



एआरएस एअरपोर्ट सर्विसेज
AI AIRPORT SERVICES

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, India

CIN : U63090DL2003PLC120790

RECRUITMENT EXERCISE

Chief Financial Officer & Manager-Finance

Last Date of submission of Application: 06.11.2022

AI Airport Services Limited (formerly known as Air India Air Airport Services Limited) invites applications from Indian Nationals (Male & Female) who meet with the requirements stipulated herein for the post of Chief Financial Officer and Manager-Finance, on a Fixed Term Contract basis which may be renewed subject to their performance and the requirement of the AI Airport Services Limited, to fill-in the existing vacancies as shown below and to maintain a panel of selected candidates.

AI Airport Services Limited (Formerly known as Air India Air Transport Services Limited) is under Ministry of Civil Aviation (MOCA) and formed with an aim to provide unified Ground Handling services (Ramp, Passenger, Baggage, Cargo Handling and Cabin Cleaning).

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

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

Vision:

- To be the Leader in providing World Class Ground Handling services at all Indian Airports and expand Globally.

Mission:

- Provide safe, reliable and on-time services
- Deliver the highest quality of service at all Indian Airports
- Provide State-of-the-Art Ramp Equipment
- Be the epitome of Indian Hospitality

Processes:

- Continuously improve standards of safety and efficiency
- Continuous modernization and upgrade of ramp equipment

People:

- To maintain an energetic, qualified & a highly motivated professional team
- Maintain high degree of work ethics

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.

Sr.No	Particulars	Place of Posting	No. of Vacancies
1.	Chief Financial Officer	Delhi	01

Sr No.	Particulars	Amritsar	Delhi	Chennai	Mumbai	No. of Vacancies
1.	Manager-Finance	1	1	1	1	4

The eligibility criteria and other details are as under:

Eligibility Criteria:

CHIEF FINANCIAL OFFICER

Education Qualifications: Qualified Chartered Accountant from The Institute of Chartered Accountants of India or The Cost Accountant from Institute of Cost Accountants of India. The qualified Chartered Accountant /Cost Accountant should be a member of The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India.

Experience: Minimum 12 Years post qualification Practical experience in maintenance of Accounts, Budget/Budgetary Control, Final Accounts, Expenditure Accounting, Revenue Accounting, Statutory Compliance such as Compliance under Companies Act, GST, PT, TDS, PF, ESIC, Gratuity , DGFT etc., Auditing and Taxation matters, Working Capital Management, Payroll, Financial Planning and Forecasting, Internal Finance Control and also in various areas of Financial Management. Should have experience in implementation of financial packages ERP and SAP for automation and financial processing.

Other Requirement for the Position of Chief Financial Officer:

Preference would be given to those candidates who have similar or relevant Aviation Industry work experience, Govt /PSU (Serving/Retired) additional computer qualifications or possess knowledge of SAP/ERP/ Implementation of New ERP.

Preferable: Additional qualification of MBA Finance from a UGC accredited University. These candidates will also be responsible for developing systems for accounting as also implementing management system in place on PAN India basis.

Age (as on 01.10.2022): Maximum 59 years as on 01.10.2022.

Monthly Emoluments: Consolidated Salary of Rs.1,60,000/- per month (all inclusive) for the first year of Contract. Plus Fuel Expenses reimbursement of 80 Liters per month and Mobile Phone monthly charge reimbursement of upto Rs.2,000/- or based on actuals whichever is less. After successful completion of 1st year of contract period, subject to the satisfactory performance of the candidate/incumbent measured in terms of the job functions prescribed. The candidate is entitled to get a consolidated salary of Rs.1,80,000/- (all inclusive) per month for the 2nd Year. If the contract is further extended after successful completion of contract period of 2 years the candidate is entitled to get a consolidated salary of Rs.2,00,000 (all inclusive) per month for the 3rd Year.

Fixed Term Employment Contract: The selected candidate will be appointed on a Fixed Term Employment Contract for a period of 2 years, which is extendable by another year based on performance of the candidate/incumbent measured in terms of the specific job descriptions/functions prescribed for the post of CFO. The tenure may also be extended further with revised or same remuneration based on the performance of the candidate/incumbent or it can be curtailed as per the requirement of the Company. The Contract may be terminated at the discretion of the management during the valid period of contract, and/or in the event of unsatisfactory performance.

