

**NOTE :** Recruitment in Air India Air Transport Services Limited is FREE and is done only after the vacancies are advertised. However, as mentioned in the Advertisement, an Application Fee may be required from the Applicant, which is in the form of a Demand Draft or Postal Order, drawn in favour of the Company.

July 01, 2014

**AIR INDIA AIR TRANSPORT SERVICES LIMITED**

**(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)**

Air India Air Transport Services Limited (AIATSL) invites applications from Indian nationals to maintain a wait-list for vacancies for future requirement, of those who meet with the requirements specified herein, for ground duties for the posts as mentioned below in the outstations of the following 4 Regions :-

Region	Station	Post
Western Region	Mumbai, Ahmedabad, Pune, Goa, Nagpur, Aurangabad, Indore, Jamnagar, Rajkot, Surat, Bhuj and Vadodara	Jr.Customer Agent Customer Agent Ramp Service Agent Utility Agent-cum-Ramp Driver
Southern Region	Chennai, Coimbatore, Madurai, Trichy, Vishakhapatnam, Agatti, Tirupati, Vijayawada, Kozhikode	
Northern Region	Amritsar, Jaipur, Lucknow, Varanasi, Allahabad, Agra, Bhopal, Chandigarh, Dharamsala, Gwalior, Jabalpur, Jammu, Jodhpur, Kanpur, Khajuraho, Kullu, Dehradun, Leh, Ludhiyana, Raipur, Srinagar, Udaipur	
Eastern Region	Gaya, Agartala, Aizwal, Bagdogra, Bhubaneswar, Dibrugarh, Dimapur, Guwahati, Imphal, Patna, Port Blair, Ranchi, Shillong, Silchar, Tezpur	

Note : Appointments will be based on post-based roster as per the prevailing cadre strength.

## **1. DETAILS OF POSITIONS**

### **1. JR. CUSTOMER AGENT**

#### **A ELIGIBILITY CRITERIA : (As on 01 JULY 2014)**

- i. **EDUCATIONAL QUALIFICATION** : Minimum HSC (XII th std pass)
- ii. **LANGUAGE PROFICIENCY** : Should be conversant in English. Knowledge of Local & Hindi languages viz. ability to understand and speak, is desirable.

**B SELECTION PROCEDURE :** Will comprise of :

- a) Group Discussion
- b) Personal Interview (s)
- c) Pre-Employment Medical Examination

**C STARTING EMOLUMENTS (All inclusive) :** Rs.9,200/- p.m.**2. CUSTOMER AGENT****A ELIGIBILITY CRITERIA :** (As on 01 JULY 2014)

- i) **EDUCATIONAL QUALIFICATION** : Graduate in any discipline (minimum 3 years duration) from a recognized University with knowledge of basic computer operations.
- ii) **LANGUAGE PROFICIENCY** : Should be conversant in English. Knowledge of Local & Hindi languages viz. ability to understand and speak, is desirable.
- iii) **HEIGHT** : Not below 158 cms. for Male and 152.5 cms. for Female  
(Relaxation in height of 2.5 cms to SC/ST Candidates and candidates from North Eastern Region).

**NOTE** : The requirement of height will not be applicable to those candidates who are trained and experienced in Ground Handling activities with AIATSL or with parent Airline, directly or otherwise.

**B SELECTION PROCEDURE :** Will comprise of :

- a) Group Discussion
- b) Personal Interview (s)
- c) Pre-Employment Medical Examination

**C STARTING EMOLUMENTS (All inclusive) :** Rs.13,800/- p.m.**3. UTILITY AGENT CUM RAMP DRIVER****A ELIGIBILITY CRITERIA :** (As on 01 JULY 2014)**i) EDUCATIONAL QUALIFICATION :**

- a) Minimum SSC ( Xth std pass)
- b) Must possess valid HMTV Driving Licence

**ii) LANGUAGE PROFICIENCY :**

Should be conversant in English. Knowledge of Local & Hindi languages viz. ability to understand and speak, is desirable.

