



भारतीय वायु सेना/ Indian Air Force

**DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF AT AIR FORCE RECORD OFFICE
SUBROTO PARK, NEW DELHI-110010**



1. Air Officer Commanding, Air Force Record Office, Subroto Park, New Delhi- 110010 invites application from eligible Indian Citizens for the following posts

PLACE AND NUMBER OF VACANCIES

SL NO.	POSTAL ADDRESS	Group	Post	RESERVATION				
				UR	SC	PH(HH)	ST	OBC
1	AOC, AFRO Subroto Park, New Delhi-110010	C	LDC	-	01	-	-	-
Total				-	01	-	-	-

UR (Unreserved), SC (Scheduled Caste), ST (Scheduled Tribes), OBC (Other Backward Class), PH (Physically Handicapped), HH (Hearing Handicapped), ESM (Ex-Serviceman)

Note:- The number of vacancy indicated above may vary.

2. Eligibility

Trade	Pay Band -1	Educational Qualification & other qualifications
LDC	5200-20200 Grade Pay Rs. 1900/ (pre-revised)	Essential : (i) 12th pass or equivalent qualification from recognized University or Board. (ii) 18 - 25 years of age. (iii) English Typing @ 35 words per minute or Hindi Typing @ 30 words per minute on computer corresponding to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word. (Note : Typing test will be conducted only on computer).

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

- (a) SC : 05 years
- (b) PH: 10 years (15 years for SC)

Age relaxation to other eligible categories is also available as per the instruction/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.

General Instructions :-

- (a) Number of vacancies are subject to variation/change without any prior information.
- (b) The above posts carry an All India Service Liability.
- (c) Application should be submitted in prescribed Proforma, as per specimen given below, along with self attested photocopies of testimonials for educational qualifications alongwith mark sheet/ experience/date of birth certificate and caste certificate (if applicable) issued by the competent authority etc. will only be accepted. No Original Certificates needs to be submitted with the application.
- (d) The application should be addressed to "**The Air Officer Commanding, Air Force Record Office, Subroto Park, New Delhi-110010.**"
- (e) The post and category must clearly be written on Top Right Hand corner of the envelope containing the application.
- (f) Last date of receipt of application is **within 30 days** from publication of this advertisement.
- (g) A self addressed envelope affixing Rs. 5/- postage stamp to be attached along with the application.
- (h) Applications are to be forwarded only through Ordinary Post. Application sent through Registered post/by Hand at office gate/Speed Post/Courier will be rejected.
- (i) Applications received prior to the date of publication of this notification and after closing date will not be entertained and will be rejected.
- (k) The application can be rejected by the Board without any intimation, if found incomplete/not as per format.
- (l) A Candidate whose application is received in time and found complete/eligible in all respect during scrutiny will be called for test.
- (m) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test. If the number of application received is too large in comparison to the number of posts, only shortlisted candidates will be called for written test. If no letter is received by the candidates **within 45 days** from the closing date of applications, it may be presumed that his/her application has been rejected and his/her name is not placed among the shortlisted candidates and no query in this regard will be entertained.
- (n) Candidates should note that, if at any stage of recruitment it is found that the candidates has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for criminal

charges under IPC 1860.

- (o) Written examination will consist of four papers of General Intelligence and reasoning, General English, Numerical Aptitude and General Awareness of 12th standard for the post of LDC.
- (p) Question Paper will be bilingual except English paper and so answers can be given in Hindi also.
- (q) Candidates are required to bring their own hard board for written test.
- (r) No TA/DA will be admissible to the candidates for appearing in test.
- (s) Applicants serving under Government/Semi-Govt./PSUs must apply through proper channel.
- (t) Any representation/recommendation will make the candidature of a candidate liable for disqualification.
- (u) The exam would be conducted at New Delhi. Venue/entry exit point will be intimated in the call letter.
- (v) **Statutory Warning:-** Selection in the Indian Air Force is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature or service and legal action against the concerned individual will be initiated.

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

**AIR OFFICER COMMANDING
AIR FORCE RECORD OFFICE
SUBROTO PARK, NEW DELHI - 110010**

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 certificate in case of SC/ST/OBC)
9. Educational Qualification.
(attach self attested copy of Education Certificate and mark sheet of class XII/class X as applicable)
10. Any other qualification/Experience
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 Noand 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.

Paste a self attested photograph

Dated: (Signature of Candidate)

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

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