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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/HR-SR/ 24-1248 Date:20.09.2024

WALK-IN RECRUITMENT EXERCISE AT COCHIN INTERNATIONAL AIRPORT

Sr. No	Position	Station	No.of Vacancies	Date & Time	Venue
1	Ramp Service Executive	Cochin	03	Date : 05.10.2024 Time : 0900 to 1200hrs	Sri Jagannath Auditorium, Near Vengoor Durga Devi Temple, Vengoor, Angamaly, Ernakulam, Kerala, Pin - 683572. [on the Main Central Road (M C Road), 1.5 Km away from Angamaly towards Kalady]
2	Utility Agent cum Ramp Driver		04		
3	Handyman / Handywomen		201	Date : 07.10.2024 Time : 0900 to 1200hrs	

AI AIRPORT SERVICES LIMITED (formerly known as Air India Air Transport Services Limited) wishes to fill in existing vacancies and maintain a wait-list for vacancies arising in future. **Indian Nationals (Male & Female)** who meet with the requirements stipulated as mentioned herein, may apply for various posts at **COCHIN INTERNATIONAL AIRPORT, COCHIN,** 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, **" Internal Candidates also may be apply"**, 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 (AIASL) is PSU under Ministry of Civil Aviation (MOCA) and formed with an aim to provide unified Ground Handling services (Ramp, Passenger, Baggage, Cargo Handling and Cabin Cleaning).

AI Airport Services Limited is a leading Ground Handling Service provider in India and offers Ground Handling Services at major airports in India. AIASL presently provides Ground Handling Services at 82+ airports. Apart from handling the flights of Air India, Air India Express & Alliance Air also provided for 51 foreign scheduled airlines, 4 domestic scheduled airlines, 8 Seasonal charter airlines, 23 foreign airlines availing Perishable Cargo handling.

From being the first and only Ground Handler in India to handle the Airbus A380 on its maiden flight to India, to handling the futuristic 787 Dream liners at major Airports in India.

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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.

I.(a).

Sr. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
01	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.	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.

I. <u>(b).Nature of Job Function – Ramp Service Executive:-</u>

Mainly Operating & Driving Ground Support Equipment and also Equipment maintenance. HMV license to be must for this post and candidates already applied and successfully completed RTO driving test can also apply. Passenger safety as well as Aircraft safety will be the key requirement.Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

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II.(a).

Sr. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
02	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.21,270/-	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.

II.(b).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**.**

III.(a).

Sr. No	Position	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
03	Handyman / Handywomen	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.18,840/-	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.

III.(b).Nature of Job Function – Handyman / Handywomen :

At the Airport, mainly Baggage/Cargo Loading and offloading from the aircraft, trolleys, Assisting wheelchairs passengers and other passengers etc. Passenger as well as Airlines satisfaction is the key requirement.

Work pattern will be in Three Shift including night shift and one 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.

For more job news visit : www.kpscvaani.com

IV.SELECTION PROCEDURE :-

1. Ramp Service Executive :

(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 arrangement of lodging and boarding at their own cost, if required.

2. 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 arrangement of lodging and boarding at their own cost, if required.

3. Handyman / Handywomen:-

(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 arrangement of lodging and boarding at their own cost, if required.

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

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01st October, 2024, are required to WALK-IN person, to the venue on the date and time specified above. Please note the dates of the Walk-in.

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V. HOW TO APPLY:

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st October, 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 non-refundable Application Fee of **Rs.500/- (Rupees Five Hundred Only)** by means of a Demand Draft in favor of **"AI AIRPORT SERVICES LIMITED."**, payable at Mumbai. No fees are to be paid by Ex- servicemen / candidates belonging to SC/ST communities. Please write your Full Name & Mobile 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 interviews:

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

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

c. Bring your valid Passport along with one set photo copy (if available)

d. Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the "**Creamy Layer" Exclusion clause".**

The OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the **Govt. of India and not by the State Government.**

e. Eligible candidates working in the AI Airport Services Limited can also apply for the said post and if selected, they would be considered with service and pay protection.

f. Applicants working in Government / Semi-Government / Public Sector Undertakings must apply with **"No Objection Certificate"** from their current employer.

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

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

The advertisement for this recruitment is being published on our company website, hence please visit our company website www.aiasl.in.

