



## AI AIRPORT SERVICES LIMITED

(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)

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

### RECRUITMENT EXERCISE

**AI AIRPORT SERVICES LIMITED (formerly known as Air India Airport Services Limited) (AIASL)** a wholly owned subsidiary of **AI ASSET HOLDING LIMITED (AIAHL) operating as Ground Handling Agent (GHA)**, wishes to fill in existing vacancies and maintain a wait-list for vacancies arising in future. Indian Nationals (Male & Female, who meet with the requirements stipulated herein for the following posts on a Fixed Term Contract basis which may be renewed subject to their performance and the requirement of the AI Airport Services Limited.

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

Sr. No	Position	No. of Vacancies	Place of Posting	Consolidated Monthly Salary
1	Chief of IT	1	Delhi – HQ – 01 Post	Rs.1,00,000 (All inclusive)
2	Dy. Chief of IT	1	Delhi – HQ – 01 Post	Rs.75,000 (All inclusive)
3	Manager IT	2	Mumbai- 01 post Kolkata- 01 post	Rs.65,000 (All inclusive)
4	Officer IT	5	Amritsar – 01 post Mumbai- 01 post Chennai- 01 post Kolkata- 01 post Delhi-01 Post	Rs.45,000 (All inclusive)

The Eligibility criteria and other details are as under:

**I. Chief of IT**

1. **Educational Qualifications:** B.E./B. Tech degree in Computer/Science /Information Technology/Electronics & Communication from recognized University /Institutes or any equivalent Engineering/Computer Application degree covering the roles and responsibilities as detailed below. Post- Graduation in areas relevant to the role will be given preference.

**Professional Certifications (Preferred):**

Project Management Professional (PMP)/ Master Project Manager (MPM)/ Certified Manager Certification (CM)/ Certified Information Technology Professional (CITP)/ PMI Agile Certified Practitioner (PMI-ACP)/ Certified Scrum Master (CSM)/ ITIL Foundation/ Certified in the Governance of Enterprise IT/ Cisco Certified Network Professional CCNP/ Projects IN Controlled Environments PRINCE/ Certified Information Systems Auditor (CISA).

2. **Experience:** Post Qualification IT experience of minimum 10 years including 3 years at senior leadership level, with expertise preferably in IT Governance/ Financial Management/ Business Continuity Plan/ Application/Development Network & Communication Channels and Data Centre Management, Aviation Industry SAP/ERP implementation.

3. Age: Maximum **55 years as on 1st Sept., 2022**

**4. Role and Responsibilities:**

- Responsible for formulation of Technology Vision of the Company involving Technology architecture of the Company to meet its present and future needs and making the institution technologically competitive in the market.
- Responsible for identifying and implementing new technologies and technology products.
- Preparation, aligning and enabling implementation of Technology Vision Document for the AIASL.
- Be a part a Project Management team for ERP implementation and data migration from SAP to non-SAP ERP system.
- Enhancing training & capacity building at AIASL w.r.t. Information Technology
- Apprise the Management about global developments and necessary action points in all areas of IT, including cyber security.
- Digitalization and automation of most of the operations of the AIASL by leveraging the digital shift.

- Heading the Technical Consultants Team/Contract Staff for IT Operations besides heading the technical team of client institutions to coordinate with IT vendors of AIASL to effectively influence the decision and ensure technical delivery.
- Bring in the Industry Expertise for the digital initiatives of AIASL.
- Ensuring State of the Art technology network, optimizing and managing it in a manner it delivers high efficiency with sufficient resilience and yet managing cost effectively.
- Ensuring appropriate solution architecture is in place and identifying needs and ensuring ideal software solutions are developed in a timely manner to help increase operational efficiency and also leading edge products; guiding the AIASL on its Enterprise Architecture Journey. Providing technical inputs in identifying suitable database solutions for AIASL as also overseeing and ensuring fine tuning of existing data bases.
- Develop and maintain overall framework of IT policies, standards and strategies that will empower business and people to deliver on their commitments to the strategy and budgets.
- Define the priorities, objectives and targets that underpin what contributes to delivery of value to business aligned with best practices and standards.
- Ensure State-of-the Art Security, identify security threats, and formulate strategies and methods to mitigate the threats.
- As part of Business Continuity Plan, lend support to the business operations and ensure that appropriate DR plans are in place and regularly tested for readiness for unforeseen and unexpected events which can impact the business continuity.
- Pivotal role in supporting the business departments and meeting their needs in a time bound manner.
- Ensure total quality management through uniform processes and procedures.
- Mitigation of Operational Risk in coordination with Dy Chief of IT and any other work entrusted from time to time AIASL.
- Facilitate and Oversee System Audit and all IT related audit.
- Assigning, managing and monitoring the functioning of the Specialists (on contract) attached to IT.
- Managing entire IT Operations and IT vendors for implementing and improving IT solutions.
- Integration of AIASL with other systems, both internal and external sources as necessary.
- Be proactive in evaluating new trends and suggest suitable integration strategies
- Any other work entrusted by the Company from time to time.
- Be a part a Project Management team for ERP implementation and data migration from SAP to non-SAP ERP system.

