New Delhi	Officer-Security	20	Date : 06.01.2025, 07.01.2025 & 08.01.2025 Time : 0900 to 1200 hours	New Delhi : AI Airport Services Limited,2nd Floor, GSD Building, Air India Complex, Terminal-2, IGI Airport, New Delhi-110037.
2		Junior Officer-Security	07		

AI AIRPORT SERVICES LIMITED (AIASL) 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 as mentioned herein, may apply for various posts for Security at **Delhi Airport** on a **Fixed Term Contractual 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 above 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 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.

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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 liners at major Airports in India.

Vision:

• To be the Leader in providing World Class Ground Handling services at all Indian Airportsand 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	Salary in INR Per Month	Upper Age Limit*
1.	Officer-Security	**Qualification:** Candidates should have completed full time graduation (10+2+3) and must possess valid basic AVSEC (13 days) & valid refresher certificate and valid Screener certification, preference will be given to candidates who have undergone AVSEC Supervisor course / cargo supervisor course / valid Aviation Cargo Security Certification & valid DGR Certification. She/he must have good oral and written communication skills with sound knowledge of computer system. Officer Security has to appear for Re-certification courses approved by BCAS. He/she should possess at all times valid Screener certificate course and Valid Basic AVSEC Course. In case the employee fails the screener certification re-validation test (they have to appear every two years for re-validating the certification) the amount of Rs.1500 payable every month would be withheld till the employee clears the re-validation exam.	Rs.45,000/- (All inclusive)	Maximum 50 Years Candidates belonging to OBC Category are entitled to 3 Year's age relaxation and candidates belonging SC/ST category are entitled to 5 year's age relaxation, in upper age limit, as per Governmemt rules.

Job Description - Officer-Security :-

The job description entails implementing AVSEC rules pertaining to Cargo /Regulated Agent. A wide range of duties are carried out and some of such duties are listed below among other responsibility as contained in the Cargo Security Manual of AIASL

All cargo consignments, mail and other goods shall be subjected to screening by using a n appropriate method or methods, taking into account the nature of the consignment by trained and BCAS certified screeners of concerned airlines and agencies so authorized, as per instructions issued, by the Director General, BCAS from time to time**.**

The consignments which cannot be screened through x-ray due to size constraints, volume or contents of the consignments shall be physically checked by the security staff mentioned above and security sticker indicating the procedure of security check applied shall be affixed on each consignment

In case of cargo consignments which can neither be x-rayed nor can be physically checked on account of the nature of the consignments, the airline operators shall certify in each case that the particular consignment intended for carriage by air can neither be x-rayed nor physically checked and in such case the airline operators may transport such consignments only after observing 24 hours cooling off period and screening by ETD.

She/He will report to the senior most staff of the shift who is designated as Shift InCharge. Any other function as required by AIASL from time to time.

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Sr. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit*
2.	Junior Officer-Security	**Qualification**: Candidates should have completed full time graduation (10+2+3) and should possess valid basic AVSEC (13 days) certificate/valid refresher Certificate. She/he must have good oral and written communication skills with sound knowledge of computer system. Jr.Officer-Security has to appear for BCAS re-certification for basic AVSEC (3 days) certificate course every two years, as is the practice in the industry. She /He will be paid AVSEC allowances payable Rs.1000/- per month on passing the Basic AVSEC (13 days) course and Re-certification Course. He/she should always be in possession of Valid basic AVSEC certification. In case the employee fails the basic AVSEC re-validation test, the amount of Rs.1000/- payable every month would be withheld till the employee clears the re-validation exam.	Rs.29,760/- (All inclusive)	Maximum 45 Years Candidates belonging to OBC Category are entitled to 3 Year's age relaxation and candidates belonging SC/ST category are entitled to 5 year's age relaxation, in upper age limit, as per Governmemt rules.

Job Description – Junior Officer-Security :-

The job description is as follows: Among other duties and responsibilities as contained in the Cargo Security Manual of AIASL.

He/she will report to the senior most of the shift and ensure implementation of all AVSEC functions assigned to him/her

She / He will be responsible for access control Vehicle checks, Ramp Responsibility, CCTV Monitoring, Surveillance, cargo Validation/Inspection, etc.

Any other function as required by AIASL from time to time.

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SELECTION PROCEDURE:

a. The applicants, who fulfill the eligibility criteria of the said posts, will have to appear for Interview (Personal or Virtual).

b. The time, date and venue will be communicated to shortlisted candidates for the further Selection process.

c. The company at its discretion may introduce Group Discussion / English Proficiency Test at any stage of the selection process, as required.

d. Selection procedure would be conducted on the same day or on the subsequent day(s).

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

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01st January, 2025, are required to WALK-IN person, to the venue on the date and time specified above. Please note the dates of the Walk-in.

For more job news visit : www.kpscvaani.com

HOW TO APPLY :

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st January, 2025**, 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 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 fee is 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.

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

a) A recent (not more than 3 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form

b) Self-attested copies of the supporting documents as mentioned in 'List of Documents (copies) to be attached with the Application' must be submitted along with the application. **Original Certificates should not be submitted along with the application but should be brought for document verification**. The Company is not responsible for returning any original copies of Certificates /Testimonials submitted with the application.

c) 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.**

d) 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.

e) Applicants working in Government/ Semi Government / Public Sector Undertakings must apply with **"No Objection Certificate"** from their current employer prior to interview.

