



# 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	ST	OBC	PH	ESM
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) 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/-	(i) 12th Class or equivalent qualification from a recognized Board/ University (ii) 18 - 27 years of age (iii) English Typing @35 words per minutes or Hindi Typing @ 30 words per minutes 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)
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3. Age Relaxation: Relaxation in upper age limit will be allowed to eligible categories of applicants as per details given below:-

(a) Ex-Serviceman: Service rendered in Army, Navy and Air Force plus 3 years.  
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-110 010.
- (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.
- (j) The 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 respect during scrutiny will be called for test.
- (l) 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.
- (m) Candidates should note that, if at any stage of recruitment it is found that the candidate 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.
- (n) 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.

(c) Question Paper will be bilingual except English paper and so answers can be given in Hindi also.

- (d) Candidates are required to bring their own hard board for written test.
- (e) No TA/DA will be admissible to the candidates for appearing in test.
- (f) Applicants serving under Government/Semi-Govt./PSUs must apply through proper channel.
- (s) 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.**

(u) **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.

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: / / .....
5. Age as on last date prescribed for receipt of application  
Years.....Month.....Days .....
6. Address for correspondence:  
House No./Street/Village.....Dist.....PIN Code .....
7. Permanent Address:  
House No./Street/Village.....Dist.....PIN Code .....
8. Caste: Gen/OBC/SC/ST .....
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.....
11. Category for which applied:- Gen (UR)/OBC/SC/ST/Ex-Serviceman/  
(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 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

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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