

**भारतीय वायुसेना / INDIAN AIR FORCE**  
**DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF**  
**(ADVERTISEMENT NO. – 02/2024)**

Applications are invited from eligible Indian citizens for the recruitment of following Group 'C' Civilian posts at the various Air Force Stations/Units mentioned below. The eligible candidates may address their application to the concerned Stations/Units. The details of the posts are given below:-

**HQ SOUTHERN WESTERN AIR COMMAND, IAF**

SI No.	POSTAL ADDRESS	POST	TOTAL NO. OF VACANCIES	Category for which the post should be earmarked						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1	C Adm O, Air Force Station Ratanada, Jodhpur (Rajasthan) PIN – 342011	Lower Division Clerk (LDC)	02	01	-	-	01	-	-	01
2	C Adm O, Air Force Station, Jamnagar (Gujrat), PIN-361003	Lower Division Clerk (LDC)	01	01	-	-	-	-	-	-
3	Adjt (A), Air Force Station Darjipura Vadodara (Gujrat), PIN-390022	Lower Division Clerk (LDC)	01	-	01	-	-	-	-	-
4	S Adm O, Air Force Station Makarpura Vadodara (Gujrat), PIN-390014	Lower Division Clerk (LDC)	01	01	-	-	-	-	-	-
5	APM, Air Force Police HQ, Old Pali Road, Ratanada, Jodhpur (Rajasthan), PIN-342011	Lower Division Clerk (LDC)	01	-	-	01	-	-	-	-
6	C Adm O, Air Force Station, Mount Abu, Distt – Sirohi (Rajasthan), PIN-307501	Lower Division Clerk (LDC)	01	-	-	-	-	01	-	-
7	Adjt (B), Regional Examination Board (West), Old MLA Hostel, Sector-09, Gandhinagar (Gujrat) – 382007	Lower Division Clerk (LDC)	03	01	01	-	-	01	-	-
		<b>Total</b>	<b>10</b>	<b>04</b>	<b>02</b>	<b>01</b>	<b>01</b>	<b>02</b>	<b>-</b>	<b>01</b>

**HQ SOUTHERN AIR COMMAND, IAF**

SI No.	POSTAL ADDRESS	POST	TOTAL NO. OF VACANCIES	Category for which the post should be earmarked						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1.	Head Quarters Southern Air Command (Unit), Indian Air Force Thiruvananthpuram, PIN-695011	Lower Division Clerk (LDC)	02	01	01	-	-	-	-	-

**CENTRAL SERVICING DEVELOPMENT ORGANISATION, IAF**

SI No.	POSTAL ADDRESS	POST	TOTAL NO. OF VACANCIES	Category for which the post should be earmarked						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1	Air Officer Commanding Central Servicing Development Organisation, Subroto Park, New Delhi – 110010	Lower Division Clerk (LDC)	01	01	-	-	-	-	-	-

**ASTE, IAF**

SI No.	POSTAL ADDRESS	POST	TOTAL NO. OF VACANCIES	Category for which the post should be earmarked						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1	Commandant ASTE, Air Force Yemur Post Bengaluru-560037	Lower Division Clerk (LDC)	01	01	-	-	-	-	-	-

**REGIONAL EXAMINING BOARD (EAST), IAF**

SI No.	POSTAL ADDRESS	POST	TOTAL NO. OF VACANCIES	Category for which the post should be earmarked						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1	Commanding Officer, REB(E), AF C/O Air Force Station Borjhar, Kamrup (Assam), PIN-781015	Lower Division Clerk (LDC)	02	02	-	-	-	-	-	-

**Note :** The number of vacancies may vary.

**Note :-** UR-Un-reserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Caste, PwBD-Person with Benchmark Disabilities, EWS-Economy Weaker Section, ESM-Ex-Serviceman.

**Note :** Reservation for SC/ST/OBC/EWS/PwBD/ESM – The persons selected against the quotas reserved for PwBD/ESM also to be adjusted in the post based roster among UR/SC/ST/OBC/EWS categories.

2. **Age Limit:** - For all posts 18-25 years (The crucial date for determining age limit is the last date of receipt of application).

(a) **Age Relaxation:** -

(i) **03 years** for the candidates belonging to OBC.

(ii) **05 years** for the candidates belonging to SC/ST category.

(iii) **10 years** for the candidates belonging to Physically Handicapped. (Additional 05 years in case of Physically Handicapped belonging to SC, ST & 03 years for OBC category)

(iv) **Ex-servicemen:** Ex-servicemen who have rendered not less than 06 months of continuous service in the Armed Forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, they shall be deemed to be within age limits.

(v) **SC/ST/OBC candidates applying against UNRESERVED post are not entitled to any relaxation in age limit, experience etc.**

(vi) **Departmental Employees:-**



40 years for UR  
43 years for OBC  
45 years for SC/ST

Note:- The age relaxation for all eligible candidates is as per prevalent Govt. Instructions.

