



भारतीय वायु सेना / Indian Air Force



DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN

AIR FORCE CENTRAL ACCOUNTS OFFICE, SUBROTO PARK, NEW DELHI-110010

1. Applications are invited from eligible Indian citizens for the following post at Air Force Central Accounts Office, Subroto Park, New Delhi-110010.

PLACE AND NUMBER OF VACANCIES

POSTAL ADDRESS	Post	RESERVATION			
		UR	SC	ST	OBC
AOC, Air Force Central Accounts Office, Subroto Park New Delhi-110010	Lower Division Clerk	07	04	-	03
	Multi Tasking Staff (01)	01	-	-	-
	House Keeping Staff (01)	01	-	-	-
TOTAL	16	09	04	-	03

Note: *Out of 14 vacancies of LDC, 02 vacancies are reserved for Ex-servicemen which may be from any category.

Out of 14 vacancies of LDC, one vacancy is reserved for Visually Handicapped (VH) which may be from any category.

2. Eligibility:-

Trade	Pay	Educational Qualification & other qualifications
Lower Division Clerk (LDC)	Level 2, Index 1 as per 7th CPC Pay Matrix Table + Other allowances as admissible. (Pre-revised PB-1, Rs. 5200-20200 + Grade Pay Rs. 1900/-).	(i) 12th class or equivalent education qualification from a recognized Board or University. (ii) Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer, corresponding to 10500KDPH or 9000KDPH respectively on an average of 5 key depressions for each word. (iii) 18-25 yrs of age Note:- Typing test will be conducted only on computer.
Multi Tasking Staff (MTS)	Level 1, Index 1 as per 7th CPC Pay Matrix Table + Other allowances as admissible. (Pre-revised PB-1, Rs. 5200-20200 + Grade Pay Rs. 1800/-).	(i) Matriculation pass or equivalent qualification from a recognized University/Board. Desirable One year of experience as Watchman or Lascar or Gestener Operator or Mali from an organization or Institute. (ii) 18-25 yrs of age
House Keeping Staff (HKS)	Level 1, Index 1 as per 7th CPC Pay Matrix Table + Other allowances as admissible. (Pre-revised PB-1, Rs. 5200-20200 + Grade Pay Rs. 1800/-).	(i) Matriculation pass or equivalent qualification from a recognized University/Board. (ii) 18-25 yrs of age

3. **Age Relaxation**- relaxation in upper age limit will be allowed to eligible categories of applicants as per details given below:-

- (a) Other Backward Class (OBC): 3 years. (b) Scheduled Caste (SC): 5 years.
(c) Ex-servicemen: Service rendered in Army, Navy and Air Force plus 3 years.
(d) PH: 10 years (15 years for SC/ST)

Age relaxation to other categories will be allowed as per the instructions/orders issued by the Govt from time to time.

The crucial date for determining the age limit shall be the closing date for receipt of application from the candidates.

4. General Instructions:-

- (a) Number of vacancies is subject to variations/change without any prior information.
(b) The above posts carry an All India Service liability.
(c) Application submitted on the proforma as per specimen given below, along with self attested photocopies of educational qualifications and mark sheet/date of birth certificate and caste certificate (if applicable), issued by the competent authority, will only be accepted. Original certificates not to be enclosed with the application.
(d) The candidates belonging to castes listed under Central List of OBC's only are eligible for appointment to Central Services against their reserved vacancy. The latest rules with regard to Creamy Layer in OBC are applicable.
(e) The application should be addressed to "The Air Officer Commanding, Air Force Central Accounts Office, Subroto Park, New Delhi-110010".
(f) The post and category for which applied must be clearly written on Top right hand corner of the envelope containing the application.

(g) Applications are to be forwarded only through ordinary post. Applications sent through Registered Post/Speed Post/Courier will not be accepted.

(h) Last date of receipt of application is within 30 days from publication of this advertisement in Employment News.

(i) Applications received prior to the date of publication of this notification and after closing date will not be entertained and will be rejected.

(j) An application can be rejected by the Board without any intimation, if found incomplete/not as per format.

(k) A candidate whose application is received in time and found complete/eligible in all respects during the scrutiny will be called for test.

(l) A self-addressed envelope affixing Rs. 5/- postage stamp to be attached along with the application.

(m) The exam would be conducted in New Delhi. Venue/entry exit point will be intimated in the call letter.

(n) No TA/DA will be admissible to the candidates for appearing in test.

(o) Applicants serving under Government/Semi-Govt/PSUs must apply through proper channel.

(p) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test. If the number of applications received is too large in proportion to the number of vacancies, only shortlisted candidates will be called for written test.

(q) Written examination will consist of four papers of General Intelligence, English Language, Numerical Aptitude and General Awareness of 12th standard for the post of LDC and General Intelligence and reasoning, General English, Numerical Aptitude and General Awareness of 10th standard for the post of MTS and House Keeping Staff.

(r) Any representation/recommendation will make the candidate liable for disqualification.

Note: Women candidates fulfilling the requirement for applying the above posts are allowed to avail the benefits available to women as mentioned in the Ministry of Pers, DoP&T OM No. 13018/4/2009-Estt (L) dated 08 Jun 09.

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF _____ In AFCAO

- Post applied for
- Name of the Candidate (in block letters):.....
- Father's name:.....
- Date of Birth:.....
(attach copy of Birth Certificate self attested)
- Age as on last date prescribed for receipt of application
Years.....Month.....Days.....
- Address for correspondence:
House No/Street/Village..... Post Office.....
Dist.....State.....PIN Code.....
- Permanent Address:-
House No/Street/Village..... Post Office.....
Dist.....State.....PIN Code.....
- Caste: Gen/OBC/SC/ST..... (attach copy of Certificate in case of SC/ST/OBC)
- Educational Qualification:-
(attach education certificate and marksheet self attested)
- Any other qualification/Experience:.....
- Category for which applied:- Gen/(UR)/OBC/SC/ST/Ex-Serviceman
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.....
- I hereby declare 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.

Paste a self Attested Photograph

Dated:.....

(Signature of candidate)

FOR OFFICE RECORD ONLY

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