## II. Deputy Chief of IT:-

1. **Educational Qualifications;** Engineering Graduate/ Post-Graduate in related field such as Computer Science, IT, Electronics and Communications or a Cyber Security related field or MCA or equivalent qualification from recognized University.

### **Professional Certifications (Preferred):**

Certified Information Systems Security Professional (CISSP) /Certified Information Security Manager (CISM) /Certified Chief Information Security Officer (CCISO) / Certified Information Systems Auditor (CISA)/ Project Management Professional (PMP)/ Cisco Certified Network Professional CCNP/ Projects IN Controlled Environments PRINCE.

2. **Experience:** Total 7 years of experience in IT with at least 2 years in the domain of enterprise Information Security in other private or public sector organizations in India.
3. Age: Maximum **50 years as on 1st Sept., 2022**

### 4. **Role and Responsibilities:**

- Bringing to the notice of AIASL Management about the vulnerabilities and cyber security risk, the Company is exposed to.
- Managing and monitoring cyber security related projects/network services.
- Maintaining and update a threat landscape for the organization on a regular basis.
- Ensuring that periodic tests are conducted to evaluate the adequacy and effectiveness of technical security control measures, especially after each significant change to the IT applications/ systems/ networks as well as after any major incident.
- To create, maintain and disseminate information security strategy, plans and policies to ensure high information assurance within AIASL and meet legal, statutory and regulatory requirements in Information Security.
- To obtain top management approval on security plan, budget, resources and provide ongoing support for Information Security activities.
- To ensure that, when exceptions/ deviations/ non-adherence to the Security are proposed by the Application Owner, the risk assessment process is completed, and appropriate recommendations are put up to Chief of IT, AIASL .
- To define security violations and support investigative processes.
- To brief Top Management on information security initiatives undertaken, information security status across the AIASL network, compliance against AIASL's Information Security Policies and regulatory requirements.
- To direct Information Security Incident Response Management.
- To oversee the development of Information Security Awareness training programs and promote security culture in the AIASL.

- To stay informed about global best practices and latest developments in the field of information security including technology, management practices and regulatory requirements.
  - To represent AIASL in the area of information security at industry standards committee, technical conferences and regulatory bodies.
  - Manage third party vendor relationships for information security related services.
  - The responsibility will be not be limited to above mentioned terms of reference and will be dynamic to meet the changing requirements of AIASL.
5. Internal candidates with in AI Airport Services Limited (AIASL) meeting the eligibility criteria are also eligible to apply.

### **III. Manager IT:**

1. **Educational Qualifications:** 3 years full time diploma in ECE, EEE, Instrumentation, Computer Systems, IT or Degree in ECE, CS, IT, EEE, Instrumentation

2. **Experience:** Minimum 5 years in IT Network Operations and Management, Help Desk Management, SLA Management, Vendor Management, IT Security Implementation and Management, Problem Management, Capacity Management, Asset Management, Requirement Analysis and Project Management.

**OR**

Minimum 5 years in Application Management, Configuration Management, Content Management, Website Management, Application configuration and maintenance, Change management, Contract Management, Release Management, Project Management.

Preferable- Certifications in Project Management, Agile methodology, Scrum, Network(Cisco, Comp TIA, etc.) Security, Cloud.

3. Age: Maximum **45 Years as on 1st Sept., 2022**

### **IV. Officer IT :**

1. **Educational Qualifications:** 3 years full time diploma in ECE, EEE, Instrumentation, Computer Systems, IT or Degree in ECE, CS, IT, EEE, Instrumentation.

2. **Experience:** Minimum 2 years in Network operations/network maintenance/hardware maintenance/software maintenance/software configuration/administration/IT security/help desk operations/website management/peripheral installation.

3. Age: Maximum **45 Years as on 1<sup>st</sup> Sept., 2022**

**General Conditions:**

- a. Selection procedure: Selection procedure involves personal interview of the candidates who prima facie meet eligibility criteria & Pre-Employment Medical Examination.
- b. The selected candidate will have to bear the cost of Pre-Employment Medical Examination and any additional test if required.
- c. 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.
- d. Fixed Term Employment Contract: The Selected candidate will be appointed on a fixed term employment contract for a period of two years further extended or curtailed as per the requirements of the management during the period of contract, and/ or in the event of unsatisfactory performance.
- e. Internal candidates with in AI Airport Services Limited (AIASL) meeting the eligibility criteria are also eligible to apply.

**How to Apply: -**

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 1<sup>st</sup> Sept., 2022, are required to forward their applications as per the attached application format along with copies of the testimonials/certificates, on hrhq@aiasl.in latest by 17:00 hours on 26<sup>th</sup> Sept, 2022. "POST APPLIED FOR \_\_\_\_\_, AIASL". No Demand Draft to be attached at this stage.

Eligible & Shortlisted candidates would be notified DATE, TIME & VENUE for Selection Process and candidates are required to reach the said venue, on the date and time 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 No. at the reverse side of the Demand Draft.