Description of the Job Functions:

- (i) Duties and Responsibilities as overall in charge of all the financial activities of the Company viz. Expenditure Accounting, Revenue Accounting on PAN India basis.
- (ii) Statutory Compliance w.r.t GST, PT, TDS, PF, ESIC, Gratuity, DGFT etc.
- (iii) Facilitating/Completing Statutory Audit/ CAG Audit/Cost Audit/Internal Audit/Tax Audit within the time limits stipulated by law.
- (iv) Implementing Internal Financial Control on Pan India Basis.
- (v) Implementation of Risk Management Policy.
- (vi) Working Capital Management, Financial Planning and Forecasting
- (vii) Streamlining Payroll functions.
- (viii) Preparing Reports as and when required by Higher Authority i.e. CEO/Board.

- (ix) Ensuring Compliances of Audit Committee Meetings.
- (x) Compliance with DPE Guidelines (as applicable to PSU/CPSE).
- (xi) Coordinating with outside Authorities such as DPE/Ministry of Civil Aviation/ GST/Income Tax or any other authority.
- (xii) Taking note of observations of Internal Auditor, Statutory Auditors, and Comptroller & Auditor General of India and taking corrective actions thereafter from time to time.
- (xiii) Working on IATA platform, GeM, TReDS.
- (xiv) Timely Reconciliations, MIS etc.
- (xv) Physical Verification of Fixed Assets.
- (xvi) Quarterly Preparation of Accounts of the Company.
- (xvii) Any other allied job related to Finance.

MANAGER - FINANCE :

Educational Qualifications & Experience:

Chartered Accountant from The Institute of Chartered Accountants of India or Cost Accountant from Institute of Cost Accountants of India. Should be a member of Institute of Chartered Accounts of India or a member of Institute of Cost and Works Accountants of India (Candidate who have applied to the Institute for Membership shall also be eligible).

Or

Full time MBA in finance from reputed university with 5 years post qualification work Experience.

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

Other Requirement for Position of Manager Finance:

Preference would be given to those candidates who have similar or relevant Aviation Industry work experience, additional computer qualifications or possess knowledge of **SAP/ERP**.

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

Job Description:

The Candidate should have the job knowledge and will be responsible for accounting, implementing management system, preparation of final accounts with notes, dealing with Auditors, statutory compliance, payroll, income tax, receivable & payable, and reconciliation etc.

Age (as on 1.10.2022):

General: Not above 35 years.

OBC: Not above 38 years.

SC/ST: Not above 40 years.

Salary: Rs. 50,000/- per month (all inclusive).

How to Apply:

Candidates meeting with the eligibility criteria advised to print the Application Format and forward the scanned copy of the Self attested application with its attachments by E-mail to “hrhq@aiasl.in” mentioning the subject as “**Post Applied for _____, AIASL**” by 06.11.2022.

Eligible and shortlisted candidates will be notified Date, Time and Venue 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 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.

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

- i) A recent (not more than 3 months old) colored passport size photograph of the fullface (front view) should be pasted neatly on the space provided in the application form.
- ii) Self-attested copies of the supporting documents in respect of **Item Nos. 3, 4, 11, 12, 13 (as applicable), 14 &16** of the Application Form must be submitted along with the application. Original certificates should be brought for verification only at the time of personal interview.
- 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 benefit 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**.

- iv) Applicants working in Government/Semi Government/Public Sector Undertakings must apply with “No Objection Certificate” from their current employer.
- v) 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

LTD.”, payable at Mumbai at the time of appearing for the Personal interview/ Screening 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 & Mobile No.

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

Selection Procedure.

- (i) The selection of candidates shall be by way of screening/short-listing of the applications received for the post. It will be followed by personal interview. Due weightage will be given to the candidate’s academic qualifications and post qualification work experience. Company reserves the right to shortlist requisite number of candidates based on additional qualifications & experience and only the shortlisted candidates will be called for Interview.
- (ii) The final selection will be on the basis of rank lists drawn, based on the total marks secured in the interview conducted at AIASL premises.
- (iii) Short listed candidates have the choice to attend the interview from premises at Kolkata, Chennai, Mumbai, Amritsar or Delhi. The timing and addresses will be shared to shortlisted candidates

General Conditions:

- a. The Contract Period is extendable depending on the individual performance of the candidate. The contract can be terminated earlier at the discretion of the Management during the tenure of contract and/or in the event of unsatisfactory performance.
- b. Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.
- c. Applications which are unsigned / incomplete / mutilated / received after the prescribed date will not be considered.
- d. SC/ST candidates 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.
- e. The applicants/ candidates must ensure that they fulfill all eligibility criteria as on 01.10.2022 and that all particulars furnished by them in the application are correct in all respects. At any stage if the testimonials provided are found incorrect/false or not meeting with the eligibility requirements prescribed for the post, the candidature is liable for rejection without any prior notice.

