



AI AIRPORT SERVICES LIMITED

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

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

RECRUITMENT EXERCISE

AI AIRPORT SERVICES LIMITED (formerly known as Air India Air Transport Services Limited) (AIATSL) wishes to fill in existing vacancies and maintain a wait-list for vacancies arising in future. Indian Nationals (Male & Female) who meet with the requirements stipulated herein, may apply **for various post** for ground duties at **Goa International Airport in Western Region on Fixed Term Contract basis** which may be renewed subject to their performance and the requirements of the AI Airport Services Limited, to fill in the existing vacancies as shown below and to maintain a wait-list for vacancies arising in future.

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

Sr. No	Position	No. of Vacancies
1	Dy. Terminal Manager	1
2	Duty Officer (Ramp)	2
3	Officer - Admin	1
4	Officer - Finance	1
5	Jr. Executive – Tech	2
6	Jr. Executive – Pax	8
7	Senior Customer Agent/ Customer Agent/ Junior Customer Agent/	39
8	Ramp Service Agent/ Utility Agent cum Ramp Driver	24
9	Handyman	177

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01ST February, 2022, may apply in the attached application format.

Sl.No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit
01	Dy. Terminal Manager	<p>Graduate from a recognized university under 10+2+3 pattern with 18 years experience, out of which at least 06 years must be in a managerial or supervisory capacity in Pax and 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.</p> <p>Well conversant with computer operation</p>	60000	55 yrs

Sl.No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit
02	Duty Officer- (Ramp)	<p>Graduate from a recognized university under 10+2+3 pattern with 12 years experience, out of which at least 04 years must be in a managerial or supervisory capacity in Pax, Ramp and 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.</p> <p>Well conversant with computer operations.</p>	32200	50 years

Sl. No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
03	Jr. Executive (Pax)	<p>Graduate from a recognized university under 10+2+3 pattern with 09 years experience, in any of the area or combination thereof, of fares, reservations, ticketing, computerized passenger check-in / cargo handling</p> <p>Or</p> <p>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 6 years aviation experience in any of the area or combination thereof, of fares, reservations, ticketing, computerized passenger check-in/ cargo handling</p>	25300	GEN:35 Years OBC:38 Years SC/ST:40Years

Sl. No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
04	Sr. Customer Agent	<p>Graduate from a recognized university under 10+2+3 pattern with 05 years experience in any of the area or combination thereof, of fares, reservation, ticketing computerized passenger check in/ cargo handling.</p>	20790	GEN:30Years OBC:33 Years SC/ST:35 Years

Sl. No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
05	Customer Agent	<p>Graduate from a recognized university under 10+2+3 pattern with Diploma in IATA – UFTAA or IATA – FIATA or IATA – DGR or IATA – CARGO</p> <p>Or</p> <p>Graduate from a recognized university under 10+2+3 pattern with 01 year experience in any of the area or combination thereof, of fares, reservation, ticketing computerized passenger check in/ cargo handling.</p>	19350	GEN:28 Years OBC:31 Years SC/ST:33 Years

Sl. No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
06	Jr. Customer Agent	<p>10+2 pattern with 01 years experience in any of the area or combination thereof, of fares, reservation, ticketing computerized passenger check in/ cargo handling.</p>	16530	GEN::28 Years OBC:31Years SC/ST:33Years

Sl.No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
07	Utility Agent cum Ramp Driver	SSC /10th Standard Pass. Must Carry Original Valid HMV Driving License at the time of appearing for trade test	16530	GEN:28 Years OBC:31 Years SC/ST:33 Years

Sl.No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
08	Handyman/ Handywomen	SSC /10th Standard Pass. Must be able to read and understand English Language. Knowledge of Local and Hindi Languages, ie., ability to understand and speak is desirable	14610	GEN : 28 Years OBC: 31 Years SC/ST 33 Years

Sl.No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
09	Jr. Executive Technical	Full time Bachelor of Engineering in Mechanical / Automobile / Production / Electrical / Electrical & Electronics / Electronics and Communication Engineering from a recognised university. Must be in possession of LMV. Heavy Motor Vehicle Valid Driving Licence to be produced maximum within 12 months from the date of joining. Preference will be given to those with aviation experience	25300	GEN : 28 Years OBC: 31 Years SC/ST 33 Years

Sl. No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
10	Ramp Service Agent	<p>3-years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government</p> <p>or</p> <p>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.</p> <p>AND</p> <p>Candidate must carry original valid Heavy Motor Vehicle Driving License at the time of appearing for the Trade Test.</p> <p>Preference will be given to the Candidates conversant with the local language.</p>	19350	<p>GEN:28 Years</p> <p>OBC:31 Years</p> <p>SC/ST:33 Years</p>

