

भारतीय वायुसेना / Indian Air Force

DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF (ADVERTISEMENT NO. 032026)

Applications are invited from eligible Indian citizens for the recruitment of following Group 'C' Civilian post at Air Force Station/Unit mentioned below. The eligible candidates may address their applications to the given postal address. The details of the post is given below:-

HQ EASTERN AIR COMMAND, IAF									
Sr. No.	Postal Address	Post	Total No. of Vacancies	Category for which the post should be reserved					
				UR	OC	SC	ST	EW	PaES*
				EWS					
				PwBD*					
				EWS					
1.	Air Officer Commanding Air Force Station, Tezpur, Assam-781001	Lower Clerk (JDC)	01	01	-	-	-	-	01

Note: The nature of vacancies may vary.
Note: UR is reserved for Scheduled Casts, ST for Scheduled Tribes, OC for Other Backward Casts, PwBD Persons with Benchmark Disabilities, EWS Economy Weaker Section, EWS Ex-Servicemen.
* Age Limit: For all posts 18-25 years (The crucial date for determining age limit is the last date of receipt of application).

2. Age Relaxation:-
2.1.1 Ex-servicemen: Ex-servicemen who have rendered not less than 36 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 limit.
2.1.2 SC/ST/OC candidates appearing against UNRESERVED post are not entitled to any relaxation in age limit, experience etc.
Note: The age relaxation for all eligible candidates is as per prevalent Govt. Instructions.

Educational Qualification/Post Scale:			
Sr. No.	Post	Pay Scale	Educational Qualification/Experience
1.	Lower Clerk (JDC)	Level-2, or as per CPC	(20) Class pass from a recognized Board. A typing speed of 35 wpm in English or 30 wpm in Hindi on computer (25 wpm and 30 wpm correspond to 10000 CPM/10000 KCPM on an average of 5 key signatures for each word) (Time allowed 10 minutes)

4. Mode of Selection:-
4.1 All applications will be scrutinized in terms of age limit, minimum qualifications, documents and certificates. Thereafter eligible candidates will be issued call letters for written test.
4.2 The eligible candidates will be required to appear for written test. The written test will be based on minimum educational qualification.
4.3 Subjects for written exam: (i) General Intelligence, (ii) English Language.
4.4 The question cum answer paper will be in English and Hindi.
4.5 The writing system will be an online.
(i) Written Test - 100% (weightage)
(ii) Skill Test - Qualifying only
4.6 Shortlisted candidates are to bring original certificates, copies of documents attached with application at the time of document verification.
5. Last Date: The last date for receipt of Application Form is 18 days from the date of publication of this advertisement.

6. How to apply: Eligible candidates can apply to given postal address of Air Force Station mentioned above subject to the vacancies and qualifications. Application as per format at Annexure-1, duly supported with the following documents is to reach within 30 days from the date of the publication of this advertisement in "Employment News/Pragati Samachar".
6.1 All documents in support of Education Qualification, Age, Technical Qualification, Experience Certificate & self-attested photocopy of discharge book in case of EWS etc. are to be accompanied with the application should be self-attested.
6.2 The option for write to PwBD (Persons with Benchmark Disability) candidates will be applicable as per DoPT/ OM No. 29-02/2019-2024 dated 16 Aug 2023.
6.3 As per DoPT/ OM No. 1402/2019-20 dated 25 April 2019 PwBD who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchange for the Handicapped (or by Civil Surgeon where there is no such Board) may be exempted from passing the typing test. To claim exemption from typing test, PwBD candidates must substantiate their claim by forwarding the Medical Certificate in prescribed format as per Annexure-6.
6.4 As per Ministry of Social Justice and Empowerment OM No. 18-23/2024 Policy dated 17 Dec 2023, Persons with Benchmark Disabilities (PwBD) candidates with the disability conditions falling under the category "Study to Improve" under temporary disability category are not eligible for recruitment. PwBD candidates with the condition i.e. progressive, non-progressive or not likely to improve are to be treated eligible for recruitment.
6.5 Application form duly typed in English/Hindi with recent photograph (passport sized) duly self-attested. Any other supporting document (self-attested). Self-addressed envelope with

6.6 Two passport size photographs (same as affixed on the application form).
7. General Instructions:-
7.1 Applications received prior to the date of publication of this notification and after closing date will not be entertained and will be rejected. IAF will not be held responsible for any kind of postal delay.
7.2 The scrutiny of the application in terms of age limit, minimum qualification, documents and certificates will be carried out by the respective unit/bank calling the suitable candidates for the written test.
7.3 The centre for written examination will be intimated to the candidates in due course. The centre may be different from the place to which the application was sent. This is done purely for administrative convenience.
7.4 No SDC/A will be paid to attend the written test.
7.5 Shortlisted candidates will be subject to "Self-Declaration Liability".
7.6 Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.
7.7 Candidates are to bring original certificates i.e. EWS, educational qualification / technical qualification and experience certificate during visit stage of recruitment. The crucial date for determining validity of said documents/certificates will be on or before the last date of receipt of application.
8. The Air Officer Commanding of Air Force Station, Tezpur 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 of Station at any time.

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF _____
in _____
(1) Post applied for: _____
(2) Name of Candidate (in Block letters): _____
(3) Father's Name: _____
(4) Date of Birth: _____
(5) Self-attested copy of Birth Certificate (self-attested): _____
(6) Age as on the last date: Years _____ Months _____ Days _____
(7) Address for correspondence: _____
House No./Street/Village _____ Post Office _____
Dist. _____ State _____ Pin Code _____
(8) Permanent Address: _____
House No./Street/Village _____ Post Office _____
Dist. _____ State _____ Pin Code _____
(9) Caste: OVC/SC/ST _____
(10) Self-attested certificate in case of SC/ST/OC: _____
(11) Educational Qualification: _____
(12) Any other qualification/Experience: _____
(13) Category for which applied: (a) UR (b) OC (c) SC (d) ST (e) EWS (f) Ex-Servicemen / Physically Handicapped _____ (Self-attested copy)
(14) Technical Training/Experience: _____
(15) Domestic (self-attested copy): _____
(16) Whether engaged with any Employment Exchange: Yes/No _____
(If yes, mention Registration No. and Name of employment exchange).
(17) 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.

Date: _____ Signature of candidate _____
FOR OFFICIAL RECORD ONLY
1. Received on: _____
2. Acknowledged: _____
3. Reason for rejection: Underage/Change of complete documentation/Other reason to be specified: _____
4. Index No.: _____
Date of Test: Skill / practical / physical test _____

Acknowledgment 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 _____
Dist. _____ State _____ Pin Code _____
(4) Index No.: _____ Date and Time of Test: Skill / practical / physical test _____
(5) Reason of rejection: Underage/Change of complete documentation/Other reason to be specified: _____
(6) Index No.: _____

Photo is self-attested Photograph