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 pleasevisit our company website **https://aiasl.in/Recruitment**

For more job news visit : www.kpscvaani.com

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. All selected candidates will have to undergo Medical Fitness to produce the Medical Fit certificate from Register Medical Practitioner as per BCAS Norms. The prospective candidate should be physically 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, asmentioned in this notification.

vii. Only shortlisted candidates would be contacted for further selection process 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. **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 any stage their candidature/engagement will be canceled without giving any notice or assigning reason therefore.

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xii. Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered.

xiii. The applicants must ensure that they fulfill all the eligibility criteria, as on **01st January, 2025** 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.

xiv. 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.**

xv. 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.

xvi. **Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01st January, 2025, may apply in the attached application format prescribed below.**

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एआई एयरपोर्ट सर्विसेज़
AI AIRPORT SERVICES

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

For Office Use Only

Advertisement – Jan2025

(DIRECT RECRUITMENT EXERCISE BY AIASL, NO OUTSIDE AGENCY/INSTITUTION INVOLVED)

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		

Paste Recent colour Photograph & sign across

FORMAT OF APPLICATION

To,
The Incharge, HR Department
AI AIRPORT SERVICES LIMITED
CSMI Airport, Sahar, Andheri (E), Mumbai 400099.

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 :_____

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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)

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

d) whether working in any Govt. : Yes / No

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Govt. / Public Sector Undertaking on any previous post?
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				
Graduate Degree				
Post Graduate Degree				
NCC certificate				
Basic AVSEC Certificate				
Screener Certificate				
Air Cargo Supervisor Course				
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 course, 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. a. Details of Training / Certification:

Sr.No	Name of the Training	Validity		Refresher Date	Remarks
		From	To		

b. Whether Holding NCC 'C' Certificate : Yes / No

18. (i) (a) Is any case pending against you with the police or Court : Yes / No
(b) If Yes, furnish full details on a separate sheet of Paper.

(ii) (a) Where you ever arrested : Yes / No
(b) If Yes, furnish full details on a separate sheet of Paper.

(iii) (a) Whether you have Valid AEP and BAEP : Yes / N

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19. 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/-

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

Name	**Designation**	**Company**	**Relationship**

21. **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 : _____

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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.	1st Year Graduation Mark-sheet	
6.	2nd Year Graduation Mark-sheet	
7.	3rd Year Graduation Mark-sheet	
8.	Degree Certificate or Provisional Degree Certificate	
9.	NCC Certificates	
10.	BASIC AVSEC Certificate	
11	Screeners Certificate	
12.	Air Cargo Supervisor Course Certificates	
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 2020 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 backward class under:

(i) ResolutionNo.12011/68/93-BCC(C)dated10/09/93published in the Gazette of India Extraordinary PartI SectionI No.186dated13/09/93.
(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part ISection I No. 163dated20/10/94.
(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part ISection I No. 88dated25/05/95.
(iv) ResolutionNo.12011/96/94-BCCdated9/03/96.
(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part ISection I No. 210dated11/12/96.
(vi) ResolutionNo.12011/13/97-BCCdated03/12/97.
(vii) ResolutionNo.12011/99/94-BCCdated11/12/97.
(viii) ResolutionNo.12011/68/98-BCCdated27/10/99.
(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part ISection I No. 270dated06/12/99.
(x) ResolutionNo.12011/36/99-BCCdated04/04/2000publishedintheGazetteofIndiaExtraordinaryPartISectionI No.71dated04/04/2000.
(xi) ResolutionNo.12011/44/99-BCCdated21/09/2000publishedintheGazetteofIndiaExtraordinaryPartISectionI No.210dated21/09/2000.
(xii) ResolutionNo.12015/9/2000-BCCdated06/09/2001.
(xiii) ResolutionNo.12011/1/2001-BCCdated19/06/2003.
(xiv) ResolutionNo.12011/4/2002-BCCdated13/01/2004.
(xv) ResolutionNo.12011/9/2004-BCCdated16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210dated16/01/2006.
(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 Column3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT)dated08/09/93 which is modified vide OM No .36033/3/2004Estt.(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 Section20 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

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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 Recognized as a Scheduled Caste/Tribe under:

*The Constitution Scheduled Castes Order,1950.

*The Constitution Scheduled Tribes Order,1950.

*TheConstitution(ScheduledCastes)(UnionTerritories)(PartCStates)Order,1951;

*TheConstitution(ScheduledTribes)(UnionTerritories)(PartCStates)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 Caste sOrders,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 NagarHaveli)*ScheduledTribesOrder,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* _____ofShri/Shrimati/Kumari__ofVillage/Town* _____in/District/Division*_____of the State/Union Territory*_____who belongs to the_____Caste*/Tribe which is recognized 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)inVillage/Town* _____District/Division*of the State/Union Territory*of_____ _____.Place_____ _____Signature_____

Date _____ Designation _____ (with seal of Office)

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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 Section20 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 ClassStipendaryMagistrate/SubDivisionalMagistrate/TalukaMagistrate/ExecutiveMagistrate/ExtraAssistantCommissioner.
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 counter signed by the District Magistrate 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'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.