**B SELECTION PROCEDURE :** Will comprise of :

- a) Trade Test (comprise of Trade Knowledge & Driving Test)
- b) Personal Interview (s)
- c) Pre-Employment Medical Examination

**C STARTING EMOLUMENTS (All inclusive) :** Rs.9,200/- p.m.**4. RAMP SERVICE AGENT :****A ELIGIBILITY CRITERIA : (As on 01 JULY 2014)****i) EDUCATIONAL / TECHNICAL QUALIFICATION :**

- a) 3 years' Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government

**OR**

ITI with NCTVT Certificate issued from Directorate of Vocational Education & Training of any State Government (total 3 years including 1 year of Apprenticeship / Experience )

**OR**

1 year of ITI from a recognised Institute, with 1 year Apprenticeship and having experience with AIATSL or parent Airline of more than 1 year experience.

in Motor Vehicle / Auto Electrical / Air Conditioning / Diesel Mechanic / Bench Fitter and Welder.

**b) MOTOR VEHICLE DRIVING LICENCE**

Applicants for RAMP SERVICE AGENT must possess valid **Heavy** Motor Vehicle Driving Licence at the time of appearing for Trade Test.

Applicants who possess **Light** Motor Vehicle Driving License at the time of appearing for Trade Test will be considered as RAMP SERVICE AGENT (Lower Grade). Upon acquiring HMTV licence, a fresh Contract will be executed as a Ramp Service Agent for a period of 3 years as per AIATSL terms and conditions.

**ii) LANGUAGE PROFICIENCY :**

Should be conversant in English. Knowledge of Local & Hindi languages viz. ability to understand and speak, is desirable.

**B SELECTION PROCEDURE :** Will comprise of :

- a) Trade Test (comprise of Trade Knowledge & Driving Test)
- b) Personal Interview (s)
- c) Pre-Employment Medical Examination

**C STARTING EMOLUMENTS : (All inclusive)**

Rs.13,800/- pm for RAMP SERVICE AGENT

Rs.12,650/- pm for RAMP SERVICE AGENT ( LG) till HMV Licence is acquired

**2 AGE ELIGIBILITY CRITERIA FOR ALL POSTS (As on 01 JUL 2014) :****i) Upper Age Limit :**

SC / ST : 33 years (born between 02.07.1981 and 01.07.1996)

OBC : 31 years (born between 02.07.1983 and 01.07.1996)

Gen : 28 years (born between 02.07.1986 and 01.07.1996)

(Relaxation in age for Ex-Servicemen as per Government guidelines)

**ii) Relaxation in Upper Age Limit for Experienced candidates :**

Candidates who are trained and experienced in Airline / Airport Handling activities will be given an age relaxation to the extent of this experience.

**iii) Relaxation in Upper Age Limit for Compassionate cases of Air India & its subsidiary Companies**

Candidates, who are spouse / child of employees of Air India or its subsidiary companies, who died whilst in service, may also apply and one such dependent would be considered for engagement subject to his / her meeting with all the Eligibility Criteria, except Upper Age Limit. (No Upper Age Limit for compassionate cases).

**3 GENERAL CONDITIONS**

- 3.1 The Application Form of the candidate, would be scrutinized for Eligibility and submission of Fee, wherever applicable. Prima facie Eligible candidates only, will be scheduled for the Selection Process.
- 3.2 The final short listed candidates will be inducted as per vacancies and Reservation requirements, subject to being found FIT in the PEME prescribed for the position.
- 3.3 Candidates will have to bear the cost of the Pre-Employment Medical Examination (s), which could range between Rs.500/- and Rs.1000/-. Any additional tests, if required, the additional cost thereof will also have to be borne by the candidates.
- 3.4 The final short listed candidates will be considered for engagement on a fixed-term Contract basis.
- 3.5 **Period of Contract** : The engagement on Fixed Term Contract basis is for a period of three years. On expiry of the contract, the same will continue to be renewed for three years based on satisfactory performance and regular attendance. Further 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 and irregular attendance.

