

**AIR INDIA AIR TRANSPORT SERVICES LIMITED**

(A WHOLLY OWNED SUBSIDIARY OF AIR INDIA LTD)

Air India Air Transport Services Limited (AIATSL) wishes to engage Indian nationals, who meet with the requirements specified herein, for ground duties at Chennai Airport, on a fixed-term contract, for a period of three years, for the following posts and to maintain a waitlist:

SR CUSTOMER AGENT	-	06
CUSTOMER AGENT	--	39
SR RAMP SERVICE AGENT	--	05
RAMP SERVICE AGENT/ RAMP SERVICE AGENT (LOWER GRADE)	-	23

Interested candidates are required to ***WALK-IN in person***, to the venue, on the date and time as given below for the respective category, along with the Application Form duly filled in and requisite Fee and documents as indicated at Sr.No. 3.1 in *HOW TO APPLY*:

**1 SR CUSTOMER AGENT****a) Qualification:**

Graduate in any discipline (minimum three years' duration) from a recognized University and conversant with Basic Computer Application, ability to speak fluent English and local language.

**b) Experience:**

Four years experience in fares, reservation, ticketing, computerized passenger check-in/ cargo handling area with any airline or IATA Travel Agency or Ground Handling agency.

**c) 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)

**d) Upper Age Limit (As on 01 APR 2013)**

Gen: 30 years

OBC: 33 years

SC/ST: 35 years

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

**e) Emoluments – Consolidated Amount :**

1<sup>st</sup> Year- Rs.15,000/- p.m.

2<sup>nd</sup> Year Rs.16,000/-p.m.

3<sup>rd</sup> Year Rs.17,000/-p.m

**f) Selection Procedure:**

Personal Interview on the same day or any other day as may be communicated to the candidates.

**g) WALK-IN DATE: 09 April 2013**

**Walk-In Registration Time : 08.00 am to 11.00 am only**

**2. CUSTOMER AGENT****a) Qualification:**

i) Graduate in any discipline (minimum three years, duration) from a recognized University with ability to speak fluent English and local language and conversant with basic computer operations.

**b) 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)

**c) Upper Age Limit (As on 01 Apr 2013)**

Gen: 28 years

OBC: 31 years

SC/ST: 33 years

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

**d) Emoluments – Consolidated Amount :**

1<sup>st</sup> Year- Rs.12,000/- p.m.

2<sup>nd</sup> Year Rs.13,000/-p.m.

3<sup>rd</sup> Year Rs.14,000/-p.m

**e) Selection Procedure:**

(i) Applicants walking in, will have to appear for a **Group Discussion, on the same day / following day(s)**. Those who qualify in the Group Discussion will have to appear for **Personal Interview (s) on the same day / following day(s)**.

ii) NOTE : The application form of the candidate, after submission of the requisite fee, wherever applicable would be scrutinized and prima facie eligible candidates will be allotted a slot either on the same day, /following day(s) for Group Discussion i.e. only if found eligible on preliminary scrutiny, the candidates will be allowed to appear for Group Discussion /Personal Interview.

**f) WALK-IN DATES: 10, 11 April 2013**

***Walk-In Registration Time: 8.00 am to 11.00 am only***

**3. SENIOR RAMP SERVICE AGENT:****a) Qualification:**

Three years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government or ITI with NCTVT (total 3 years) in Motor Vehicle / Auto Electrical / Air Conditioning / Diesel Mechanic / Bench Fitter and Welder ( ITI with NCTVT(certIFICATE issued from Directorate of Vocational Education & Training of any State Government with one year experience) / after passing SSC / equivalent examination with Hindi / English / Local language, as one of the subjects.

**Must possess valid Heavy Motor Vehicle Driving Licence at the time of appearing for Personal Interview.**

**b) Experience:**

Four years experience

in Maintenance and Operation of Ramp Equipment and Ramp Handling Procedures at the airport.

**OR**

In Maintenance and Operation of Automobile/Hydraulic Equipment from Automobile/Hydraulic Equipment Manufacturer or their Authorised Service Centre.

**c) Upper Age Limit: (As on 01 Apr 2013)**

Gen: Not above 30 years

OBC Not above 33 years

SC/ST Not above 35 years

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

**d) Emoluments:**

1<sup>st</sup> year- Rs.15000/- p.m

2<sup>nd</sup> year- Rs. 16000/- p.m.

3<sup>rd</sup> Year- Rs. 17000/- p.m.

**e) Selection Procedure:**

Personal Interview on the same day or any other day as may be communicated to the candidates.