Sl.No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
11	Officer Admin	<p>MBA or equivalent - in HR or Personnel Management Course (full time 2 years course) with 4 years Experience in HR Functions and Industrial Relation/ Legal. Preferably, with an Airline or Ground Handling Company. Well conversant with MS -Office Operation</p>	41000	<p>Gen: 35 Yrs</p> <p>OBC: 38 Yrs</p> <p>SC/ST 40 Yrs</p>

Sl.No	Position	Qualifications & Experience	Salary in Rs. Per Month	Upper Age Limit*
12	Officer Finance	Inter Chartered Accountant/Inter Cost and Management Accountancy OR MBA in Finance or equivalent (full time 2 years course) with knowledge of MS-Office Operations. Must have 3 years experience or more in Accounts and Finance functions preferably with an Airline or Ground Handling Company with proficiency in statutory payments like ESIC, PF, Welfare fund, Professional Tax, GST etc.	41000	Gen : 30 years OBC : 33 years SC/ST : 35 years

1. SELECTION PROCEDURE:

Dy. Terminal Manager /Duty Officer / Jr. Executive Pax/ Jr. Executive Technical/ Officer HR/ Officer Finance

Screening/Personal Interview

The selection procedure would be conducted on the same day or on the subsequent day(s). The outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

As applications are being invited only from the candidates having Requisite Aviation Experience, only a Personnel Interview/Screening process will be carried out. However, the company at its discretion may introduce the selection stage of Group Discussion depending on the response.

2. SELECTION PROCEDURE:

Sr. Customer Agent /Customer Agent/ Jr.Customer Agent

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

3. SELECTION PROCEDURE:

Ramp Service Agent/Utility Agent cum Ramp driver

Trade Test comprise of Trade Knowledge and Driving test including Driving Test of HMV. Those passing the Trade Test alone will be sent for screening.

Screening

The selection procedure would be conducted on the same day or on the subsequent day(s). The outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

5. SELECTION PROCEDURE:

Handyman / Handywomen

Screening

Physical Endurance

Test The selection procedure will be on the same day or on the subsequent day(s). The outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

6. HOW TO APPLY:

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st February, 2022**, are required to forward their applications as per the attached application format along with its attachments, latest **by 21st March, 2022**, by E-mail to hrhq.aiasl@airindia.in, mentioning the subject as "Post Applied for _____, for Goa International Airport, Western Region, AIASL". (Fill in the post in the blank space).

Eligible candidates would be notified DATE, TIME & VENUE and candidates are required to reach the said venue, on the date and time as notified 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 favour of "AI AIRPORT SERVICES LIMITED."**, payable at **Mumbai**. No fees are to be paid by Ex-servicemen / candidates belonging to SC/ST communities. Please write your Full Name & Mobile No. at the reverse side of the Demand Draft.

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

- ii Self-attested copies of the supporting documents in respect of Item Nos. **3, 4, 8, 11, 12, 13, 14, 16 & 17** of the Application Form must be submitted along with the application. **Original Certificates should not be submitted along with the application but should be brought for verification.** The Company is not responsible for returning any original copy/ies of Certificates /Testimonials submitted with the application.
- iii Candidates belonging to OBC category must submit a duly attested photocopy of the Caste Certificate in the format as prescribed by Government of India, issued by the Competent Authority. The certificate, inter-alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservation for OBC in civil posts and services under the Government of India. The Certificate should also contain the ‘**Creamy Layer’ Exclusion clause.** The OBC Certificate produced by the candidates should be as per the Central List of OBCs published by the **Govt. of India and not by the State Government.**

(e) Only the shortlisted candidates called for the selection process will have to submit a Non-refundable Application fee of Rs.500/- (Rupees Five Hundred only) by means of a Demand Draft in favour of “AI AIRPORT SERVICES LIMITED), payable at Mumbai at the time of appearing for the Personal Interview/Screening/Group Discussion as applicable.

No fees is 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 and Mobile Number.

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

- iv Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must with the completed Application Form routed through proper channel or along with “No Objection Certificate” from their current employer.

7. 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. 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.
- iii. Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.

- iv. (iv)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.
- v. Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered.
- vi. The applicants must ensure that they fulfill all the eligibility criteria, as on 01st February, 2022and 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.
- vii. 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.
- viii. Prescribed format of Application is given below:



AI AIRPORT SERVICES LIMITED

(formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

ADVT : Mar.2022

For Office Use Only

Advertisement	Employment Exchange	SC/ST/ OBC/EWS /GEN/ Ex-SM	Token No.	Eligible/ Not-Eligible (E/NE)	Remarks
Token / slip issued at the time of Registration to be attached with Application			Signature of the registering Officer		

FORMAT OF APPLICATION

To,

AI AIRPORT SERVICES LIMITED

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LTD.)

HR – Department, Western Region, MUMBAI.

