

**HQ EASTERN AIR COMMAND IAF DIRECT RECRUITMENT
GROUP 'C' CIVILIAN POSTS IN INDIAN AIR FORCE**

1. Applications are invited from eligible Indian Citizens for recruitment against the following Group 'C' posts at Air Force Selection Board (AFSB), Kanchrapara, Kolkata.

Sl No.	Name of post	UR	SC	ST	OBC	Total
1.	Steno-II	01	01	-	-	02
2.	Storekeeper	-	01	-	-	01
3.	Hindi Typist	01	-	-	-	01
4.	LDC	01	-	01	01	03
5.	CMTD	04(01 ESM)	-	-	02	06
6.	MTS	19 (04 ESM)	10 (01 ESM)	02	08 (01 PB)	39
7.	Mess Staff	07(01 OH & 01 ESM))	02	01	03 (01 ESM)	13
8.	Safaiwala	05(01 ESM)	03	01	02 (01HH)	11
9.	Cook	05(01 ESM)	02	-	02	09
10.	Dhobi	-	-	-	01	01
11.	Carpenter	01(ESM)	-	-	-	01
Grand total						87

(UR - Unreserved, SC - Scheduled Caste, ST - Scheduled Tribes, OBC - Other Backward Class, PH - Physically Handicapped (OH, PB & HH) & ESM - Ex-Serviceman)

2. The following are the given criteria as per the Recruitment Rules (RRs):-

(i) **Age limit**

- (a) For LDC : 18 – 27 years
- (b) Others : 18 – 25 years

(c) Upper age limit relaxation applicable against posts vacancy for SC/ST. by 05 years, OBC 03 years, and ESM (Ex-servicemen) : service rendered in Army, Navy and Air Force + 03 (three) years. Physically Handicapped are eligible for 10 yrs of age relaxation.

(d) The crucial date for determining age limit is the last date of receipt of application / last date up to which the employment exchange is asked to submit the names

(ii) **Educational Qualification**

Sl No	Post	Essential Qualification
1.	LDC/Hindi Typist	(i) 12 th pass or equivalent qualification from a recognised Board or University. (ii) A typing speeds of 35 wpm in English or 30 wpm in Hindi on Computer (Time allowed 10 min) (35 wpm & 30 wpm correspond of 10500 KDPH/9000 KDPH on an average of 05 key depression for each word)
2.	Store Keeper	12 th pass or equivalent from a recognised Board or University. Desirable. Experience in handling Stores and keeping Accts in a store of a concern of repute in Public or private section

3.	Steno-II	(i) 12 th pass or equivalent from recognized Board or University. (ii) Skill Test Norms (iii) Dictation: 10 mts @ 80 w.p.m Transcription : 50mts (Eng) 65 mts (Hindi) on computer.
4.	Civ MTD	10 th Pass. Other qualification. (i) Valid civil driving license for light and heavy vehicle. (ii) Professional skill in driving and knowledge of motor mechanism. Experience. Minimum two years experience in driving motor vehicle.
5.	Cook & Mess Staff	Matriculate or equivalent from a recognised Board / University with six months experience in the trade.
6.	Carpenter	Matriculate or equivalent from a recognised Board / University and possessing ITI certificate in the appropriate / akin field or trade.
7.	MTS	Matriculation or equivalent from a recognised Board / University. Desirable. One year of experience as Watchman or Lascar or Mali from and Organisation or Institute.
8.	Safaiwala	Matriculation or equivalent from a recognised Board / University.
9.	Dhobi	Essential. Matriculation pass or equivalent qualification from a recognised University or Board. Desirable. One year of experience as Dhobi from an Organisation or Institute.

(iii) **Pay Scale**

For LDC, Storekeeper, Hindi typist, Painter, Carpenter, Cook, C.M.T.D.
Pay Band Rs. 5200-20200 Plus Grade Pay (GP) Rs 1900/-

Steno-II : Pay Band Rs 5200-20200/- plus GP Rs 2400/-

For Others : Pay Band Rs 5200-20200/- Plus GP Rs. 1800/-.

(iv) **Benefit for Women Employee** Women employees fulfilling the requirement for applying the above posts are allowed to avail the benefits available to women employees as mentioned in the Min of Pers, DOP&T NO 13018/4/2009-Estt(L) dated 08 Jul 09.

3. Application as per annexed format (typed in English) and pasted with recent passport size photograph duly attested by self along with the photo copy of the following supporting document documents also duly attested may be sent to Officer-in-Charge Civil Admin Section, Air Force Station, Barrackpore, Kolkata-700120, West Bengal :-

- (i) Proof of date of birth.
- (ii) Educational qualification certificate.
- (iii) Any other documents as required.
- (iv) Self address envelope with stamp(s) of Rs. 5/- pasted also to be submitted. Address should be typed or neatly hand written in English.
- (v) Applicants should prominently annotate his/her contact number (mobile or landline) on the application.

4. **Application must be submitted within 30 days from the date of publication of the advertisement. Application received thereafter will not be entertained.**

5. Applicants may please note that if certificates of education, date of birth, caste, etc. are found to be false, they are likely to be prosecuted.
6. Shortlisted candidates will be called for written test and interview on suitable dates. However, no TA / DA will be paid to the candidate to attend the written test and / or interview.
7. Selected candidates will be given appointment subject to Police verification of character and antecedents and on submission of Medical Fitness Certificate signed by Govt Medical Officer / Civil Surgeon.
8. The Stn Cdr of the Air Force Station has the right to adjust surpluses in case they become available at some stage in future before the vacancies are filled up. Similarly, HQ EAC also has the right to change number of vacancies and reservations status of the post in any Air Force Stations at any time before the selection is made.

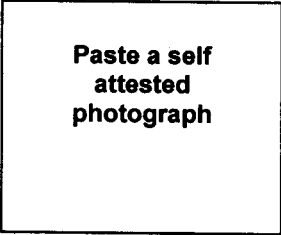

(SK Das)
CGO (A)
OIC PC

Annexure : As stated


SECURITY CLEARED
HQ EAC

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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...../...../.....
(attach copy of Birth Certificate self attested)
5. Age as on last date prescribed for receipt of application
Years.....Month.....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)
9. Educational Qualification.....(attach education certificate self attested)
10. Any other qualification/ Experience.....
11. Category for which applied: - Gen (UR)/OBC/SC/ST/Ex Serviceman/Meritorious Sport person/Physically handicapped..... (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.

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/interview.....

day 10801/11/0064/1415-

COMMAND INT SECTION
SECURITY CLEARED
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