

RECRUITMENT OF CIVILIAN GROUP 'C' POSTS IN AIR FORCE RECORD OFFICE,
SUBROTO PARK, NEW DELHI- 110 010

1. Air Officer Commanding, Air Force Record Office, Subroto Park, New Delhi- 110010 invites application from eligible Indian Citizens for the following posts :-

Sl No	Name of the Post & Pay Scale	Qualification & Experience	Category					Total
			UR	SC	ST	OBC	Ex-SM	
1	<u>Steno II</u> Rs 5200-20200 +2400 (Grade Pay) (PB-1) Age: 18 to 27 years	<u>Essential:-</u> (i) 12 th Class or equivalent qualification from a recognized Board/University. (ii) Skill Test Norms Dictation : 10 minutes @ 80 w.p.m Transcription: 50 minutes (English), 65 minutes (Hindi) (on Computer)	01	-	-	-	-	01
2	<u>LDC</u> Rs 5200-20200 + 1900 (Grade Pay) (PB-1) Age: 18 to 27 years	<u>Essential:-</u> (i) 12 th Class or equivalent qualification from a recognized Board/University. (ii) English Typing @ 35 words per minute or Hindi Typing @ 30 words per minute 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)	05	01	-	01	-	07**
3	<u>Hindi Typist</u> Rs 5200-20200 + 1900 (Grade Pay) (PB-1) Age: 18 to 27 years	<u>Essential:-</u> (i) 12 th Class or equivalent qualification from a recognized Board/University. (ii) Hindi Typing @ 30 words per minute 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)	01	-	-	-	-	01

4.	Multi Tasking Staff (MTS) Rs.5200-20200+1800 (Grade Pay) (PB-1) Age: 18 to 25 years	Essential:- Matriculation pass or equivalent qualification from recognized University or Board. Desirable:- One year of experience as Watchman or Lascar or Gestener Operator or Mali from an Organisation or Institute.	-	-	01	01	-	02
		Total :	07	01	01	02	-	11

Note:

** Out of 07 vacancies of LDC one vacancy is reserved for Ex-serviceman horizontally.

2. **Age Relaxation:** Relaxation in upper age limit will be allowed to eligible categories of applicants as per details given below:-

- | | | | |
|-----|---------------------------------|---|--|
| (a) | Other Backward Class (OBC) | : | 03 Years |
| (b) | Scheduled Caste/Scheduled Tribe | : | 05 Years |
| (c) | Ex-Servicemen | : | 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.

3. **General Instructions:-**

- Number of vacancies are subject to variation/change without any prior information.
- The above posts carry an All India service liability.
- Application should be submitted in prescribed Performa, 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.**
- The candidates belonging to caste listed under Central List of OBC's only are eligible for appointment to Central Services against their reserved vacancy. The latest rules with regard to Creamy Layer in OBC are applicable.
- The application should be addressed to "**The Air Officer Commanding, Air Force Record Office, Subroto Park, New Delhi- 110 010**".
- The post and category must clearly be written on Top Right Hand corner of the envelope containing the application.
- Last date for receipt of application is within **30 days** from publication of this advertisement.
- A self addressed envelope affixing Rs. 5/- postage stamp to be attached along with the application.
- 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. Application received prior to the date of publication of this notification will not be entertained and will be rejected.
- Applications received prior to the date of publication of this notification and after closing date will not be entertained and will be rejected.
- The application can be rejected by the Board without any intimation, if found incomplete/not as per format.

- (l) A candidate whose application is received in time and found complete/eligible in all respects during scrutiny will be called for test/interview.
- (m) Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test/interview. 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. If no letter is received by the candidates within 45 days from the closing date of applications. It may be presumed that his/her application has been rejected and his/her name is not placed among the shortlisted candidates and no query in this regard will be entertained.
- (n) 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.
- (o) Written examination will consist of three papers of General Intelligence & Reasoning, General Awareness and English Language & Comprehension of 12th standard for the post of Steno II, four papers of General Intelligence, English Language, Numerical Aptitude and General Awareness of 12th standard for the post of LDC & Hindi Typist and General Intelligence and reasoning, General English, Numerical Aptitude and General Awareness of 10th standard for the post of MTS.
- (p) Question Paper will be bilingual except English paper and so answers can be given in Hindi also.
- (q) Candidates are required to bring their own hard board for written test.
- (r) No TA/DA will be admissible to the candidates for appearing in test(s)/interview.
- (s) Applicants serving under Government/Semi-Govt/PSUs must apply through proper channel.
- (t) Any representation/recommendation will make the candidature of a candidates liable for disqualification.
- (u) **The exam/interview would be conducted at in New Delhi-10. Venue/entry exit point will be intimated in the call letter.**
- (v) **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. .

Note : Government strive to have a workforce which reflects gender balance and women candidates are encouraged to apply. There are some special benefits available to women employees such as Maternity leave, Child Care Leave, Posting of husband & wife at the same station, Age relaxation for appointment etc .as per instructions contained in DOP&T OM No. 13018/4/2009-Estt(L) dated 08 Jul 09 and circulated vide Air Headquarters letter No. Air HQ/23049/ODR/Gen/PC-3 dated 17 Sep.09

**AIR OFFICER COMMANDING
AIR FORCE RECORD OFFICE
SUBROTO PARK, NEW DELHI-110010**

- 41 -

Application for the posts of In Unit

Paste a self
attested
photograph

1. Post applied for
2. Name of the Candidate (in block letters):
3. Father's Name:
4. Date of Birth:/...../.....
(Attach copy of Birth Certificate self attested)
5. Age as on 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 Certificate in case of SC/ST/OBC self attested)
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 the 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 state then I shall be liable to be terminated without any notice.

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/Interview

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