

BITT POLYTECHNIC

(Approved by AICTE, New Delhi; Affiliated to Jharkhand University of Technology, Ranchi; Recognised by DHTE, Govt. of Jharkhand)



DEPARTMENT OF TRAINING, PLACEMENT, CONSULTING, INNOVATION & RESEARCH (DTPCIR)

BITT-G/NOTICE/2022-23/ 10754

Dated: 20/04/2023

NOTICE

(An Initiative towards Youth Empowerment)

All the students of diploma on EE, ECE & ME branch of sessions: 2019-22, 2018-21, 2017-20, 2016-19, 2015-18, 2014-17, 2013-16 are hereby informed that **"AI AIRPORT SERVICES LIMITED (AIASL)"** is shortly going to do online/ offline /recruitment/ Apprenticeship/ placement program.



AI AIRPORT SERVICES LIMITED (AIASL)

AI Airport Services Limited (Formerly known as Air India Air Transport Services Limited) ("AIASL"), formed with an aim to provide unified Ground Handling services (Ramp, Passenger, Baggage, Cargo Handling and Cabin Cleaning) under the brand name 'AI Airport Services'.

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 and Air India Express, ground handling is also provided for 51 foreign scheduled airlines, 4 domestic scheduled airlines, 3 regional 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, AI Airport Services Limited is the Ground Handler for all your needs.

AIASL Frontline staff are the key interface between our customer airlines and their passengers who play a leading role in offering the customer services that are essential and benchmark for its Ground Handling operations.

AIASL staff are extensively trained to offer assistance to passengers with special needs like unaccompanied minors and with reduced mobility. With our comprehensive range of services including 'Meet and Greet' services, we have been making the travel of Air Passengers convenient and safe.

Our Passenger & Terminal services include:

- Check-in Services
- Manage Gate Activities
- Manage Airport Ticketing
- Meet and Greet and VIP Handling services
- Arrival Services
- Manage Lost and Found Facilities
- Administration and Supervision Services
- Station Management Services including transfers and disruptions
- Passengers with reduced mobility assistance
- Airside Transportation for passengers and crew

JOB DETAIL:

Job Role: Ramp Service Executive

Educational Qualification: Diploma in EE, ECE & ME branch

Location: Walk-in recruitment exercise- Varanasi

Diploma passing year: session: 2019-22, 2018-21, 2017-20, 2016-19.

(Only for diploma passed students & Candidate must carry original valid Heavy Motor Vehicle Driving License at the time of appearing for the Trade Test, here experiences are not mandatory)

Vacancies: Multiple

Stipend: Rs. 23,640/-

Last date of online registration is **24/04/2023.**

RECRUITMENT PROCESS:

Online/ offline / Apprentices/recruitment/ placement program

Walk in: 25th April 2023 & 26th April 2023 **09:30 to 12:30** Hours

Venue: Pandit Deen Dayal Upadhyay Inter Collage, Siswan, Babatpur, Varanasi

DOCUMENTS REQUIRED (In Joining):

1. PAN Card
2. AADHAR Card
3. 10th /12th Mark sheet
4. Board Certificate
5. Diploma Semester wise Mark sheet and Certificate.

NOTE:

- a. The interested students should fill their details at available Link: <https://forms.gle/kii8V5QvXX8jGpsv9> on or before 24/04/2023 up to 11:59PM, for attending the online placement program.
- b. The above notice has been shared from the authentic source like advertisements/print media/newspaper/ journals/recruiters/ public/ private sectors. The aim of the institute is to make an advanced level awareness of the vacancies in public as well as private sectors for recruitments/ placements of diploma students as per company's recruitment policies. The students have to complete the registration process on visiting the company website (career section) Or fill up the recruiter's forms on their links as well as they have to fill the college registration form in complete manner as per company norms/HR policies. The recruitment/ placement programs are based on online/ offline tests and interviews conducted by authorized officials. The placements/joining will be only offered to those students who will qualify all the process. The college is helping hand for students and taking best possible efforts for their brighter future. Remember, there is no any shortcuts / easy way to have direct placements. The college is not fully responsible to the students who will not able to get selected in the desired company.

BITT HELP-DESK: All students are advised to make only WhatsApp messages on BITT helpline WhatsApp No.- 9931080111. Students may send their feedbacks/suggestions/complaints through WhatsApp only. No any call will be entertained on this no. in any cases.