3. **Educational Qualification/Pay Scale:-**

Post	Pay scale	Educational qualification/Experience
Lower Division Clerk (LDC)	Level-2, as per Pay Matrix 7 <sup>th</sup> CPC	(i) 12th Class pass from a recognized Board. (ii) skill test norms on computer English typing @ 35 words per minute, or Hindi typing @ 30 words per minute (35 words per minute and 30 words per minute correspond to 10500 Key Depressions per hour or 9000 Key Depressions per hour on an average of 5 Key Depressions for each word)

**Note:** Nomenclature of the post is subject to change.

4. **Mode of Selection:**

- All application will be scrutinised in terms of age limits, minimum qualification, documents and certificates. Thereafter, eligible candidates will be issued call letters for written test.
- The eligible candidates will be required to appear for written test. The written test will be based on minimum education qualification.
- Syllabus :- (i) General Intelligence, (ii) English Language, (iii) Numerical Aptitude, (iv) General Awareness
- The question cum answer paper will be in English and Hindi.
- The requisite number of candidates will be shortlisted and called for skill/practical test wherever applicable based on merit/category in the written test.
- The marking system will be as under:-
  - Written Test - 100% (weightage)
  - Skill/Practical Test - Qualifying only
- Shortlisted candidates are to bring original certificates, copies of annexure attached with application.

5. **Last date:** - The last date for receipt of Application Form is **30 days** from the date of publication of this advertisement.

6. **How to apply:** Eligible candidates can apply to any of the above Air Force Station of their choice subject to the vacancies and qualifications. Application as per format given under (typed in English/Hindi), duly supported with the following documents is to reach the concerned Air Force Station as per choice **within 30 days** from the date of the publication of this advertisement in 'Employment News/ Rozgar Samachar'.

- All documents in support of Education Qualification, Age, Technical Qualification, Physically Handicapped, Experience Certificate & Caste Certificate (issued by the competent civil authorities in case of SC/ST/OBC candidates) etc to be accompanied with the application should be self attested.
- In case of appointment of OBC candidates against their reserved quota their caste should be listed under Central List of OBCs as candidate belonging to castes listed under Central list only are eligible for appointment to Central Services. The latest rules with regard to creamy layer in OBCs are to be followed. Candidates seeking reservation as OBC is required to submit alongwith application a certificate to the effect that he does not belong to any of the creamy layer.
- In case of ex-serviceman self-attested photocopy of discharge book is to be submitted alongwith the application.
- Application form duly typed in English /Hindi with recent photograph (passport size) duly self attested. Any other supporting document (self attested), Self-addressed envelope with stamp (s) Rs. 10/- pasted. Address should be typed in English / Hindi. Applicants to mention clearly on the envelope **"APPLICATION FOR THE POST OF ----- AND CATEGORY-----"**
- Two passport size photograph (same as fixed on the application form).

7. **General Instructions:-**

- Application received after due date will not be considered. IAF will not be responsible for any kind of postal delay.
- Pre-scrutiny of the application in terms of age limit, minimum qualification, documents and certificates will be carried out by the respective unit before calling the suitable candidates for the written test / skill / practical test.
- The centre for examination/ skill / practical test will be intimated to the candidate in due course. The centre may be different from the place to which the application was sent. This is done purely for administrative convenience.
- NO TA/DA will be paid to attend the written test / skill / practical test.
- Selected candidate will be subject to all India service liability.
- Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test / skill / practical test.
- Candidates are to bring original certificates viz. SC/ST/OBC/EWS/PwBD/ESM, educational qualification / technical qualification and experience certificates at the time of the skill / practical test. The crucial date for determining the validity of said documents/certificates will be on or before the last date of receipt of application.
- There will be simultaneous conduct of test for all categories. The responsibility of deciding the category for which the candidate would like to appear will be choice of the applicant himself. No separate exam will be conducted for candidates applying for more than one category, if the exams are held on the same date.

8. The Air Officer Commanding/Station Commander / Commanding Officer of the concerned AF Station has the right to reject any application without assigning any reason. Similarly, respective command/Unit has the right to change the number of vacancies / reservation status at any AF Station at any time before selection.

**PROFORMA FOR APPLICATION**

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

- (1) Post applied for : \_\_\_\_\_
- (2) Name of Candidate (In Block letters) : \_\_\_\_\_
- (3) Father's Name : \_\_\_\_\_
- (4) Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_  
(attach copy of Birth Certificate self attested )
- (5) Age as on the last date prescribed for receipt of application : Years \_\_\_\_ Months \_\_\_\_ 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 self attested 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/EWS/Ex-Serviceman/Meritorious Sport person /Physically Handicapped..... (attach self attested copy)
- (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 then I shall be liable to be terminated without any notice.

Paste a Self attested Photograph

Date: \_\_\_\_\_ 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 / skill / practical / physical test.

**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)  
House No/Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Distt \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_
  - (4) Index No: \_\_\_\_\_ Date and Time of Test / skill / practical / physical test \_\_\_\_\_
  - (5) Venue of Written Test / skill / practical / physical test \_\_\_\_\_

Paste a Self attested Photograph

**Signature of Controlling Officer**

CBC 10801/11/0013/2425