

# **AIR INDIA AIR TRANSPORT SERVICES LIMITED**

## **WALK-IN RECRUITMENT**

Air India Air Transport Services Limited (AIATSL) invites applications from Indian Nationals (Male & Female) who meet with the requirements stipulated herein for the following posts on a Fixed Term Contract basis for a period of Three years which may be renewed subject to their performance and the requirement of the Company, to fill-in the existing vacancies as shown below and to maintain a wait-list for vacancies arising in future.

The number 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.

Reg ion	Station	post	No. of Vacan cies	Walk in Date & Time	Venue
ER	Kolkata	Dy. Terminal Manager-Pax Handling	2	25.11.2019 From 0900hrs to 1200 hrs	Air India Air Transport Services Limited Engineering Complex, New Technical Area, Dum Dum, Kolkata – 700 052.(Opposite Airport Speed Post Office)
		Duty Manager- Terminal	4		
		Duty Officer	7		
		Manager Finance	1	26.11.2019 from 0900hrs to 1200hrs	
		Officer-Accounts	4		
		Officer-HR/IR	1		
		Officer-IR/Legal	1		
		Jr. Executive HR and Administration	2	27.11.2019 from 0900hrs to 1200hrs	
		Jr. Executive Pax	19		

Reg ion	Station	post	No. of Vacan cies	Walk in Date & Time	Venue
<b>ER</b>	Bhubanes war	Duty Officer	1	25.11.2019 From 0900 Hrs to 1200 Hrs	Air India Air Transport Services Limited Engineering Complex, New Technical Area, Dum Dum, Kolkata – 700 052.(Opposite Airport Speed Post Office)
		Jr. Executive (Pax)	2	27.11.2019 From 0900 Hrs to 1200 Hrs	
	Patna	Duty Officer	1	25.11.2019 From 0900 Hrs to 1200 Hrs	
		Jr. Executive (Pax)	1	27.11.2019 From 0900 Hrs to 1200 Hrs	
	Port Blair	Duty Officer	1	29.11.2019 From 0900 Hrs to 1200 Hrs	Station Manager, Air India Ltd., 6,Kamraj Road, Port Blair,PIN-744 101.
	Agartala	Jr. Executive (Pax)	2	27.11.2019 From 0900 Hrs to 1200 Hrs	Air India Air Transport Services Limited Engineering Complex, New Technical Area, Dum Dum, Kolkata – 700 052.(Opposite Airport Speed Post Office)
	Dimapur	Jr. Executive (Pax)	1	27.11.2019 From 0900 Hrs to 1200 Hrs	
	Ranchi	Jr. Executive (Pax)	2	27.11.2019 From 0900 Hrs to 1200 Hrs	
<b>SR</b>	Chennai	Manager Finance	1	25.11.2019 From 0900 Hrs to 1200 Hrs	HRD Department, First Floor, Air India Unity Complex, Pallavaram Cantonment, Chennai 600 043.
		Officer Accounts	4		
		Officer-IR/Legal	1		

Reg ion	Station	post	No. of Vacan cies	Walk in Date & Time	Venue
NR	Delhi	Manager Finance	1	30.11.2019 From 0900 Hrs to 1200 Hrs	2nd floor, GSD Building, Air India Complex, Terminal-2, IGI Airport, New Delhi 110037
		Manager Costing	1		
		Officer IR/Legal	1		
		Jr. Executive HR and Administration	1		
WR	Mumbai	Manager Finance	1	25.11.2019 From 0900 Hrs to 1200 Hrs	Systems & Training Division 2nd floor, GSD Complex, Near Sahar Police Station, Airport Gate No.-5,Sahar, Andheri-E,Mumbai-400099
		Officer-Accounts	4		
		Officer IR/Legal	1		
		Customer Agent	100	16.11.2019 From 0900 Hrs to 1200 Hrs	

**Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01 November 2019, may apply in the attached application format.**

i) Dy. Terminal Manager-Pax

**Educational Qualifications & Experience:** Graduate from a recognised 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. Well conversant with computer operation.

**Upper Age Limit : 55Years.**

**Salary : Rs.60000/- per month.**

## ii) Duty Manager-Terminal

**Educational Qualifications & Experience:** Graduate from a recognised university under 10+2+3 pattern with 16 years experience, out of which at least 04 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. Well conversant with computer operations.

**Upper Age Limit : 55Years.**

**Salary : Rs.45000/- per month.**

## iii) Manager Finance & Manager Costing

### a) Manager Finance

**Educational Qualifications & Experience:** Chartered Accountant from Institute of Chartered Accounts of India. Should be a member of Institute of Chartered Accounts of India (Candidate who have applied to the Institute for Membership shall also be eligible).