- 3.6 While the Station mentioned by the candidate is only indicative of the preference, the selected candidates for a particular post in a Region, will be appointed in any of the cities in a Region based on the requirements of the Company and the preference of station given at the time of being called for joining by the candidate and based on his position in the merit list and reservation roster requirements.
- 3.7 At the time of joining, Selected candidates will be required to submit the following, without which, they will not be allowed to join :
- 3.7.1 Bank account details, with a copy of the cancelled cheque for processing salary through ECS.
- 3.7.2 Copy of PAN Card.
- 3.8 **The job is transferable to any station in India.**
- 3.9 Relaxation of height requirement up to 2.54 cms ( 1" ) will be considered for Gorkhas, Garhwalis and those hailing from North-East States & hilly areas. This relaxation will be granted to candidates who produce a Certificate of Domicile of these areas.
- 3.10 Consideration of SC / ST / OBC candidates will be as per Presidential Directives on reservation of posts.
- 3.11 Candidates belonging to SC / ST Communities who are called for Group Discussion / Trade Test / Personal Interview (s), residing beyond 80 kms. from the nearest Selection Centre to their residence 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, on production of evidence to that effect, along with a copy of the call-letter / email for Selection Process.
- 3.12 SC / ST candidates must submit proof (clear self-attested copy of Caste Certificate) in support of their claim that they belong to SC / ST categories.
- 3.13 On engagement, the candidates will have to make their own arrangement for housing accommodation.
- 3.14 The Company, at its discretion, may assign additional duties, as and when required.
- 3.15 Based on requirements, the incumbents are also likely to be deployed to the parent company / Group / affiliate sister concern / subsidiary, anywhere in India.
- 3.16 At any stage of the Selection Process, in case it is detected that the particulars provided by the candidate in the Application Form or testimonials supplied are found to be incorrect / false or the candidate does not meet with any of the Eligibility Criteria prescribed for the post, or has suppressed any material fact (s), his / her application shall be treated as **NOT ELIGIBLE** and his / her candidature will stand rejected. If appointed, the services are liable to be terminated, **without giving any notice or reasons therefor.**

- 3.17 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 a DISQUALIFICATION.

4 **HOW TO APPLY :**

- 4.1 Candidates should submit separate Application for each Post applied for in a Region (Separate city-wise application in a region are not required).
- 4.2 Applications indicating multiple Posts / Regions , will be rejected as one application can be for only one post in a region.
- 4.3 Applicants meeting with the Eligibility Criteria mentioned in this advertisement, as on **July 01, 2014** are required to send their Application in the prescribed format, by post, duly filled, in Hindi or English, at the address given below :

Manager-Personnel,  
HRD Department,  
AIR INDIA AIR TRANSPORT SERVICES LTD.,  
1<sup>st</sup> Floor, Transport Workshop Building,  
Opp. Sahar Police Station,  
Sahar, Mumbai 400 099.

- 4.4 Candidates belonging to General & OBC categories should submit a non-refundable Fee of Rs.500/- in the form of Demand Draft drawn in favour of **Air India Air Transport Services Limited**, payable at Mumbai, along with their Application. (SC / ST / Ex-Serviceman candidates are exempted from payment of this Fee). Please mention your full name on the reverse of the Demand Draft.
- 4.5 Separate DD towards Application Fee (as applicable) is required with each Application.
- 4.6 A recent ( not more than 3 months old ) coloured passport size photograph of the full face ( front view ) should be pasted neatly in the space provided in the Application Form.
- 4.7 Self-attested copies of supportive documents in respect of Educational / Technical Qualifications, Age and Caste, Employment Exchange Registration, Domicile & Experience, wherever applicable, must be submitted along with the Application, accompanied with 02 recent (not more than 6 months old) passport sized coloured photographs – matt finish paper with light background, with the name on the reverse of the photographs.
- 4.8 **Original** Certificates will be required to be brought along for verification purpose only, at the time of the Selection Process, but should not be submitted / attached along with the Application. The Company is not responsible for returning any original copy/ies of Certificates / Testimonials submitted with the Application.