**f) Walk in Date : 16 Apr 2013**

**Walk-In Registration Time: 8.00 am to 11.00 am only**

**4. RAMP SERVICE AGENT :****a) Qualification:**

Three years' Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government or ITI with NCTVT (total 3 years) in Motor Vehicle / Auto Electrical / Air Conditioning / Diesel Mechanic / Bench Fitter and Welder (ITI with NCTVT (certificate issued from Directorate of Vocational Education & Training of any State Government with one year experience), after passing SSC / equivalent examination with Hindi / English / Local language, as one of the subjects.

**Must possess valid Heavy Motor Vehicle Driving Licence at the time of appearing for Trade Test.**

**b) Upper Age Limit: (As on 01 Apr 2013)**

Gen: Not above 28 years

OBC Not above 31 years

SC/ST Not above 33 years

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

**c) Emoluments:**

1<sup>st</sup> year- Rs.12000/- p.m.

2<sup>nd</sup> year-Rs.13000/- p.m.

3<sup>rd</sup> Year-Rs.14000/- p.m.

**d) Selection Procedure:** Applicants walking in, will have to appear for a Trade Test including driving HMV on the same day / following day(s). Those who qualify in the Trade Test will have to appear for Personal Interview (s) on the same day / following day(s).

**e) Walk in Dates Ramp Service Agents : 17, 18 April 2013**

**Walk-In Registration Time : 08.00 am to 11.00 am only**

**5. RAMP SERVICE AGENT (LOWER GRADE):**

**a) Qualification:**

Three years' Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government or ITI with NCTVT (total 3 years) in Motor Vehicle / Auto Electrical / Air Conditioning / Diesel Mechanic / Bench Fitter and Welder (ITI with NCTVT (certificate issued from Directorate of Vocational Education & Training of any State Government with one year experience), after passing SSC / equivalent examination with Hindi / English / Local language, as one of the subjects.

**Must possess valid Light Motor Vehicle Driving Licence at the time of appearing for Trade Test.**

**b) Upper Age Limit: (As on 01 Apr 2013)**

Gen: Not above 28 years

OBC Not above 31 years

SC/ST Not above 33 years

For Ex-Servicemen as per Government guidelines.

**c) Emoluments: Consolidated emoluments of Rs.11,000/- for a period of three years**

**d) Selection Procedure:** Applicants walking in, will have to appear for a Trade Test including driving LMV on the same day / following day(s). Those who qualify in the Trade Test will have to appear for Personal Interview (s) on the same day / following day(s).

**e) Walk in Dates - Ramp Service Agents(Lower)- 17,18 April 2013**

**Walk-In Registration Time : 08.00 am to 11.00 am only**

### 3. How to apply :

3.1 Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1<sup>ST</sup> Apr 2013** are required to **WALK-IN** to the venue given below, on the date and time as indicated above, along with the Application Form in the prescribed format, duly filled in Hindi or English, and requisite documents as indicated in Para 3.3 below, along with Application Fee of Rs.300/- (Rupees Three Hundred Only) by means of an **A/c Payee Demand Draft** in favour of “**Air India Air Transport Services Ltd.**”, payable at **Mumbai**, which is not refundable. No fees to be paid by Ex-servicemen / applicants belonging to SC/ST community. Please mention your full name on the reverse of the Demand Draft.

VENUE FOR SR. CUSTOMER AGENT/ CUSTOMER AGENT /SR RAMP SERVICE AGENT/ RAMP SERVICE AGENT /RAMP SERVICE AGENT (LOWER GRADE):

AIR INDIA UNITY COMPLEX  
PALLAVARAM CANTONMENT  
GST ROAD (NEAR TAJ FLIGHT KITCHEN)  
CHENNAI 600043  
044-22561553

*(contact telephone number is given only for route direction).*

3.2 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.

3.3. Self-attested copies of the supportive documents in respect of Item Nos. **3, 10, 11, 12, 13, 14** 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. Attested photocopy of the Caste Certificate should also be submitted in case of SC/ST/OBC candidates.

3.4 Candidates belonging to OBC category must submit a duly attested photocopy of current financial year certificate in the format as prescribed by Government of India and 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 Rules. The Certificate should also contain the ‘Creamy Layer’

Exclusion clause. The Certificate produced by the candidates of OBC community should be as per the **Central List of OBCs published by the Government of India and not as per State list. The prescribed formats of the Community Certificate (SC/ST/OBC) are given below,**

3.5 Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must walk-in with the completed Application Form routed through proper channel or along with “No Objection Certificate” from their present employer.

4. **General Conditions :**

4.1 The short listed candidates will be considered for engagement on a fixed-term Contract basis, subject to their Medical fitness, prescribed for the position.

4.2 Candidates will have to bear the cost of the Pre-Employment Medical Examination(s), which could be between Rs.500/- and Rs.1000/. Any additional tests, if required, the additional cost thereof will also have to be borne by the candidates.

4.3 Period of Contract : Fixed Term Contract for a period of three years. 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.

4.4. 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.