Preference will be given to Chartered accountants who have also acquired Company Secretary qualifications.

### b) Manager Costing

**Educational Qualifications & Experience:** Cost Accountant from Institute of Cost Accountants of India. Should be a member of Institute of Cost Accountants of India (Candidate who have applied to the Institute for Membership shall also be eligible).

### **Other Requirement for Position Manager Finance and Manager Costing:**

Preference would be given to those candidates who have similar or relevant airlines work experience, additional computer qualifications or possess knowledge of SAP.

These candidates will also be responsible for developing systems for accounting as also putting management system in place.

**Upper Age Limit:** Not above 28 years for fresher's. Those with experience will get relaxation to the extent of their relevant post qualification work experience. Further, Relaxation of Age will also be given as per Government guidelines for OBC/SC and ST candidates which is presently 3 Years for OBC and 5 Years for SC/ST.

**Salary : Rs. 50000/- per month.**

iv) **Officer – HR/IR**

**Educational Qualifications & Experience:** MBA or equivalent- in HR or Personnel Management Course (full time 2 years course) with 4 years Experience in HR/Admin Function and IR/Legal. preferably, with an Airline or Ground Handling Company. Well conversant with MS-Office Operation. Proficiency in Statutory compliances.

**Upper Age Limit :**

General : Not above 35 years (born between 02.11.1984 and 01.11.2001)

OBC : Not above 38 years (born between 02.11.1981 and 01.11.2001)

SC/ST : Not above 40 years (born between 02.11.1979 and 01.11.2001)

**Salary :** Rs. 41000/- per month.

v) **Officer – IR/Legal**

**Educational Qualifications & Experience:** Graduate with a Degree in Law. Preference will be given to those who have acquired additional qualifications in Industrial relations / Labour Laws etc. Minimum 15 years experience in handling Legal and IR matters, Conciliations, Arbitrations, Adjudications, cases in Labour Courts, High Courts and Supreme Court.

**Upper Age Limit:** While there is no upper age limit, the prospective candidate should be fit to carry out the duties of the post.

**Salary :** Rs. 60000/- per month.

vi) **Officer-Accounts**

**Educational Qualifications & Experience:** Inter Chartered Accountant/Inter Cost and Management Accountancy OR MBA or equivalent in Finance (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.

**Upper Age Limit :**

General : Not above 30 years (born between 02.11.1989 and 01.11.2001)

OBC : Not above 33 years (born between 02.11.1986 and 01.11.2001)

SC/ST : Not above 35 years (born between 02.11.1984 and 01.11.2001)

**Salary :** Rs. 32200/- per month.

**vii) Duty Officer**

**Educational Qualifications & Experience:** Graduate from a recognised 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. Well conversant with computer operations.

**Upper Age Limit: 50Years.**

**Salary :** Rs. 32200/- per month.

**viii) Jr. Executive – HR & administration:**

**Educational Qualifications & Experience:** MBA or equivalent in HR or Personnel Management course (full time 2 years course) with 1 year experience in HR/Admin and knowledge of MS-Office operations. Proficiency in statutory compliances.

**OR**

Graduate from a recognised university under 10+2+3 pattern with 5 years experience or more in HR/Admin Functions and IR/Legal. Well conversant with MS-Office operations. Proficiency in statutory compliances.

**Upper Age Limit :**

General : Not above 35 years (born between 02.11.1984 and 01.11.2001)

OBC : Not above 38 years (born between 02.11.1981 and 01.11.2001)

SC/ST : Not above 40 years (born between 02.11.1979 and 01.11.2001)

**Salary :** Rs. 25300/- per month.

**ix) Jr. Executive –Pax:**

**Educational Qualifications & Experience:** Graduate from a recognised 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.

**OR**

Graduate from a recognised 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 recognised university with 6 years aviation experience in any of the area or combination thereof, of fares, reservations, ticketing, computerized passenger check-in/ cargo handling

**Upper Age Limit :**

General : Not above 35 years (born between 02.11.1984 and 01.11.2001)

OBC : Not above 38 years (born between 02.11.1981 and 01.11.2001)

SC/ST : Not above 40 years (born between 02.11.1979 and 01.11.2001)

**Salary** : Rs. 25300/- per month.

**x) Customer Agent :**

**Educational Qualifications & Experience:** Graduate from a recognised university under 10+2+3 pattern with knowledge of basic Computer operations. Preference will be given to candidates having Diploma in IATA-UFTA or IATA-FIATAA or IATA-DGR or IATA-CARGO **OR** Candidates having the relevant experience in Airline.