With Best Wishes,
BITTP

For admission/Scholarship/Placement/Start-up/Entrepreneurship/Notices/Any details, Visit URL given as:
<http://www.bittpolytechnic.com>



Coordinator, DTPCIR

Copy to,

1. Hon'ble Chairman, BITTGOI
2. Principal
3. Assistant Registrar
4. All HoDs
5. Controller of Examinations
6. Accounts Department
7. Workshops
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9. Notice Board
10. Website
11. File

BITT POLYTECHNIC

(Approved by AICTE, New Delhi; Affiliated to Jharkhand University of Technology, Ranchi; Recognised by DHTE, Govt. of Jharkhand)

3 YRS. FULL-TIME POLYTECHNIC COURSE

- ▶ MECHANICAL ENGINEERING
- ▶ ELECTRICAL ENGINEERING
- ▶ COMPUTER SCIENCE ENGINEERING
- ▶ CIVIL ENGINEERING
- ▶ ELECTRONICS & COMM. ENGINEERING

- ▶ CLOUD COMPUTING & BIG DATA
- ▶ COMPUTER ENGINEERING & IoT
- ▶ CYBER SYSTEM & INFORMATION SECURITY
- ▶ AI & MACHINE LEARNING

Eligibility: 10th / Matric / JCECEB / Lateral Entry - 12th Sc. (with Maths/I.Sc pass / 10+2 vocation / ITI)

- ▶ BACHELORS'S IN COMPUTER APPLICATION
- ▶ BACHELORS'S OF BUSINESS ADMINISTRATION

BCA: Diploma/10+2/I.Sc/I.Com/I.A. with 45% Marks & Maths, for **Lateral Entry**: University DCA or equivalent
BBA: 10+2/I.sc/I.Com/I.A. (Minimum 45%, 40% for SC/ST/OBC)



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ACADEMIC COLLABORATION / ASSOCIATED PARTNER



NEPRG

The NEPRG is based on cutting-edge research, placement & Growth in the World class companies across the world in multiple disciplines of Education.



BITT NATIONAL YOUTH PLACEMENT CELL (BNYPC)

(An Initiative towards Youth Empowerment)
is conducting EMPLOYMENT POOL CAMPUS DRIVE of



CAMPAIGN
SMILING BITT
मुस्कान विश्वास का

बेटियाँ अब बोझ नहीं, हर बेटियों का अधिकार, शिक्षा से करें अपने सपनों को साकार, RKSJVSA के तहत विद्या लक्ष्मी छात्रवृत्ति योजना अपने करियर को सफलता के शिखर पर पहुंचाए।
हिन्दी, इंग्लिश, कंप्यूटर एवं डिजिटल शिक्षा सभी के लिए। बेटी बचाओ-बेटी पढ़ाओ, लड़का-लड़की एक समान। वृक्ष लगाओ-जीवन बचाओ, नशा मुक्त-स्वस्थ भारत, रेन वाटर हार्वेस्टिंग, सौर ऊर्जा, स्टार्ट अप, पीएम ई-विद्या, डिजिटल इंडिया, आत्मनिर्भर डिजिटल बीआईटीटी, इंटरनशाला, लड़कियों के लिए विद्या लक्ष्मी स्कॉलरशिप, अंतरराष्ट्रीय कार्यशाला, झारखंड स्किल डेवलपमेंट मिशन, कौशल एवं कुशल रोजगार, कल्याणकारी छात्रवृत्ति योजनायें।

BITT POLYTECHNIC: BITT-DEVI DARSHAN ROAD, GETLATU, RANCHI-835217, JHARKHAND (INDIA), PH.: 0651 2273067 / ADMISSION HELP LINE 9905011011 | 9470193650

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एआइ एअरपोर्ट सर्विसेज
AI AIRPORT SERVICES

AI AIRPORT SERVICES LIMITED

Regd. Office: 2nd Floor, GSD Building, Air India Complex, Terminal-2, IGI Airport, New Delhi-110037

CIN: U63090DL2003PLC120790

WALK-IN RECRUITMENT EXERCISE- VARANASI

Ref.No: AIASL/05-04/12

Date: 06-04-2023

AI AIRPORT SERVICES LIMITED (formerly known as Air India Air Transport Services Limited) (AIASL) wishes to fill in existing vacancies and maintain a wait-list for vacancies arising in future. **Indian Nationals (Male)** who meets with the requirements stipulated as mentioned herein, may apply for various posts for ground duties at **Lal Bahadur Shastri International Airport** on Fixed Term Contract basis which may be renewed subject to their performance and the requirements of the AI Airport Services Limited. Number of vacancies given below is indicative and may vary as per the operational requirement.