- 4.9 Applications which are incomplete / unsigned / mutilated / without photograph / not meeting the prescribed Eligibility Criteria / without requisite Documents / without requisite Fee / received after the Last Date / received by email, shall be treated as **NOT ELIGIBLE** and such candidates will not be allowed to appear for the Selection Process. No communication in this regard shall be entertained.
- 4.10 Application once submitted, will not be allowed to be withdrawn and the Fees once paid, will not be refunded on any account, nor would this Fee be held in reserve for any future examination or selection.
- 4.11 AIATSL is not responsible for any postal delay / loss at any stage of transmission / communication.
- 4.12 Scheduled Castes candidates who were originally professing Hindu religion and have embraced Neo Buddhism will also be considered for appointment against posts reserved for Scheduled Caste.
- 4.13 The candidates belonging to OBC categories, at the time of application, must submit a clear self-attested photocopy of current financial year Certificate issued by the Competent Authority, in the format as prescribed by Government of India. The Certificate, inter alia, must specifically state that the candidate does not belong to socially advanced sections excluded from the benefits of reservations for OBC in civil posts and services under the Government of India. The Certificate should also contain the "Creamy Layer" Exclusion Clause. The Certificate produced by the candidates of OBC Communities should be as per the Central List published by the Government of India and not as per the State Lists. **The prescribed formats of the Community Certificate (SC / ST / OBC) are given below, in the document.**
- 4.14 The applicant should ensure that they fulfill all the Eligibility Criteria regarding qualifications, age, etc. as on **July 01, 2014**. Other particulars furnished should be correct in all respects.
- 4.15 Applicants ordinarily domiciled in Kashmir Division of J & K State during 01.01.1980 to 31.12.1989 who are eligible for the upper age relaxation, must produce the Domicile Certificate to this effect at the time of Interview from the District Magistrate in the Kashmir Division, within whose jurisdiction the applicant had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir.
- 4.16 Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must submit the completed Application Form routed **through proper channel** or along with "No Objection Certificate" from their present employer.
- 4.17 Blank Application format is given below this Advertisement.
- 4.18 Applications for each post, superscribing on the ENVELOPE the  
**"REGION APPLIED FOR \_\_\_\_\_" &**  
**"POST APPLIED FOR \_\_\_\_\_"**  
 in capital letters, should reach **on or before August 22, 2014.**

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**For Office Use Only**

ELIGIBLE / NOT ELIGIBLE	<b>ROLL NO :</b> _____
<b><u>REMARKS :</u></b>   	
_____ Authorised signatory	

**APPLICATION**

To,  
 Manager-Personnel  
 H.R.D. Department  
 AIR INDIA AIR TRANSPORT SERVICES LTD.  
 1<sup>st</sup> Floor, Transport Workshop Building,  
 Opp. Sahar Police Station,  
Sahar, Mumbai 400 099

*Paste Latest photograph in the space above*

**POST APPLIED FOR** : \_\_\_\_\_  
**REGION** : \_\_\_\_\_  
**STATION** : \_\_\_\_\_

**Whether through Employment Exchange** *(If yes attach copy of Registration Card)*

**Employment Registration No.** \_\_\_\_\_

**WHETHER SC / ST / OBC / GENERAL :**

SC	ST	OBC	General

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

**SUB-CASTE** \_\_\_\_\_

1. **Full Name** : ( In BLOCK letters )

\_\_\_\_\_

First                                      Middle                                      Surname

