



**एअर इंडिया एअरपोर्ट सर्विसेज़**  
**AIR INDIA AIRPORT SERVICES**  
**AI AIRPORT SERVICES LIMITED**

(Formerly known as Air India Air Transport Services Limited)

Sub: Advertisement for the post of Chief Financial Officer.

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

Sr.No	Post	No. of Vacancies	Place of Posting	Consolidated monthly salary
1.	Chief Financial Officer	01	Delhi	Rs.1,40,000/- (All inclusive)

The eligibility criteria and other details are as under:

**1. Eligibility Criteria**

**Post: Chief Financial Officer**

- (A) 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/SAP for automation and financial processing.

**(B) Other Requirement for Position of Chief Financial Officer:**

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.

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.

**(C) Age:**

Maximum 50 years as on 01<sup>st</sup> October, 2021.

**(D) Monthly Emoluments:**

Consolidated Salary of Rs. 1,40,000/- per month(all inclusive) with an annual increase of Rs.20,000/- per month subject to the satisfactory performance of the candidate/incumbent measured in terms of the job functions prescribed at (F) below

**(E) 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 one year based on performance of the candidate/incumbent measured in terms of the specific job descriptions/functions prescribed at (F). 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.

**(F) 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.

**(G)How to Apply:**

Candidates meeting with the eligibility criteria advised to print the Application Format and send the application

- By registered post/speed post or courier in a sealed envelope that must be superscribed with the Post Applied for “Chief Financial Officer, AIASL” to the following address:  
Asst. General Manager (P),  
AI Airport Services Limited.  
Air India GSD Building,  
1<sup>st</sup> Floor, Next to Gate No.5,  
Chhatrapati Shivaji Maharaj International Airport,  
Terminal-2, Sahar, Andheri (E), Mumbai-400099, India.
- Also, forward the scanned copy of the application with its attachments by E-mail to “[hrhq.aiasl@airindia.in](mailto:hrhq.aiasl@airindia.in)” mentioning the subject as “Post Applied for Chief Financial Officer, AIASL”.

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

- i) A recent (not more than 3 months old) colored passport size photograph of the full face (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 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.
- 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 if the posted application form returns undelivered to AIASL with the evidence thereof, along with the above mentioned documents when called for Selection Process.

**(H) Last date of receipt of application:**

The last date for receipt of applications vide registered post/speed post/courier and email is 21.10.2021.

Note: AIASL will not be responsible if the applicant is not able to send the application within the stipulated date on account of any reason whatsoever.

**(I) 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 AIASL premises at Kolkata, Chennai, Mumbai or Delhi. The timing and addresses will be shared to shortlisted candidates

**(J) General Conditions.**

- (i) 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.
- (ii) Consideration of SC/ST/OBC/Ex-Servicemen candidates will be as per the Government Directives on reservation of posts.
- (iii) Applications which are unsigned / incomplete / mutilated / received after the prescribed date will not be considered.
- (iv) 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.

- (v) The applicants/ candidates must ensure that they fulfil all eligibility criteria as on 01.10.2021 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.
- (vi) 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.
- (vii) 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.
- (viii) 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 notification.
- (ix) 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 status of their candidature by visiting the AIASL website i.e., <http://www.aiatsl.com/> and their own email ID from time to time.
- (x) 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.
- (xi) 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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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,

Asst. General Manager (P),  
AI Airport Services Limited.  
Air India GSD Building,  
1<sup>st</sup> Floor, Next to Gate No.5,  
Chhatrapati Shivaji Maharaj International Airport,  
Terminal-2, Sahar, Andheri (E), Mumbai-400099, India

**POSITION APPLIED FOR:** Chief Financial Officer

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 working in any Govt: Yes /No

Semi-Govt. / Public Sector

Undertaking or autonomous body

If “Yes”, enclose “No Objection Certificate”.

d) 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.

e) 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 hereof

**14. Educational Qualifications: (Matriculation / SSC onwards)**

<b>Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma/Degree 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 _____				
3rd Year _____				
Post Graduate Degree Discipline- 1 <sup>st</sup> Year 2 <sup>nd</sup> Year				
CA/ CWA (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)				



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 -

(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 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.

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 / 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).

**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 \_\_\_\_\_

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/ 1<sup>st</sup> Class Stipendiary 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.