- f. Decision of the AIASL in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant. While applying for the post, the applicant should ensure that he / she fulfils 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 recruitment that applicant does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information / document 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 recruitment, his/her contract is liable to be terminated without any notice.
- g. 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.
- h. Incomplete applications and / or applications without aforesaid documents will be rejected outright without assigning any reason thereof. An application once made will not be allowed to be changed or replaced 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 fulfil each of the eligibility criteria and other norms, including submission of documents, as mentioned in this notifications.
- i. While every effort will be made to ensure that the Intimation to the eligible applicants, short listed for attending the Personal Interview will be sent sufficiently in advance, the AIASL will not be held responsible for delay in receiving the intimation by the applicant for any reason whatsoever. The applicants are advised to keep track of the updates/Corrigendum pertaining to this notification also check their own email ID from time to time.
- j. AIASL reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- k. Any resultant dispute arising out of this Notification shall be subject to the sole jurisdiction of the Courts situated in Mumbai.



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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, India

For Office Use Only

Advertisement	Employment Exchange	SC/ST/ OBC/EWS/G EN/ 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

Paste
Recent colour
Photograph &
Sign across

To,
The Incharge, HR Department
AI Airport Services Limited
(formerly known as Air India Air Transport Services Limited)
GSD Complex, 1st Floor, Next to Gate No.5,
Chhatrapati Shivaji Maharaj International Airport,
Terminal-2, Sahar, Andheri (E), Mumbai-400099.

POSITION APPLIED FOR:

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 _____ State: _____ Pin Code: _____

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. Aadhar Card No. _____

12. PAN 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 working in any Govt: Yes / No
- d) Whether from Police Services : Yes / No
(Furnish details)
- e) Whether working in Govt./Semi-Govt. / Public Sector Undertaking or autonomous body Yes / No
If “Yes”, enclose “No Objection Certificate”.
- f) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

Description of penalty/Punishment	Yes/No
i) Civil /Criminal	
ii) Departmental Enquiry	

If yes, the details thereof.

- g) Whether any civil or criminal action or enquiry is going on against the applicant as far as his / her knowledge goes

Description of penalty/Punishment	Yes/No
i) Civil /Criminal	
ii) Departmental Enquiry	

If yes, the details thereof.

14. Educational Qualifications: (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree e.g.BA/B.Sc/B.Com, etc. / Diploma/Degree Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percenta ge of marks (Class / Division)
10 th (SSC)				
12 th (HSC or Pre- Degree)				
Degree(Graduation) 1 st Year _____				
2 nd Year _____				
3 rd Year _____				
Post Graduate Degree Discipline-1 st Year 2 nd Year				
CA/ CWA (Details)				
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)				

16. Work Experience:

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

Experience certificate may be attached.

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

Name & Address of the Issuing Bank & Branch	Date of Issue	Demand Draft No.	Amount
			Rs.500/-

18. **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: _____

Note:

1. Please attach a write-up, not exceeding 400 words, in support of your candidature, for reference at the time of interview.
2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or on a separate attachment.

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)	Graduation Certificate	
vi)	MBA Degree/Certificate	
vii)	CA/CWA Certificate/Membership Card	
viii)	Caste Certificate in case of SC / ST /OBC candidates	
ix)	Discharge Certificate in case of Ex-Servicemen	
x)	Experience Certificate	
xi)	Nationality / Domicile Certificate	
xii)	PAN Card Copy	
xiii)	Aadhar Card Copy	
xiv)	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 Re-organisation 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 Stipendiary 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*** :

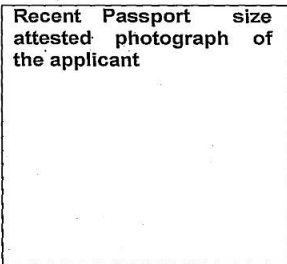
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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 _____



*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 Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ PresidencyMagistrate
- (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.