The reservation will be as per the Presidential Directives. The actual reservation of vacancies would depend upon the prevailing strength at the time of appointment.

AI Airport Services Limited (AIASL) 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 more than 80 airports. Apart from handling the flights of Air India Limited and its Subsidiary Companies, Ground Handling also provides services to 51 foreign scheduled airlines, 4 domestic scheduled airlines, 3 regional 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 Dream liner 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.

SL. No	Station	Position	No of Vacancies (Estimated)	Walk-In Date & Time	Venue
1.	Varanasi	Customer Service Executive	11	24 th April 2023 0930 to 1230 Hours	Pandit Deen Dayal Upaydhayay Inter Collage, Siswan, Babatpur, Varanasi, Pin - 221006, Uttar Pradesh.
2.		RSA/UARD	05	25 th April 2023 & 26 th April 2023 0930 to 1230 Hours	
3.		Handyman	20		

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Limit	Age
01	Customer Service Executive	Varanasi	<p>Graduate from a recognized university under 10+2+3 pattern.</p> <p>Preference will be given to candidate having Airline/GHA/Cargo/Airline Ticketing Experience or Airline Diploma or Certified Course like Diploma in IATA – UFTAA or IATA – FIATA or IATA – DGR or IATA CARGO.</p> <p>Should be proficient in use of PC.</p> <p>Good command over spoken and written English apart from that of Hindi.</p>	Rs.23,640/-	GEN: 28 Years OBC: 31 Years SC/ST: 33 Years	

Nature of Job Function – Customer Service Executive :

At the Airport, mainly Passenger Check-in, Airline ticket reservation, Boarding and all Terminal Functions. Passenger as well as Airlines satisfaction is the key requirement. Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
02	Ramp Service Executive	Varanasi	<p>3-years Diploma in Mechanical / Electrical / Production / Electronics / Automobile Engineering recognized by the State Government</p> <p>Or</p> <p>ITI with NCTVT (Total 3 years) in motor vehicle Auto Electrical / Air conditioning / Diesel Mechanic / Bench fitter / Welder, (ITI with NCTVT - certificate issued from Directorate of Vocational education and training of any State / Central Government with one year experience in case of welder) after passing SSC / Equivalent examination with Hindi / English / local language as one of the subject.</p> <p>AND</p> <p>Candidate must carry original valid Heavy Motor Vehicle Driving License at the time of appearing for the Trade Test.</p> <p>Preference will be given to the candidates conversant with the local language.</p>	Rs.23,640/-	<p>GEN: 28 Years</p> <p>OBC: 31 Years</p> <p>SC/ST: 33 Years</p>

Nature of Job Function – Ramp Service Executive:

At the Airport, mainly operating/driving Aircraft Ground Handling Equipment like Aircraft Tow Tractor, Hi Loader, Transporter, Ground Power Unit etc. after successful completion of training.

HMV license to be must for the above both positions and candidates already applied and successfully completed RTO driving test can also apply but at the time of Selection, the candidate must be in possession of the HMV license. Passenger safety as well as Aircraft safety will be the key requirement. Work pattern will be in Three Shift including night shift and on weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
03	Utility Agent Cum Ramp Driver	Varanasi	<p>SSLC /10th Standard Pass.</p> <p>Must Carry Original Valid HMV Driving License at the time of appearing for trade test.</p> <p>Preference will be given to the candidates conversant with the local language.</p>	Rs.20,130	<p>GEN: 28 Years</p> <p>OBC: 31 Years</p> <p>SC/ST: 33 Years</p>

Nature of Job Function – Utility Agent Cum Ramp Driver:

Mainly to drive the heavy vehicle like Tractor, Bus and Ground Service Equipment upon Training and also Equipment maintenance.

HMV license to be must for the above both positions and candidates already applied and successfully completed RTO driving test can also apply but at the time of Selection, the candidate must be in possession of the HMV license. Passenger safety as well as Aircraft safety will be the key requirement. Work pattern will be in Three Shift including night shift and on weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and eligible for EPFO etc. as per eligibility.