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

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

4. **Place and State of Birth :** \_\_\_\_\_
5. a) **Mailing Address :** \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Pin Code \_\_\_\_\_
- b) **Telephone No. :** Residence (with STD Code): \_\_\_\_\_
- c) **Mobile :** \_\_\_\_\_ d) **Email ID** \_\_\_\_\_
6. **Gender :** Male / Female ( *strike out which is not applicable*)
- 7 **Nationality :** \_\_\_\_\_ 8. **Religion :** \_\_\_\_\_
- 9 **Height :** (Bare feet in cms.) \_\_\_\_\_
10. **Whether Ex-Serviceman** : Yes / No  
 If 'Yes', furnish details of service, position held, date of release, details of experience after release
11. **Whether from Police Services** : Yes / No  
 If 'Yes', furnish details of service, position held, date of release, details of experience after release
12. **Whether working in any Govt / Semi-Govt. / Public :** Yes / No  
**Sector Undertaking or autonomous body.** If "Yes", enclose "No Objection Certificate"
13. **Educational Qualifications :** (Matriculation / SSC onwards) :

Examination (s) Passed (Specify Degree / Diploma / Course)	Name of the University / Institution	Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 <sup>th</sup> (SSC)				
12 <sup>th</sup> (HSC or Pre-Degree)				
Degree / Diploma _____				
1st Year _____				
2nd Year _____				

<b>Examination (s) Passed</b> (Specify Degree / Diploma / Course)	<b>Name of the University / Institution</b>	<b>Month &amp; Year of Passing</b>	<b>Duration</b>	<b>Percentage of marks</b> (Class / Division)
3rd Year_____				
Any other (specify) _____ _____				

14. Details of Apprenticeship (Only for the post of Ramp Service Agent)

<b>Trade</b>	<b>Name of the Company</b>	<b>Month &amp; Year of Passing</b>

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 (Specify)_____				
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** :

<b>Name of the Organisation / Airport Agency</b>	<b>Airport</b>	<b>Post Held</b>	<b>Period of Service</b>		<b>Nature of Job</b>
			<b>From</b>	<b>To</b>	

17. **Details of Compassionate cases of Air India Limited & its subsidiary Companies.**  
Details of the employee who died whilst in service of Air India or its subsidiary Companies.

Name of the employee	Designation & Staff No.	Department	Company	Relationship of the candidate

- 18 **Relatives working in Air India Ltd & its subsidiaries.**

Name of the employee	Designation	Company	Relationship of the candidate

- 19 **Particulars of Demand Draft** (in favour of **Air India Air Transport Services Ltd.** payable at **MUMBAI**)

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

20. **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, then my candidature will be rejected / services terminated without giving any notice or reasons therefor.

Place : \_\_\_\_\_

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

(Signature of the Applicant)

**List of following Documents (copy) to be attached with the Application :*****( Please also bring all ORIGINALS for verification only, at the time of Personal Interview )***

1.	Application Fee, wherever applicable	
2.	Employment Exchange Registration Card – wherever applicable	
3.	School Leaving Certificate or SSC Passing Certificate	
4.	Matriculation Mark-sheet	
5.	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
6.	1 <sup>st</sup> Year Graduation Mark-sheet	
7.	2 <sup>nd</sup> Year Graduation Mark-sheet	
8.	3 <sup>rd</sup> Year Graduation Mark-sheet	
9.	Degree Certificate or Provisional Degree Certificate	
10.	Diploma / ITI / NCTVT	
11.	Apprenticeship Certificate	
12.	LMV / HMV	
13.	Any other Certificate (IATA / Language, etc.)	
14.	Caste Certificate in case of SC / ST / OBC candidates	
15.	Discharge Certificate in case of Ex-Servicemen	
16.	Experience Certificate (s) wherever applicable	
17.	Domicile Certificate, wherever applicable	

**"This certificate MUST have been issued on or after April 01, 2014."**

**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.

Dated : \_\_\_\_\_

**District Magistrate / Deputy Commissioner, etc.**  
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 Stipendary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendary 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.
  - (v) 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\* / Shrimati / 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).