



# भारतीय वायु सेना / Indian Air Force

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

1. Applications are invited from eligible Indian Citizens for recruitment against various Group 'C' posts in Pay Band of Rs 5200-20200 with Grade Pay of Rs 1800/- 1900/- and 2400/- released to under mentioned stations/Units in Central Air Command. The eligible candidates are to apply only for one post and at one place only. The details of vacant posts are as follows:-

### PLACE AND NUMBER OF VACANCIES

| SL NO | POSTAL ADDRESS                                      | DESIGNATION & TRADE | NO OF POST TO BE FILLED | RESERVATION |    |
|-------|---|---------------------|-------------------------|-------------|----|
|       |   |                     |                         | UR          | ST |
| 01    | Air Officer Commanding, Air Force Station Agra (UP) | Steno Gde-II        | 01                      | 01          | -  |
| 02    | Commanding Officer CAC(U), AF Bamrauli, Allahabad   | LDC                 | 02                      | 01          | 01 |
| 03    | President 4 AFSB, Varanasi (UP)                     | MTS                 | 01                      | 01          | -  |

**Age Limit:** The age limit for the post Steno-II is from 18 to 25 years as on 15 Jan 2016 (b) Age limit for the post of LDC 18 to 27 years for unreserved post. The relaxation is applicable for ST where post is reserved. The age limit for MTS is 18 to 25 years.

**3. Written Examination/Interview.** Candidates whose application are found complete and correct in all respect will be called for written examination/interview to be held on 06 Mar 2016 by the respective AOC/President/CO. The admit card to the eligible candidates will be issued by AOC/President/CO. No TA/DA is admissible to the candidates appearing for examination/interview. In case of large number of candidates appearing for exam the Head of the Department will decide to call the candidates on the same date or subsequent days.

4. Trade wise Eligibility criteria/educational qualifications and experience required.

| Sl No | Trade        | Essential/ Desirable | Qualification  |
|-------|--------------|----------------------|--|
| 01    | Steno Gde-II | Essential            | 1. 12 <sup>th</sup> Class pass or equivalent qualification from a recognized Board or University. 2. Certificate of Shorthand from recognized institute 3. Skill Test Norms Dictation-10 Min @ 80 wpm Transcription 50 Mts (Eng) 65 Mts (Hindi) on computer. |
| 02    | LDC          | Essential            | 1. 12 <sup>th</sup> Pass or equivalent. 2. Must possess a speed of 35 w.p.m in English typing or 30 w.p.m in Hindi typing on computer (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).           |
| 03    | MTS          | Essential            | Matric pass or equivalent qualification.   |

5. **How to apply:** Application forms duly typed on A-4 size paper as per the application format given below are required to be addressed to the Air Officer Commanding/President/Commanding Officer of the place of vacancy at unit address given in column No 2 of the place of vacancy in the chart given above along with following documents (a) Passport size self attested photograph facing camera, pasted on application form. (b) Self attested copy of date of birth certificate or Matriculation Certificate or School Leaving Certificate. (c) Certificate of ST issued by a competent authority (d) True copy of Employment Exchange registration card, if any. (e) Copy of experience

certificate if any (f) Character Certificate issued by Gazetted Officer or Principal of the School/College or Village Pradhan. (g) Self-addressed envelope of size 23 cm x 10 cm bearing Rs. 05/- postage stamp. (h) Last date of receipt of application to the addressee is 15 Jan 2016. (i) Application is to be sent only thorough post (ordinary/normal post).

Note: Envelop containing the application form should be marked clearly on Top "APPLICATION FOR THE POST OF .....

6. **Documents:** Candidates are to bring their original certificates including Admit Card at the time of examination/interview.

7. **Jurisdictions of Legal Disputes.** The jurisdiction of Legal Dispute arising out of selection process can be instituted only at appropriate forums/Tribunals.

### PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF .....

To:  
The AOC/President/CO

Latest passport size Self attested Photograph

(Place as mentioned in column 2 of the chart)

- (a) Name (In Block Capital letters) .....
- (b) Father's/Husband Name .....
- (c) Date of Birth ..... Age (as on 15 Jan 2016) .....  
..... Years ..... Months ..... Days
- (d) Whether belongs to SC/ST/OBC/UR/Ex-servicemen .....
- (e) Whether applying under reserved category or not (Yes/No) .....
- (f) Educational qualifications .....
- (g) Experience (i) ..... (ii) .....
- (h) Permanent postal Address .....
- (i) Present postal address for communication .....
- (k) Employment registration No. and date (if registered) .....
- (l) Attested copies of certificates enclosed. (i) ..... (ii) ..... (iii) .....
- Certified that the above information/particulars are true to the best of my knowledge and belief. In case any information found to be false/doubtful before or after selection my candidature shall stand cancelled.

Dated: .....

\*Attach certificate

Signature of applicant

### ADMIT CARD

Name .....

Father's Name .....

Address .....

For Office use only :

Place of written examination/interview: .....

Date: ..... Time: .....

Date: ..... Signature of Issuing Authority .....

Latest passport size Self attested Photograph

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