

HQ TRAINING COMMAND, IAF

DIRECT RECRUITMENT OF GP 'C' CIVILIAN POSTS IN INDIAN AIR FORCE

1. Applications are invited from eligible Indian Nationals for recruitment to civilian post in following Stations/Units under Headquarters Training Command, IAF, JC Nagar Post, Bangalore – 560 006.

| SI No | Station/Unit | Post | SC | ST | OBC | UR | Total |
|--------------|--|----------------------|--|----|-----|----|-------------|
| 1 | Commandant, AFTC Jalahalli West, Bangalore – 560 015 | Lower Division Clerk | - | - | 1 | - | 1 |
| 2 | Commanding Officer, HQ TC(U), AF JC Nagar Post, Hebbal, Bangalore – 560 006 | Lower Division Clerk | 01 PH (OH) from the above categories # | | | | 1 |
| 3 | Commandant, IAM, IAF Vimanapura PO, Bangalore – 560 017 | Lower Division Clerk | - | - | 1 | - | 1 |
| 4 | Commandant, AFAC Redfields Coimbatore 641 018 | Typist (Hindi) | - | - | - | 1 | 1 |
| 5 | AOC, AF Station Tambaram Chennai – 600 046 | Lower Division Clerk | - | - | 1 | 2 | 3 (1 ESM) * |
| | | Store Keeper | - | - | - | 1 | 1 |
| 6 | Commanding Officer FIS, AF C/o AF Station Tambaram Chennai – 600 046 | Lower Division Clerk | - | 1 | - | - | 1 |
| 7 | Commanding Officer REB(W) C/o AF Stn Begumpet Secunderabad – 500 011 | Lower Division Clerk | - | - | - | 1 | 1 |
| TOTAL | | | | | | | 10 |

Note : # PH: Physically Handicapped; OH: Orthopedically Handicapped; * ESM: Ex-Serviceman

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2. **EDUCATIONAL QUALIFICATION/PAY SCALE:**

| Post | Pay scale | Educational qualification/Experience |
|----------------------|-----------------------------|---|
| Store Keeper | PB-1 (5200-20200 + GP 2400) | <u>Essential:</u> <ul style="list-style-type: none">Graduate of a recognized University or equivalent. <u>Desirable:</u> <ul style="list-style-type: none">Experience in handling Stores and keeping Accounts in a store of a concern of repute in Public or Private Sector |
| Lower Division Clerk | PB-1 (5200-20200 + GP 1900) | <u>Essential:</u> <ul style="list-style-type: none">12th Class or equivalent qualification from a recognized Board or University.A typing speed of 30 wpm in English or 25 wpm in Hindi on manual typewriter; orA typing speed of 35 wpm in English or 30 wpm in Hindi on computer (35wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word); <u>Desirable:</u> Knowledge in MS Office based applications. |
| Typist(Hindi) | | <u>Essential:</u> <ul style="list-style-type: none">12th Class or equivalent qualification from a recognized Board or University.25 wpm in Hindi on manual typewriter; or30 wpm in Hindi on computer (30 wpm correspond to 9000 KDPH on an average of 5 key depressions for each word); <u>Desirable:</u> <ul style="list-style-type: none">Knowledge in MS Office based applications. |

3. **AGE LIMIT (As on the last date of receipt of application):**

- (a) Lower Division Clerk/Typist(Hindi) : 18 - 27 years
- (b) Other posts : 18 - 25 years

Note:-

Age relaxation for SC/ST/OBC/PH/Ex-Serviceman/Departmental Candidates/ other eligible categories as per prevalent Government of India Rules.

SC/ST/OBC/PH candidates applying for unreserved posts are not entitled to any relaxation in age limit.

4. **LAST DATE:** The last date for receipt of application form is **21 days** from the date of publication.

5. Eligible candidates desirous of applying are to forward their applications as per prescribed format with enclosures as listed below to **the Air Force stations/units at addresses listed above:** -

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- (a) Application as per given format duly typed in English on foolscap paper. Recent photograph (Passport size 4.5 x 3.5 centimeters) duly attested by Gazetted Officer to be pasted.
 - (b) Attested photocopies of certificates supporting Date of birth, Educational qualification, Experience etc;
 - (c) Candidates belonging to SC/ST/OBC/PH Ex-servicemen are to enclose copies of certificate issued by the Competent Authority supporting their category and reservation status.
 - (d) Self addressed stamped envelope of size 24 x 11 Centimeters.
 - (e) Any other documents supporting their candidature.
 - (f) The envelope containing the application should be superscribed "APPLICATION FOR THE POST OF _____". Separate application for each post should be forwarded.

6. **INSTRUCTION TO CANDIDATES:**

- (a) Applications are to be forwarded only through ordinary post. Applications sent through Registered Post/Speed Post/Courier will not be accepted.
- (b) Date/Time of Tests/Interview to the eligible shortlisted candidates will be intimated by post.
- (c) No TA/DA will be paid for attending the Test/Interview.
- (d) **Original Certificates are NOT to be sent.**
- (e) Commanding Officer of the AF Station / Unit mentioned Para (1) has right to reject any incomplete application without assigning any reasons. Screening of application will be carried out and the selected candidates will only be called for interview.

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Passport size
Photograph
(4.5 x 3.5 cms)
duly attested
by Gazetted
Officer to be
Affixed.

APPLICATION FOR RECRUITMENT TO THE POST OF :

1. Applicant's Name : _____
2. Father's / Husband's Name : _____
3. Nationality : _____
4. Date of Birth : _____
5. Age (as on the last date for receipt of application) : Years Months Days

6. Address for correspondence : _____

7. Category : SC/ST/OBC/UR
EX-S/VH/OH/HH

8. Educational Qualification

| Exam Passed / Year | School / Board / University |
|--------------------|-----------------------------|
| | |

Experience

Declaration:

I hereby solemnly declare that the above information is correct to the best of my knowledge and nothing has been concealed and distorted. If at any time, I am found to have concealed / distorted any material information my appointment shall be liable to be summarily terminated.

Date:

Signature of the applicant

Note: Annex documents mentioned at Para 4 of Advertisement.

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