For more job news visit : www.kpscvaani.com

VI. GENERAL CONDITIONS :

i) The short-listed suitable candidates will be considered for engagement on a Fixed Term Contract basis, subject to their turn in merit order, availability of vacancies in consideration with reservation for SC/ST/OBC. The prospective candidate should be fit to carry out the duties of the post.

ii) While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of engagement that applicant does not fulfill the eligibility norms and / or that he / she has furnished any incorrect/ false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after engagement, his / her contractual engagement is liable to be terminated without any notice.

iii) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.

iv) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for Personal Interview.

v) Incomplete applications and / or applications without aforesaid documents will be rejected outright.

vi) An application once made will not be allowed to be withdrawn and the fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection. Therefore, before applying for the post, the applicant should ensure that he / she fulfill each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.

vii) Only shortlisted candidates would be contacted for interview and/ or for making an offer, AIASL Management reserves the right to provide no reasons for rejecting a candidature as well as the right to not publish a selection list.

viii) Period of Contract: Fixed Term Contract basis, if offered. This Contract could also be terminated earlier at the discretion of the Management during the tenure of contract, and/or in the event of unsatisfactory performance. The job is transferable to any station in India.

ix) Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.

x) SC/ST candidates who are eligible for the post& residing beyond 80 kms. from the venue and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, subject to submission of a request in the prescribed format and on production of evidence to that effect.

xi) **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.

xii) Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered. No other mode of submissions of application is permitted.

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

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) Prescribed format of Application is given below:

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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

(A Direct Recruitment and No Agency / Institute Involved)

For Office Use Only

Advertisement : September-2024

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
(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LTD.)
CSMI Airport, Sahar, Mumbai 400099.

POSITION APPLIED FOR *:* _____

Selected Station : ***COCHIN***

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
Semi-Govt. / Public Sector Undertaking or autonomous body
If "Yes", enclose "No Objection Certificate".

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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 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. (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) Whether you have Valid AEP and BAEP : Yes / No

18.Particulars of Driving Licence held:

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

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19.Particulars of Demand Draft issued ***-(To be submitted at the time of Selection Process)***
(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 forverification)

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.	4th Year Graduation Mark-sheet	
9.	Degree Certificate or Provisional Degree Certificate	
10.	Diploma Course	
11.	ITI Course & NCTVT Course	
12.	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate)	
13.	Caste Certificate in case of SC / ST /OBC candidates	
14.	Discharge Certificate in case of Ex-Servicemen	
15.	Experience Certificates (till date)	
16.	Nationality / Domicile Certificate	
17.	PAN Card Copy	
18.	Aadhar Card Copy	
19.	Income and Asset Certificate in case of EWS candidates	
20.	Xerox copy of Driving Licence (Both front & back)	
21.	Copy of the Passport validity 2023 onwards, if any.	

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" This certificate MUST have valid OBC Certificate Format "

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt. _____ of Village/Town _____ District/Division _____ in the _____ State belongs to the _____ Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____ District/Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

District Magistrate/ Deputy Commissioner, etc.

Dated:

Seal

NOTE: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) **District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).**
(ii) **Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.**
(iii) **Revenue Officer not below the rank of Tehsildar and**
(iv) **Sub-Divisional Officer of the area where the candidate and / or his family resides.**

Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government .

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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 Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
*The Constitution (Pondicherry) Scheduled Castes Order, 1964.
*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968. *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
*The Constitution (Sikkim) Scheduled Castes Order, 1978
*The Constitution (Sikkim) Scheduled Tribes Order, 1978
*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
*The Constitution (SC) Orders (Amendment) Act, 1990.
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or*his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory * of_____.

Place _____ Signature _____ Date _____ Designation _____ (with seal of Office)
State/Union Territory _____ * Please delete the words, which are not applicable. @ Please quote specific Presidential Order % Delete the Paragraph, which is not applicable

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

The following Officers are authorised to issue caste certificates :

1.District Magistrate / AdditionalDistrictMagistrate / Collector / DeputyCommissioner / AdditionalDeputyCommissioner/Deputy Collector / 1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

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

3. Revenue Officer not below the rank of Tehsildar.

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

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

6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

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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 Stipendiary 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.