4.5. Consideration of SC/ST/OBC candidates will be as per Presidential Directives on reservation of posts.

4.6 SC/ST candidates called for Group discussion/Trade Test./ Personal Interview (s), residing beyond 80 kms. from the Test Center, 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.

4.7 Applications which are unsigned / incomplete / mutilated / received after the prescribed Walk-In date & Time / not in person will be rejected. Applications sent by email / post will not be considered.

4.8 The applicants / candidates must ensure that they fulfil all the eligibility criteria, as on **01 Apr 2013**, and that the particulars furnished by them in the application are correct in all respects. At any stage of the Selection Process, if the particulars provided by the 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 terminated, without giving any notice or reasons therefor.

4.9 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.

4.10. Blank Application format is given below.

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**ADVT : APR 2013**

**For Office Use Only**

**Remarks** : i) Advt.

**ROLL NO** : \_\_\_\_\_

SRCA/CA/SR RSA/RSA/RSA LOWER GRADE

\_\_\_\_\_  
Authorised signatory

**FORMAT OF APPLICATION**

To,

**Paste**  
Recent colour

Passport size  
Photograph &

sign across

Air India Air Transport Services Limited  
C/o. Air India,  
Air India Unity Complex, GST Road,  
Pallavaram Cantonment, Chennai 600 043.

POST APPLIED FOR : \_\_\_\_\_ STATION :

1. Full Name : ( In BLOCK letters )

\_\_\_\_\_

*First*

*Surname*

*Middle*

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

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

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

5. Mailing Address : \_\_\_\_\_

\_\_\_\_\_ **Pin Code** \_\_\_\_\_

a) Telephone No. : Residence (with STD Code): \_\_\_\_\_

b) Mobile : \_\_\_\_\_ c) Email ID : \_\_\_\_\_

6.. Gender : Male / Female

7. Marital Status : Mark 'X' in appropriate box.

Unmarried	Married	Divorcee	Widow (er)	Separated

8. Nationality : \_\_\_\_\_ 9. Religion : \_\_\_\_\_

10. Height : (Bare feet in cms.) \_\_\_\_\_ (**Attach Registered Medical Practitioner's Certificate**)

11. a) Whether SC / ST / OBC / GENERAL :( ALSO MENTION SUB-CASTE)

SC	ST	OBC	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 current Certificate including the "Non-Creamy layer clause". OBC community should be as per the Central List of OBCs published by the Government of India

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 / Semi-Govt. / Public Sector Undertaking or autonomous body : Yes / No

If “Yes”, enclose “No Objection Certificate”

03

12. Educational Qualifications : (Matriculation / SSC onwards)

<b>Examination(s) Passed</b>  (Specify Degree / Diploma / 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)				
1 <sup>st</sup> Year _____				
2 <sup>nd</sup> Year _____				
3 <sup>rd</sup> Year _____				
Any other (specify ) _____ _____ _____				

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

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

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

04

14. Work Experience (if any) :

Organisation	Post Held	Period of Service		Nature of Job
		From	To	

15. 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

16. Relatives working in Air India Charters Ltd / Air India Air Transport Services Ltd / Hotel Corporation of India Ltd /Air India

Name	Designation	Company	Relationship

17. **Declaration** : I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information, or I do not fulfill the eligibility criteria according to the advertisement, then my candidature will be rejected / services terminated without giving any notice or reasons therefor.

Place :

\_\_\_\_\_

\_\_\_\_\_

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

(Signature of applicant)

**List of following Documents (copy) to be attached with the Application :**

**(Please also bring all ORIGINALS for verification only)**

i)	<i>Application Fee, wherever applicable</i>	
ii)	<i>School Leaving Certificate or SSC Passing Certificate</i>	
iii)	<i>Matriculation Mark-sheet</i>	
iv)	<i>12th Std / Pre-Degree Mark-sheet and Passing Certificate</i>	
v)	<i>1<sup>st</sup> Year Graduation Mark-sheet</i>	
vi)	<i>2<sup>nd</sup> Year Graduation Mark-sheet</i>	
vii)	<i>3<sup>rd</sup> Year Graduation Mark-sheet</i>	
viii)	<i>Degree Certificate or Provisional Degree Certificate</i>	
ix)	<i>Diploma/ITI/NCTVT/LMV/HMV</i>	
x)	<i>Any other Certificate (IATA / Language, etc.)</i>	
xi)	<i>Doctors' Certificate (in original) for Height</i>	
xii)	<i>Caste Certificate in case of SC / ST /OBC candidates</i>	
xiii)	<i>Discharge Certificate in case of Ex-Servicemen</i>	
xiv)	<i>Experience Certificate (s) wherever applicable</i>	
xv)	<i>Domicile Certificate, wherever applicable</i>	

**“This certificate MUST have been issued on or after 1st Apr 2012.”**

**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 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\*/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 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 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).