Sl. No	Position	Station	Qualifications & Experience	Salary in INR Per Month	Upper Age Limit
04	Handyman	Varanasi	<p>10th Standard Pass.</p> <p>Must be able to read and understand English Language.</p> <p>Knowledge of Local and Hindi Languages, i.e., ability to understand and speak is desirable.</p>	Rs.17,850/-	<p>GEN: 28 Years</p> <p>OBC: 31 Years</p> <p>SC/ST: 33 Years</p>

Nature of Job Function – Handyman:

At the Airport, mainly Baggage /Cargo Loading and offloading from the aircraft, trolleys, Aircraft Cabin Cleaning etc. Passenger as well as Airlines satisfaction is the key requirement. Work pattern will be in Three Shift including night shift and one weekly off on rotation basis. Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and eligible for EPFO etc. as per eligibility.

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on 01st April 2023, are required to WALK-IN person, to the venue on the date and time specified above. Please notes the dates of the Walk-in.

SELECTION PROCEDURE:

1. **Customer Service Executive**

(a) Personal Interview

(b) The company at its discretion may introduce Group Discussion, depending upon the response. The selection procedure would be conducted on the same day or on the subsequent day(s).

Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

2. **Ramp Service Agent/Utility Agent cum Ramp driver**

(a) Trade Test comprise of Trade Knowledge and Driving test including Driving Test of HMV. Those passing the Trade Test alone will be sent for screening.

(b) Screening/Interview

The selection procedure would be conducted on the same day or on the subsequent day(s).

Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

3. **Handyman**

(a) Physical Endurance Test (like Weight lifting, running)

(b) Screening/Interview.

The selection procedure would be conducted on the same day or on the subsequent day(s).

Outstation candidates are advised to make their own arrangement of lodging and boarding at their own cost, if required.

HOW TO APPLY:

Applicants meeting with the eligibility criteria mentioned in this advertisement, as on **1st April, 2023**, are required to **WALK-IN** in person, to the venue, on the date and time as specified above along with the Application form duly filled-in & copies of the testimonials/certificates (as per attached application format with this advertisement) and non-refundable **Application Fee of Rs.500/- (Rupees Five Hundred Only) by means of a Demand Draft in favor 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 number at the reverse side of the Demand Draft.

Following documents are required, while appearing for interviews:

- a. A recent (not more than 3 months old) colored passport size photograph of the fullface (front view) should be pasted neatly in the space provided in the application form.
- b. Self-attested copies of the supporting documents in respect of Item Nos. **3, 4, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19 & 20** 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.
- c. Bring your valid Passport along with one set photo copy(if available).
- d. 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**.
- e. Eligible candidates working in the AI Airport Services Limited can also apply for the said post and if selected, they would be considered with service and pay protection.
- f. Applicants working in Government / Semi-Government / Public Sector Undertakings or autonomous bodies, must appear with the completed Application Form routed through proper channel or along with "No Objection Certificate" from their current employer.
- g. The advertisement for this recruitment is being published on our company website, hence please visit our company website www.aiasl.in.

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

Management reserves the right to change in above schedule/conditions, based on requirements.

GENERAL CONDITIONS :

- a. The short listed suitable candidates will be considered for engagement on a Fixed Term Contract basis subject to their turn in merit order, availability of vacancies in consideration with reservation for SC/ST/OBC. The prospective candidate should be fit to carry out the duties of the post.
- b. Period of Contract: Fixed Term Contract basis, if offered. Presently the contract is for One/two/three year and same is renewable subject to assessment on the performance. 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.
- c. Consideration of SC/ST/OBC/Ex-Servicemen/Economically Weaker Section candidates will be as per the Government Directives on reservation of posts.
- d. SC/ST candidates who are eligible for the post & residing beyond 80kms. from the venue and not employed in any Government / Semi-Government / Public Sector Undertaking or Autonomous Bodies, will be reimbursed second class to & fro rail / bus fare by the shortest route as per rules, subject to submission of a request in the prescribed format and on production of evidence to that effect.
- e. Applications which are unsigned / incomplete / mutilated / received by post / courier services will not be considered.
- f. The applicants must ensure that they fulfill all the eligibility criteria, as on **01st April, 2023**, 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 applicants in the application or testimonials attached/provided are found incorrect / false or not meeting with the eligibility criteria prescribed for the post, the candidature is liable to be rejected and, if appointed, services will be terminated, without giving any notice or reasons therefore.
- g. Any canvassing by or on behalf of the candidate or bringing political or other outside influence, with regard to their engagement / selection shall be considered as **DISQUALIFICATION.**
- h. Prescribed format of Application is given below:



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
CIN: U63090DL2003PLC120790**

