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**DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF**  
**(ADVERTISEMENT NO. – 03/2022/DR)**

7-Applications are invited from eligible Indian citizens for the recruitment of following Group 'C' Civilian post at Air Force Record Office. The eligible candidates may address their application to the Presiding Officer, Civilian Recruitment Board, Air Force Record Office, Subroto Park, New Delhi-110010. The details of the post is given below:-

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.	Presiding Officer, Civilian Recruitment Board, Air Force Record Office, Subroto Park, New Delhi-110010	Lower Division Clerk (LDC)	04	01	01	02	-	-	-	-

**Note:-** The number of vacancy 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.

2. **Age Limit:** - For all posts 18-25 years (The crucial date for determining age limit is 28 November 2021).

**Age Relaxation:** -

- 03 years** for the candidates belonging to OBC Category.
- 05 years** for the candidates belonging to SC/ST Category.
- 10 years** for the candidates belonging to PwBD Category. (Additional 05 years in case of PwBD Candidates belonging to SC, ST & 03 years for OBC category)
- 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.
- SC/ST/OBC candidates applying against UNRESERVED post are not entitled to any relaxation in age limit, experience etc.**
- Departmental Employees:-**  
40 years for UR  
45 years for SC/ST

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

3. **Educational Qualification/Pay Scale for the post:-**

SI No	Post	Pay scale	Educational qualification/Experience
1	Lower Division Clerk (LDC)	Level-2, as per Pay Matrix 7 <sup>th</sup> CPC	12th Class pass from a recognized Board. A typing speed of 35 wpm in English or 30 wpm in Hindi on computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH 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 for written exam :- General Intelligence & Reasoning, Numerical Aptitude, General English, General Awareness
- The question cum answer paper will be in English and Hindi.
- The requisite number of candidates will be shortlisted (may be restricted to 10 times of number of vacancies) and called for skill/physical/practical test wherever applicable. Further 100% weightage will be given for written test. The Practical/Physical/Skill test will be of qualifying nature only and marks awarded therein will not be added in total marks while preparing merit list.
- 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 in 'Employment News/ Rozgar Samachar'.

6. **How to apply:** Application as per format given under (typed in English/Hindi), duly supported with the following documents is to reach the concerned Air Force Station through ordinary post.

- All documents in support of Education Qualification, Age, Technical Qualification, Physically Handicapped, Experience Certificate, EWS 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. Separate application for each post should be forwarded. Applicants to mention clearly on the envelope "**APPLICATION FOR THE POST OF ----- AND CATEGORY----- AGAINST ADVERTISEMENT NO. 03/2022/DR**"
- Two passport size photograph (same as fixed on the application form).

7. **General Instructions:-**

- 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 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 / physical test. An application can be rejected by the Board without any intimation, if found incomplete/not as per format.

- (c) The centre for examination/ skill / practical / physical 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.
- (d) NO TA/DA will be paid to attend the written test / skill / practical / physical test.
- (e) Selected candidate will be subject to all India service liability.
- (f) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test / skill / practical / physical test.
- (g) 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 / physical test.

8. **Covid-19 Instruction:-**

- (i) To avoid the risk of Covid-19, candidates are advised to follow all instructions/guidelines issued by Central / State Govt. for preventive of Covid-19 from time to time.
- (ii) At the entrance any candidate showing complaints of influence like illness (ILI), may not be allowed for the test considering the safety of other persons.

9. President, Central Airmen Selection Board has the right to reject any application without assigning any reason.

**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 : Years ----- Months----- Days-----  
prescribed for receipt of application
- (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**