**Upper Age Limit :**

General : Not above 28 years (born between 02.11.1991 and 01.11.2001)

OBC : Not above 31 years (born between 02.11.1988 and 01.11.2001)

SC/ST : Not above 33 years (born between 02.11.1986 and 01.11.2001)

**Salary** : Rs. 21300/- per month.

**3. Selection Procedure:**

(a) Screening/Personal Interview

(b) The company at its discretion may introduce the selection stage of Group Discussion depending on the response

The selection procedure will be on the same day as for the walk-in date 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. Relaxation in age for Ex-servicemen: As per Government guidelines.

**4. HOW TO APPLY:**

4.1 Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1<sup>ST</sup> November 2019**, 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 ₹500/-** (Rupees Five Hundred Only) by means of a **Demand Draft** in favour of "**AIR INDIA AIR TRANSPORT SERVICES LTD.**", payable at **Mumbai**. No fee is 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.

- 4.2 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.
- 4.3 Self-attested copies of the supporting documents in respect of Item Nos. **3,4,11,12,13,14 &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.
- 4.4 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.**
- 4.5 Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must apply through proper channel or along with “No Objection Certificate” from their current employer.

## **5. GENERAL CONDITIONS :**

- 5.1 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.  
Period of Contract: Fixed Term Contract for a period of three years, 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.
- 5.2 Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.
- 5.3 SC/ST candidates walked-in on the specified dates and 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.
- 5.4 Applications which are unsigned / incomplete / mutilated / received after the prescribed date will not be considered.



- 5.5 The applicants / candidates must ensure that they fulfill all the eligibility criteria, as on **01<sup>st</sup> November 2019** and that the particulars furnished by them in the application are correct in all respects. Application once submitted will not be returned. At any stage of the Selection Process, if the particulars provided by the candidates in the Application or testimonials supplied are found incorrect / false or not meeting with the eligibility requirements prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons thereof.
- 5.6 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**.
- 5.7 Blank Application format is given below.

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# **AIR INDIA AIR TRANSPORT SERVICES LIMITED**

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)

ADVT: Nov 2019

## 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,

***AIR INDIA AIR TRANSPORT SERVICES LTD.***

1<sup>st</sup> Floor, GSD Complex

Near Gate no. 5,

Sahar, Andheri (East),

**MUMBAI – 400 099.**

Paste  
Recent colour

Photograph &

sign across

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

***Station of choice :*** \_\_\_\_\_

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 : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

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)

<b>Examination(s) Passed</b>  (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma/Degree Course)	<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 _____				
Post Graduate Degree Discipline- 1 <sup>st</sup> Year 2 <sup>nd</sup> Year				
Inter CA/ Inter CMA(Details)				
Any other (specify ) _____ _____ _____				

15. 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. )

16. Work Experience :

Name of the Organization	Post Held	<u>Period of Service</u>		Nature of Job
		From	To	

Experience certificate may be attached.

17. Particulars of Demand Draft issued -

(in favour of **Air India Air Transport Services Ltd.** payable at **MUMBAI**)

<b>Name &amp; Address of the Issuing Bank &amp; Branch</b>	<b>Date of Issue</b>	<b>Demand Draft No.</b>	<b>Amount</b>
			Rs.500/-

18. Relatives working in Air India Ltd. 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 <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)	<u>Degree Certificate</u> or Provisional Degree Certificate	
ix)	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate )	
x)	CA/ICMA --(Mark Sheet of each year and Certificate )	
xi)	Caste Certificate in case of SC / ST /OBC candidates	
xii)	Discharge Certificate in case of Ex-Servicemen	
xiii)	Experience Certificate	
xiv)	Nationality / Domicile Certificate	
xv)	PAN Card Copy	
xvi)	Aadhar Card Copy	
xvii)	Income and Asset Certificate in case of EWS candidates	

**"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.

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 State/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 / AdditionalDeputy 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 & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

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

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

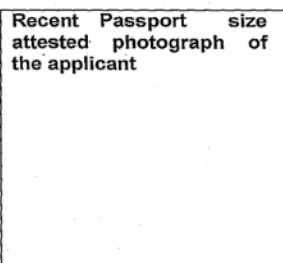
**VALID FOR THE YEAR** \_\_\_\_\_

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 \_\_\_\_\_



\*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.