ADVT : April.2023

For Office Use Only

Advertisement	Employment Exchange	SC/ST/ OBC/EWS /GEN/ Ex-SM	Token No.	Eligible/ Not-Eligible (E/NE)	Remarks
Token / slip issued at the time of Registration to be attached with Application			Signature of the registering Officer		

FORMAT OF APPLICATION

**To,
The Incharge, HR Department
AI AIRPORT SERVICES LIMITED
(Formerly known as AIR INDIA AIR TRANSPORT SERVICES LTD.)**

Paste
Recent colour
Photograph &
sign across

POSITION APPLIED FOR : _____

Selected Station : _____

WHETHER THRU EMPLOYMENT EXCHANGE (IF YES) :

YES / NO

EMPLOYMENT REGISTRATION NO. _____

(ALSO ATTACH COPY OF REGISTRATION CARD)

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:

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 : _____

9. Mother Tongue : _____

10. PAN No : _____ 12. Aadhar Card No. _____

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

Sub-Caste	SC	ST	OBC	EWS	General

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

If SC/ST – attach copy of the Caste Certificate.

If OBC, furnish latest Certificate including the "Non-Creamy layer clause". OBC community should be as per the Central List of OBCs published by the Government of India

If EWS, furnish copy of income and asset certificate in the prescribed format.

b) Whether Ex-Serviceman : Yes / No

If 'Yes', furnish details of service, position held, date of release, details of experience after release (attach copies of relevant documents)

c) Whether from Police Services : Yes / No (Furnish details)

d) whether working in any Govt. : Yes / No
Semi-Govt. / Public Sector Undertaking or autonomous body
If "Yes", enclose "No Objection Certificate".

12. Educational Qualifications : (Matriculation / SSC onwards)

Examination(s) Passed (Specify Degree e.g.BA/BSc/BCom, etc. / Diploma / Course)	Name of the University / Institution	Date, Month & Year of Passing	Duration	Percentage of marks (Class / Division)
10 th Grade				
12 th Grade				
Diploma Course				
ITI Course				
NCTVT Course				
Post Graduate Degree				
BE or its Equivalent				
MBA or its Equivalent				
Any other (Specify)				

13. 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)				

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

14. Work Experience :

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

15. Particulars of Driving Licence held:

Type of Licence, eg., LMV /HMV	Licence No.	Date of issue	Valid upto

16. Particulars of Demand Draft issued.
(in favour of **AI Airport Services Limited.** payable at **MUMBAI**)

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

17. Relatives working in AI Airport Services Limited or its sister companies.

Name	Designation	Company	Relationship

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 : _____

List of Documents (copies) to be attached with the Application : (Please also bring all ORIGINAL DOCUMENTS/CERTIFICATES for verification)

1.	Application Fee, wherever applicable	
2.	School Leaving Certificate	
3.	10th Std / Matriculation Mark-sheet & Passing Certificate	
4.	12th Std / Pre-Degree Mark-sheet and Passing Certificate	
5.	1 st Year Graduation Mark-sheet	
6.	2 nd Year Graduation Mark-sheet	
7.	3 rd Year Graduation Mark-sheet	
8.	<u>Degree Certificate</u> or Provisional Degree Certificate	
9.	Diploma Course	
10.	ITI Course & NCTVT Course	
11.	MBA-(Mark Sheet of each year and Post Graduation Degree Certificate/ Provisional PG Degree Certificate)	
12.	Caste Certificate in case of SC / ST /OBC candidates	
13.	Discharge Certificate in case of Ex-Servicemen	
14.	Experience Certificates (till date)	
15.	Nationality / Domicile Certificate	
16.	PAN Card Copy	
17.	Aadhar Card Copy	
18.	Income and Asset Certificate in case of EWS candidates	
19.	Xerox copy of Driving Licence (Both front & back)	
20.	Copy of the Passport validity 2019 onwards, if any.	

**“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
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).

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./Kumar/_____ 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./Kumar/_____ 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

*Note 1: 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 pincodes/areas have been stubbed while applying the land or property holding test to determine EWS status.

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

(I) District Magistrate/Additional District Magistrate/ Collector/
Deputy Commissioner/Additional Deputy Commissioner/ 1st Class
Stipendary 3 Magistrate/Sub-Divisional Magistrate/ Taluka
Magistrate/ Executive Magistrate/ Extra Assistant Commissioner

(ii) Chief Presidency Magistrate/Additional Chief Presidency
Magistrate/ Presidency Magistrate

(iii) Revenue Officer not below the rank of Tehsildar and

Sub-Divisional Officer or the area where the candidate and/or his family normally resides.