



# भारतीय वायु सेना // Indian Air Force

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



1. Applications are invited from national eligible candidates for the following posts by the various Air Force Stations/Units mentioned below. The eligible candidates may address their applications to the concerned stations/units.

### PLACE AND NUMBER OF VACANCIES

SL NO	POSTAL ADDRESS	Post	RESERVATION					
			UR	OBC	SC	ST	PH	ES
1.	AOC, AF Stn Srinagar	Steno Grade-II	01	-	-	-	-	-
2.	AOC, AF Stn Palam (New Delhi)	Cook (01)	-	-	-	-	-	01
3.	AOC, AF Stn Chandigarh	Multi Tasking Staff (MTS) (01)	-	-	-	-	-	01
4.	CO, Camels C/o AF Stn Chandigarh	Mess Staff (01)	-	-	-	-	01 (HH)	-
5.	AOC, AF Stn Hindan Ghaziabad (UP)	Draughtsman Grade-III (01)	-	-	-	01	-	-

UR (Unreserved), OBC (Other backward Caste), SC (Scheduled Caste), ST (Scheduled Tribes), PH (Physically Handicapped) ESM (Ex-Serviceman)  
Note:- The number of vacancies indicated above may vary.

- (ii) Self attested photocopies of certificate supporting Date of birth, Educational qualification, Experience etc.
- (iii) Candidates belonging to SC/ST/OBC/PH/Ex-serviceman are to enclose self attested photocopies of certificate issued by the competent authority supporting their category and reservation status.
- (iv) Self addressed stamped envelope of size 24x11 Centimeters.
- (v) Any other documents supporting their candidature i.e. Sports/Cultural activities.
- (vi) The envelope containing the application should be superscribed.  
"Application for the post of \_\_\_\_\_In\_\_\_\_\_Unit"  
Separate application for each post should be forwarded.
- 5. **Instruction to candidates:-**
  - (i) Last date for receipt of application is 30 days from the date of publication of this advertisement in Employment News/prominent dailies.
  - (ii) The question paper will be provided in English and Hindi language.
  - (iii) Applicants are to note that General English question paper is required to be answered in English language only.
  - (iv) The medium of language once opted by the candidate in Application form will not be changed at the later stage.
  - (v) Date & Time of test will be intimated by post.
  - (vi) No TA/DA will be paid for attending the test.
  - (vii) Applicants are to make their own arrangement for accommodation during the period of test.
  - (viii) Applicants selected in post are likely to be on All India Service liabilities.
  - (ix) Applicants merely fulfilling the basic selection criteria will not automatically entitle a person to be called for test.

- (x) Air Officer Commanding/Station Commander/Commanding Officer of the AF Stations/Units mentioned in para (1) has right to reject any incomplete application without assigning any reasons. Screening of application will be carried out and the selected candidates will only be called for written test.
- 6. Serving Armed Forces personnel are eligible for applying to civil posts only who complete the prescribed period of Armed Forces Service within a year from the last date of receipt of application. Such candidates are entitled to benefits available to Ex-Servicemen but will strictly be governed by the Recruitment Rules and their reserved percentage.  
**Note : (Specific benefits for women employees)**
  - (i) 180 days Maternity leave upto two children.
  - (ii) 45 days leave for miscarriage including abortion.
  - (iii) 730 days child care leave upto two children.
  - (iv) Rs 1000/- P.M. special allowance to women with disability for child care for two years upto two children.
  - (v) Posting of Husband and wife at the same station.
  - (vi) Special priority for working women in allotment of residential accommodation.
  - (vii) Special dispensation for women officers of North East cadre.
  - (viii) Change of cadre in case of marriage of all India services officers.

Trade	Scale of Pay	Educational Qualification & other qualifications
Steno Grade - II	Level-4, as per Pay Matrix 7 <sup>th</sup> CPC	(i) 12th pass or equivalent from a recognized Board or University. (ii) <b>Skill Test Norms</b> Dictation: 10 mts @ 80 words per minute. Transcription: 50 minutes(Eng) 65 minutes(Hindi) on computer. (iii) 18-25yrs of age
Draughtsman Grade - III	Level-4, as per Pay Matrix 7 <sup>th</sup> CPC	(i) Matriculation or its equivalent from recognized Board or University. (ii) Two year's Diploma in Mechanical Drawing or Civil Engineering or Mechanical Engineering or Electrical Engineering or Draughtsmanship (Mechanical or Civil) from an Industrial Training Institute or equivalent recognized Institution. (iii) About five years experience in Draughtsmanship in a Government Institute. (iv) 18-25yrs of age
Cook	Level-2, as per Pay Matrix 7 <sup>th</sup> CPC	<b>Essential:</b> (i) Matriculation from recognized Board with a certificate or diploma in catering (ii) One year experience in the trade. (iii) 18-25yrs of age
Multi Tasking Staff (MTS)	Level-1, as per Pay Matrix 7 <sup>th</sup> CPC	<b>Essential:</b> (i) Matriculation pass or equivalent qualification from a recognized University or Board. (ii) 18-25yrs of age. <b>Desirable :</b> One year of experience as Watchman or Lascar or Gestner Operator or Mail from an Organization or Institute.
Mess Staff	Level-1, as per Pay Matrix 7 <sup>th</sup> CPC	<b>Essential:</b> (i) Matriculation pass or equivalent qualification from a recognized University or Board. (ii) 18-25yrs of age. <b>Desirable :</b> One year of experience as Waiter or Washer Up from an Organization or Institute.

- 2. Eligibility:- (a) **Classification:** Group 'C'.
- (b) **Written Examination:** Recruitment will be on the basis of written examination for all trades based on qualification as indicated against the posts.
- 3. **Crucial Date:** The crucial date for determining the age shall be the last date of receipt of application.
- Note:**
  - (i) Age relaxation for SC/ST/OBC/PH/Ex-Serviceman/Departmental Candidates/ Other eligible categories as per Central Government of India Rules.
  - (ii) SC/ST/OBC/PH candidates applying for Unreserved posts are not entitled to any relaxation in age limit.
  - (iii) OBC candidates applying for OBC posts are eligible for appointment who are belonging to castes listed under central list only.
- 4. Eligible candidates desirous of applying are to forward their applications as per prescribed format with enclosures as listed below to the Air Force Stations/Units at addresses listed (at para 1 above).
- (i) Application as per given format duly typed in English/Hindi on foolscap paper. Recent photograph (Passport size 4.5 x 3.5 centimeters) duly self attested be pasted.

### PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF \_\_\_\_\_ In \_\_\_\_\_ Unit

1. Post applied for: \_\_\_\_\_

2. Name of the Candidate (in block letters): \_\_\_\_\_

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  
Years: \_\_\_\_\_ Month: \_\_\_\_\_ Days: \_\_\_\_\_

6. Address for correspondence:  
House No/Street/Village: \_\_\_\_\_ Post Office: \_\_\_\_\_ Distt: \_\_\_\_\_  
State: \_\_\_\_\_ PIN Code: \_\_\_\_\_

7. Permanent Address :-  
House No/Street/Village: \_\_\_\_\_ Post Office: \_\_\_\_\_ Distt: \_\_\_\_\_  
State: \_\_\_\_\_ PIN Code: \_\_\_\_\_

8. Caste: Gen/OBC/SC/ST: \_\_\_\_\_ (attach copy of Certificate in case of SC/ST/OBC)

9. Educational 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. Medium of examination: English/Hindi: \_\_\_\_\_

16. 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.

Dated: \_\_\_\_\_ (Signature of candidate)



### FOR OFFICE 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: \_\_\_\_\_

Davp 10801/11/0001/1920