भारतीय वायु सेना / INDIAN AIR FORCE

HQ EASTERN AIR COMMAND IAF FOR DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN INDIAN AIR FORCE

1. Applications are invited from eligible Indian Citizens for recruitment against Group 'C' posts in the Stns / Units in EAC. The details of vacancies along with the name / address of the Stns / Units are given in the attached Annexure -I.

Sl. No	Units/ Stations	Telephone Optr Gde –II	Clk Hindi Typist	D' Man Gde- III	Total
1	Station Commander, Air Force Station Barrackpore, West Bengal	01 (OBC)	—	—	01
2	Air Officer Commanding, AF Stn Jorhat Assam	—	—	01 (ST)	01
3	Station Commander , Air Force Station Singharsi Jharkhand	—	01 (ST)	—	01
	Total	**01**	**01**	**01**	**03**

2. **Age limit :** For all Posts : **18 – 25 years**
Age Limit :
(a) Upper age limit is relaxation against posts/ vacancies for ST category by 05 years, OBC 03 years and Physically Handicapped for 10 years .
(b) Relaxation for Govt employees/ Departmental candidates up to the aged of 45 years in the case of ST category and 43 years in the case of OBC category.
(c) **Benefit for Women Employee** Women employees fulfilling the requirement for applying the above posts are allowed to avail the benefits avail able to women employees as mentioned in the Min of Pers, DOP&T NO 13018/4/2009-Estt(L) dated 08 Jul 09.
(d) The crucial date for determining age limit is the last date of receipt of applications / last date up to which the employment exchange is asked to submit the names.

3. Candidates appearing for the examination are required to carry a photo bearing identity card (Voter Card/ Aadhar Card/ PAN Card/ Driving Licence/ Passport etc) in original.

4. The above posts carry an **"All India Service Liability"**.

5. Selected candidates will be given appointment subject to Verification of character and antecedents, Caste Status, Educational Qualification, etc and Submission of Medical Fitness Certificate duly signed by Govt Medical Officer / Civil Surgeon.

6. If at any stage of recruitment/appointment, it is found that the candidate has submitted any false/fabricated information/documents, his/her candidature will be cancelled forthwith and he/she will be liable for criminal charges under IPC,1860.

7. **Educational Qualification:-**

Sl. No	Post	Educational & Other Qualification
1.	(H/Typist)	(i) 12th passed or equivalent qualification from a recognised Board or University. (ii) A typing speeds of 25 WPM in manual type Writer & 30 wpm in Hindi on Computer (time allowed 10 minutes) (30 wpm correspond o f 9000 KDPH on an average of 05 key depression for each word)
2.	D'Man Gde-III	(i) Matriculation or equivalent from recognized Board / University (ii) 2 years Diploma in Mechinical Drawing or Civil Engineering or Mechinical Engineering or Electrical Engineering or Draughtsmanship (Mechinal or Civil) from an Industrial Training Institute or equivalent any recognized Institute. (iii) Five years experience in D'Manship in a Govt Institute.
3.	Telephone Optr Gde-II	(i) Matriculate or its equivalent with English as compulsory subject from a recognized Institure. (ii) Profeciency in handling of Private Branch Exchange (PBX) Board from a recognized Institution by the Central Govt. (iii) **Desirable** : Fluency in spoken English.

8. Pay **Scale**
(a) For Hindi Typist / Telephone Optr Gde –II: Level– 2 in Pay matrix of 7th CPC (Erstwhile PB-I in terms of 6th CPC with GP Rs 1900/-)
(b) For the post of Draughtsman Gde III: Level - 2 in pay matrix of 7th CPC (Erstwhile PB-I in terms of 6th CPC with GP of Rs - 2400/-)

9 The Air Officer Commanding / Station Commander / Commanding Officer of the concerned Air Force have the right to reject any application without assigning any reason. Similarly, HQ EAC, IAF has the right to change number of vacancies / reservations status of the post at any Air Force Stations under this Command at any time before the selection.

10. Application is to be forwarded **only through ordinary post**. Applications sent through Registered Post/Speed Post/Courier etc will not be accepted and liable to be rejected. Application as per format given under may be typed in English (pasted with recent passport size photograph duly attested by self) and duly filled alongwith the photo copies of the following supporting documents, duly self attested may be sent to any Air Force Station of their choice subject to the vacancies and qualification:-
(a) Proof of date of birth
(b) Educational qualification certificate.
(c) Experience certificate
(d) Any other documents as required (experience certificate)
(e) Two copies of recent passport size photographs
(f) One self addressed envelop with stamps of Rs 5/- (self address should be typed or neatly hand written in English / Hindi)
(g) Applicants should prominently annotate his/ her contact number (mobile or landline) on the application.

11 **Original certificates are NOT (R) NOT to be sent. IAF is not responsible for any loss of documents/certificates in due course.**

12. **Application must be submitted within 30 days from last date of publication of this advertisement in 'Employment News/Rozgar Samachar. Application received thereafter will not be entertained. Further, IAF will not be responsible for any kind of postal delay.**

13. In case of ex-serviceman self attested photocopy of discharge book is to be submitted along with the application. Applicant serving under Government/Semi-Govt/ PSUs must apply through proper channel.

14 Applicant to mentioned clearly on the envelope "**APPLICATION FOR THE POST OF …… AND CATEGORY ……".**

15 Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for written test/skill/practical test. If the number of applications received is too large in comparison to the number of posts, only shortlisted candidates will be called for written test. An application can be rejected without any intimation to the candidate. The centre for examination/ skill/practical/physical test may be different from the place to which the application was sent. This is done purely for administrative convenience. Further, However, no TA / DA will be paid to the candidate to attend the written test or physical test / practical / Skill test.

APPLICATION FOR THE POST OF in Unit

Self Photo-graph

1. Post applied for ……
2. Name of the Candidate (in block letter)……
3. Father's name……
4. Date of Birth……/……/……
(attach copy of Birth Certificate self attested)
5. Age as on last date prescribed for receipt of application
Year……Months……Days……
6. Address for correspondence:
HouseNo./Street/Village.....PostOffice .....Distt.....
State..... Pin Code …… Mobile No…….....
7. Permanent address:-
HouseNo./Street/Village.....PostOffice .....Distt.....
State..... Pin Code …… Mobile No…….....
8. Caste: Gen/OBC/SC/ST……(Attach Certificate in case of SC/ST/OBC)
9. Education Qualification.....(attach education certificate self attested)
10. Any other qualification/Experience .....
11. Category for which applied: Gen (UR) / OBC / SC / ST / Ex-Serviceman / Meritorious Sport person / Physically handicapped .....(Attach copy self attested)
12. Technical Training / Experience :
13. Domicile ..... (attach self attested copy)
14. 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 than i shall be liable to be terminated without any notice.

Date : (Signature of Candidate)

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FOR OFFICIAL RECORD ONLY

1. Received on .....
2. Accepted / Rejected .....
3. Reason for rejection: Underage / Overage / incomplete documents / Any other reason to be specified ….. .
4. Index No. ..... Date of test / skill / practical / physical test .....

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ACKNOWLEDGEMENT CARD

Post of ……..
1. Name : ……
2. Father's Name : ……
3. Address for correspondence:(to be filled same as per Column-6 of application form)
HouseNo./Street/Village.....PostOffice .....Distt.....
State..... Pin Code …… Mobile No…….....
4. Index No. ..... Date & Time of test/skill/practical/physical test .....
Venue of Written Test/Skill/Practical/Physical test……..……

Signature of Controlling Officer

Davp 10801/11/0086/1718