Paste
Recent colour
Photograph &
sign across

POSITION APPLIED FOR : _____

Selected Station : Goa

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES) : **YES / NO**

EMPLOYMENT REGISTRATION NO. _____

(ALSO ATTACH COPY OF REGISTRATION CARD)

1. Full Name : (In BLOCK letters)

First

Middle

Surname

2 Father's Name : _____

3. Date of Birth : (DD / MM / YYYY) _____

4. Place and State of Birth : _____

5. Address for correspondence :

Pin Code _____ **State :** _____

a) Telephone No. : Residence (with STD Code):

b) Mobile No. : _____ c) Email
id: _____

(Mandatory)

(Mandatory)

6. Gender : Male / Female

7. Marital Status : Mark '**X**' in appropriate box.

Unmarried	Married	Divorcee	Widow (er)	Separated

8. Nationality : _____ 9. Religion : _____

10. Mother Tongue : _____

11. PAN No : _____ 12. Aadhar Card No. _____

13. a) Whether SC / ST / OBC / EWS / GENERAL :(ALSO MENTION SUB-CASTE)

Sub-Caste	SC	ST	OBC	EWS	General

(Indicate Category to which you belong by marking '**X**' in the appropriate box.)

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the “Non-Creamy layer clause”. OBC community should be as per the Central List of OBCs published by the Government of India

If EWS, furnish copy of income and asset certificate in the prescribed format.

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

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

d) Whether working in any Govt : Yes / No
 Semi-Govt. / Public Sector Undertaking or autonomous body
 If “Yes”, enclose “No Objection Certificate”

14. Educational Qualifications : (Matriculation / SSC onwards)

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)
10 th (SSC)				
12 th (HSC or Pre-Degree)				
Degree(Graduation) 1 st Year _____				
2 nd Year _____				
3 rd Year _____				
4 th Year _____				
Post Graduate Degree Discipline- 1 st Year 2 nd Year				
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 the course, along with a copy of such Certificate.)

16. Work Experience :

Name of the Organisation	Post Held	Period of Service		Nature of Job
		From	To	

17. Particulars of Driving Licence held:

Type of Licence, eg., LMV /H MV	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 Air India Limited or its subsidiary companies.

Name	Designation	Company	Relationship

19. Declaration : I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfill the eligibility criteria according to the advertisement, my candidature will be rejected / services terminated without giving any notice or assigning reasons therefore.

Place : _____

(Signature of applicant)

Date : _____

List of Documents (copies) to be attached with the Application :

(Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)

i)	Application Fee, wherever applicable	
ii)	School Leaving Certificate	
iii)	10th Std / Matriculation Mark-sheet & Passing Certificate	
iv)	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
v)	1 st Year Graduation Mark-sheet	
vi)	2 nd Year Graduation Mark-sheet	
vii)	3 rd Year Graduation Mark-sheet	
viii)	4 th Year Graduation Mark-sheet	
ix)	<u>Degree Certificate</u> or Provisional Degree Certificate	
x)	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate)	
xi)	Diploma / ITI / NCTVT certificate	
xii)	Caste Certificate in case of SC / ST /OBC candidates	
xiii)	Discharge Certificate in case of Ex-Servicemen	
xiv)	Experience Certificates (till date)	
xv)	Nationality / Domicile Certificate	
xvi)	PAN Card Copy	
xvii)	Aadhar Card Copy	
xviii)	Income and Asset Certificate in case of EWS candidates	
xix)	Xerox copy of Driving Licence (Both front & back)	

**“This certificate MUST have been issued on or after 1st January 2015.”OBC
Certificate Format**

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

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt.

_____ of Village/Town _____

District/Division _____ in the _____

State belongs to the _____ Community which is recognized as a backward class under:

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

(xvi)

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the

_____ District/Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.

36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

District Magistrate/
Deputy Commissioner, etc.

Dated:

Seal

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

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

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

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

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Smt/Kumari _____ Son/Daughter of _____
Village/Town _____./District/Division* _____ of _____
the _____ State/Union Territory belongs to the _____ Caste*/Tribe which is
recognised as a Scheduled Caste/Tribe under :

- *The Constitution Scheduled Castes Order, 1950.
- *The Constitution Scheduled Tribes Order, 1950.
- *The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- *The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- *The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956.
- *The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Tribes Order, 1962.
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968. *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (SC) Orders (Amendment) Act, 1990.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- *The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- *The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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

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

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

Place _____ Signature _____
Date _____ Designation _____ (with seal of Office)
State/Union Territory _____ * Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

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

The following Officers are authorised to issue caste certificates :

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector / 1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned. 6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

Annexure-I

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

INCOME & ASSET 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

*Note 1: 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 pincodes have been clubbed while applying the land or property holding test to determine EWS status.

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (I) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.