



भारतीय वायु सेना/Indian Air Force



DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF AT HQ SOUTH WESTERN AIR COMMAND UNITS

1. Applications are invited from **eligible** candidates for the following post at Indian Air Force. The post and eligibility conditions are as follows:

Eligibility Conditions:-

Name of Post	Education Qualification as per recruitment rules	Age
House Keeping Staff	Matriculation Pass or equivalent qualification from a recognized University or Board.	18 to 25 years
Clerk Hindi Typist	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 25 words per minute in Hindi on manual typewriter. OR A typing speed of 30 words per minutes in Hindi on Computer. (30 words per minute correspond to 9000 Key Depression Per Hour on an Average of 5 key depressions for each word).	18 to 25 years (Age relaxation 03 years for OBC)

Apply for the post where applicants desires :-

2. The applicants are requested to choose the station and apply as desired. The locations of the Stations where vacancies mentioned in para 1 above has been allotted are as follows: -

Name of Post	No. of vacancy allotted to Station.	Pay Scale	Address to which the application is to be forwarded
House Keeping Staff	01 (UR)	Level-1 Rs. 18000/-	C Adm O, Air Force Station Lohagadon, PUNE (MH)- 411032
Clerk Hindi Typist	01 (UR)	Level-2 Rs. 19900/-	C Adm O, Air Force Station, Vayushakti Nagar Chiloda Road, Palaj, Gandhinagar (Gujarat) - 382042
Clerk Hindi Typist	01 (OBC)	Level-2 Rs. 19900/-	C Adm O, Air Force Station Bhuj – Kutch (Guj) – 370001
Clerk Hindi Typist	01 (OBC)	Level-2 Rs. 19900/-	C Adm O, Air Force Station Jamnagar (Guj) – 361003

3. How to apply: -

- Eligible can apply to any of the above Air Force Station of their choice subject to the vacancies and qualifications. Application duly typed in English/Hindi as per the format given below duly completed with recent passport size photo graph duly attested by self pasted thereon are to be submitted by the candidates to the address as mentioned at Para 2 above. The application is to be accompanied with **self addressed envelope** with appropriate postage stamp duty affixed.
- Last date of receipt of application is 30 days from the date of advertisement in Employment News.
- All documents in support of Education Qualification, Age, Domicile certificate, experience and caste certificate etc to be accompanied the application should be self attested.
- In case of OBC candidates applying for reserved quota, their caste should be listed under the **Central List of OBCs**.
- In case of Ex-Servicemen category candidates applying for Ex-servicemen quota and if the vacancy is reserved for SC/ST/OBC, then it should be filled by an Ex-Serviceman belonging to the respective category.

4. General Points: -

- The crucial date for determining the age limit shall be the last date for receipt of application. Age relaxation as per existing rules is available to candidates belonging to specific category viz SC/ST OBC/Ex-Servicemen. Only those posts which are reserved for specific category are eligible for age relaxation.
- It is clarified that candidates belonging to reserved categories selected on their merit shall be treated as general candidates and they will not be adjusted against the quota reserved for their respective categories.
- It is also clarified that SC/ST/OBC candidates applying for unreserved post are not entitled for any relaxation in age limit. **Age relaxation is applicable only for reserved posts as per rules.**
- EX-Servicemen** who have put in not less than six months continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age- limit.
- It is further clarified that an unreserved vacancy can be filled by a candidate belonging to any category viz SC/ST/OBC/General provided that the candidate is selected on merit.
- For Women candidates only:** - Widows, divorced woman and woman judicially separated from their husbands and who are not remarried are allowed age concession up to the age of 35 years (40 years for member of SCs/STs).
- Service conditions- Liable to serve anywhere in India including field area.

Note:-

- Applications without details / copies of certificate etc will be rejected summarily and no further correspondence will be entertained. Decision of the Board of Officers will be final.
- Applications received after due date will not be considered.
- The date/time and place of exam will be intimated by post to eligible candidates. The Organization will not be responsible for any kind of postal delay.
- SC/ST and disabled ex-servicemen candidates attending for interview/written examination for reserve category are eligible for 2nd class rail fares.

5. **Mode of selection:** - All applications are to scrutinized in terms of upper age limit, minimum qualification and thereafter eligible candidates will call for written test. (b) The eligible candidates will require to appear for written test. The written test will be based on minimum educational qualification. (c) The written test will consists of (i) General Intelligence & Reasoning (ii) Numerical Aptitude (iii) General English (iv) General Awareness. (c) The question cum answer paper will be in English and Hindi. (d) After passing the written test the candidates will be short listed OF 1/10 for skill / practical / physical test wherever applicable.

For C Adm O, Air Force Station,

FORMAT OF APPLICATION

- Post applied for :
- Name of the candidate (in block letters) :
- Father's/ Husband's Name :
- Date of Birth : (Attach copy of Birth Certificate)
- Age as on last date prescribed :
- For receipt of application : Years..... Month.....Days.....
Address for Correspondence :
- House No./Street/Village : House No./Street/Village:.....
Post Office:
Distt:-
State:-
Pin Code: -
- Permanent Address :House No./Street/Village:.....
Post Office:-.....
Distt:-
State:-
Pin Code:-.....
- Caste: Gen/OBC/SC/ST/PH : (Attach certificate in case of SC/ST/OBC/PH)
- Education Qualification : (Attach education certificate self attested)
- Any other qualification / Experience :
- Category for which applied : GEN/OBC/SC/ST/EX Servicemen/
Meritorious Sport Person/Physically Handicapped.....
(Attach copy self attested)
- Technical Training/Experience :
- Domicile : (Attach self attested copy)
- Whether registered with any Employment Exchange:- : Yes /NO : If yes, mention Registration No. and name of employment Exchange.

15. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief, if particulars mentioned by me are found false at any stage then I shall be liable to be terminated without any notice.

Place:

Date

Signature of applicant

FOR OFFICIAL RECORD ONLY

- Received on
- Accepted / Rejected
- Reason for rejection: Underage/Overage/incomplete documents/Any other reason to be specified.....
- Index No.....: Date of Test/ Practical.....

.....to cut here.....

ACKNOWLEDGEMENT CARD (This is call letter for written test)

- Post applied for (Delete whichever is not applicable)
- Name:
- Address for Correspondence:
- (to be filled same as per Column 6 of application form):-
House No./Street/Village:-.....
Post Office:-Distt:
State:.....Pin Code :-
- Index No:Date and time of Written Test/Interview:
- Venue of Written Test/Practical:

Paste Unit round stamp

Signature of Controlling Officer

Note: -Controlling officer is to be attested the photo with rubber stamp and forward the acknowledgment card to eligible candidate.

DAVP 10801/11/0063/1718

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