Following documents are required, while appearing for interviews:

- a) A recent (not more than 3 months old) colored passport size photograph of the full face (front view) should be pasted neatly in the space provided in the application form
- b) Self-attested copies of the supporting documents in respect of Item Nos.3, 4, 8, 11, 12, 13, 14 and 16 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.

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.

- c) Applicants working in Government/ Semi Government / Public Sector Undertakings must apply with "No Objection Certificate" from their current employer.
- d) Application servicing in Government/ Semi – government / Public Sector Undertaking AI AHL Subsidiary companies should apply through proper channel and submit NOC from their present employer prior to interview.

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

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

**Candidates are required to submit following documents along with the application form:-**

1. 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.
2. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.
3. 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.
4. Incomplete applications and / or applications without aforesaid documents will be rejected outright.
5. 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 fulfils each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notification.

6. In case any dispute arises on account of interpretation in version other than English, the English version will prevail.
7. Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Delhi.
8. A recent passport size colour photograph pasted in the space provided in the application format.
9. One set of self-attested photocopies of supporting testimonials for date of birth, citizenship, caste, qualification, experience, salary, etc. will be required to be submitted with the application. In case copies of required documents/certificates are not submitted with the application, the application will be rejected. Original certificate will be required at the time of interview.
10. Candidate who are Ex-serviceman/Holding NCC certificates will be given preference.
11. 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
12. 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.
13. 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.
14. Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.
15. 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.
16. Applications which are unsigned / incomplete / mutilated / received by post / courier services, will not be considered.
17. The applicants must ensure that they fulfill all the eligibility criteria, as on 1<sup>st</sup> Sept, 2022 and that the particulars furnished by them in the application are correct in all respects. At any stage of the Selection Process, if the particulars provided by the applicants in the application or testimonials attached/provided are found incorrect / false or not meeting with the eligibility criteria prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons therefore.
18. Prescribed format of Application is given below:

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## **AI AIRPORT SERVICES LIMITED**

**(formerly known as AIR INDIA AIR TRANSPORT SERVICES LIMITED)**

ADVT: Sept.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,  
HRD Department  
1 st floor, GSD Complex,  
**AI AIRPORT SERVICES LIMITED**  
**(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LTD.)**  
T-2, CSMI Airport, Sahar,  
Andheri (East), MUMBAI- 400 099.

Paste  
Recent colour  
Photograph &  
sign across

**POSITION APPLIED FOR :** \_\_\_\_\_

**Selected Station :** \_\_\_\_\_

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES) :

**YES / NO**

EMPLOYMENT REGISTRATION NO. \_\_\_\_\_

(ALSO ATTACH COPY OF REGISTRATION CARD)

1. Full Name : ( In BLOCK letters )

\_\_\_\_\_

*First*

*Middle*

*Surname*

2 Father's Name : \_\_\_\_\_

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

4. Place and State of Birth : \_\_\_\_\_

5. Address for correspondence :

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**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 : \_\_\_\_\_

9. Mother Tongue : \_\_\_\_\_

10. PAN No : \_\_\_\_\_ 12. Aadhar Card No. \_\_\_\_\_

11. 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.

a 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)

b Whether from Police Services : Yes / No

(Furnish details)

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

12. Educational Qualifications : (Matriculation / SSC onwards)

<b>Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course)</b>	<b>Name of the University / Institution</b>	<b>Date, Month &amp; Year of Passing</b>	<b>Duration</b>	<b>Percentage of marks (Class / Division)</b>
10 <sup>th</sup> (SSC)				
12 <sup>th</sup> (HSC or Pre-Degree)				
Degree(Graduation) 1 <sup>st</sup> Year _____				
2 <sup>nd</sup> Year _____				
3 <sup>rd</sup> Year _____				
4 <sup>th</sup> Year _____				
Post Graduate Degree Discipline- 1 <sup>st</sup> Year 2 <sup>nd</sup> Year				
Any other (specify ) _____ _____				

13. Fluency in languages: Mark ‘X’ in appropriate column.

<b>Languages</b>	<b>Read</b>	<b>Speak</b>	<b>Write</b>	<b>Remarks*</b>
a) English				
b) Hindi				
c) Local (Specify)				
d) Mother Tongue				
e) Others (Specify)				

\* Indicate whether any Certificate / Language Course done and the duration of the course, along with a copy of such Certificate. )

14. Work Experience :

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

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

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount

16. Relatives working in AI Asset Holding Limited or its subsidiary companies.

Name	Designation	Company	Relationship

**17. 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 <sup>st</sup> Year Graduation Mark-sheet	
vi)	2 <sup>nd</sup> Year Graduation Mark-sheet	
vii)	3 <sup>rd</sup> Year Graduation Mark-sheet	
viii)	4 <sup>th</sup> 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 License (Both front & back)	
xx)	BCAS/ AVSEC Certificate	
xxi)	Passport issued during 2019/2020, If available.	

**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).

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

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

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

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

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

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

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

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

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



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

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