

# 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 following civilian posts at Stations/Units under Headquarters Training Command, IAF, Bangalore:-

Sl. No.	Station/Unit	Post	SC	ST	OBC	UR	Total
1.	AOC, AF Station Jalahalli West, Bangalore - 560015	Lower Division Clerk	-	-	-	1	1
		Civilian Mechanical	-	1	-	-	1
		Transport Driver	-	-	-	-	-
		Cook	-	2	6	-	8
		Multi Tasking Staff	-	1	3	-	4
		Safaiwala	-	-	1	-	1
		Ayah	-	-	-	1	1
2.	Commanding Officer CTI, Air Force Jalahalli (East) Bangalore - 560014	Multi Tasking Staff	-	-	1	1	2
3.	Commanding Officer ETI, Air Force Jalahalli (East) Bangalore - 560014	Multi Tasking Staff	-	-	-	1	1
4.	Commanding Officer E&ITI, Air Force Jalahalli (East) Bangalore - 560014	Lower Division Clerk	-	-	-	1	1
		Multi Tasking Staff	-	-	-	2	2
5.	Commandant, AFTC Jalahalli West, Bangalore -560 015	Lower Division Clerk	-	1	-	-	1
		Mess Staff	-	1	-	-	4 (1 ESM)
		Safaiwala	-	-	-	-	1
6.	Commanding Officer, HOTC(U), AF JC Nagar Post, Hebbal, Bangalore - 560 006	Stenographer Grade-II	-	-	1	2	3
		Lower Division Clerk	1	-	1	1	3
		Civilian Mechanical	-	-	-	1	1
		Transport Driver	-	-	-	-	-
		Cook	1	-	2	1	4
		Multi Tasking Staff	-	-	-	1	1
		Compositor	-	-	1	-	1
7.	Commanding Officer, REB(T), AF JC Nagar Post, Hebbal, Bangalore - 560006	Lower Division Clerk				01 PH (may be from any category)	1
8.	Commanding Officer, SDI, AF Kempapura, Yemlur, Bangalore - 560037	Lower Division Clerk	-	-	1	-	1
9.	AOC, AF Station Yelahanka, Bangalore - 560 063	Lower Division Clerk	1	-	1	2	4 (1 ESM)
		Civilian Mechanical	-	1	-	-	1
		Transport Driver	-	-	-	-	-
		Multi Tasking Staff	3	-	1	1	5
		Safaiwala	1	-	-	-	1
10.	Commanding Officer 255 SU C/o AF Station Yelahanka, Bangalore - 560 063	Safaiwala	-	-	-	1	1
11.	Commandant, Command Hospital, AF Agram Post, Bangalore - 560 007	Civilian Mechanical	-	1	-	-	1
		Transport Driver	-	-	-	1	1
		Multi Tasking Staff	1	-	2	3	6
		Safaiwala	1	-	-	-	1
12.	Commandant, ASTE, Vimanapura Post, Bangalore -560 01 7	Multi Tasking Staff	-	-	-	1	1
13.	AOC AF Station, Bidar-585401	Lower Division Clerk	-	-	1	1	2
		Civilian Mechanical	-	1	-	-	1
		Transport Driver	-	-	-	-	-
		Multi Tasking Staff	-	2	-	-	2
		Mess Staff	-	-	-	2	2
		Safaiwala	-	-	1	2	3
14.	Station Commander AF Station, Belgaum- 591124	Cook	-	-	-	1	1
		Multi Tasking Staff	-	-	-	2	2
15.	Commandant, AFAC, Redfields Coimbatore 641018	Multi Tasking Staff	1	-	-	1	2
16.	Commanding Officer MTTI AF, Avadi, Chennai - 600055	Multi Tasking Staff	-	-	-	1	1
		Safaiwala	-	-	-	1	1
17.	AOC, AF Station Tambaram Chennai - 600046	Telephone Operator Grade-II	1	-	-	-	1
		Lower Division Clerk	2	-	-	1	3 (1 ESM)
		Civilian Mechanical	-	-	1	1	2
		Transport Driver	-	-	-	-	-
		Cook	-	-	1	1	2 (1 HH)
		Multi Tasking Staff	-	-	-	1	1
				Safaiwala	-	-	2
		Carpenter	-	-	-	1	1
18.	Commanding Officer FIS, AF C/o AF Station Tambaram Chennai-600046	Lower Division Clerk	-	-	-	1	1
19.	Station Commander AF Station Begumpet Bowenpally (PO) Secunderabad- 500011	Civilian Mechanical	-	-	1	1	2
		Transport Driver	-	-	-	-	-
		Typist (Hindi)	-	-	1	-	1
		Multi Tasking Staff	-	1	-	-	1
		Mess Staff	-	-	1	-	1
		Safaiwala	-	-	1	-	1
20.	Commanding Officer NTS, AF C/o AF Stn Begumpet Bowenpally (PO) Secunderabad - 11	Cadet Orderly	-	-	1	2	3
21.	Commanding Officer 10 P&S(U), AF C/o AF Stn Begumpet Bowenpally (PO) Secunderabad - 11	Multi Tasking Staff	-	-	-	1	1
22.	AOC, AF Station Hakimpet Secunderabad - 500014	Civilian Mechanical	-	2	1	4	7 (2 ESM)
		Transport Driver	-	-	-	-	-
		Multi Tasking Staff	-	-	1	2	3
		Mess Staff	-	-	-	2	2

23.	Commandant CAW, 2, Sardar Patel Road Secunderabad - 500 003	Cook	-	-	1	-	1
24.	Commandant AF Academy, Hyderabad -500 043	Civilian Mechanical	-	-	1	1	2
		Transport Driver	-	-	-	-	-
		Multi Tasking Staff	-	-	1	4	5
		Mess Staff	-	-	1	2	3
		Cadet Orderly	-	-	-	3	3
		<b>Total</b>					<b>140</b>

ESM: Ex-Serviceman, PH: Physical Handicap, HH: Hearing Handicap.

### 2. EDUCATIONAL QUALIFICATION/PAY SCALE :

Post	Pay Scale in Rs.	Educational Qualification/Experience
Stenographer Grade-II	PB-1 (5200-20200 + GP 2400)	<b>Essential:</b> ● 12th Class pass or equivalent from recognized Board or University. ● Skill Test Norms - Dictation: 10 Mts @ 80 wpm Transcription: 65 Mts (Eng) 75 Mts (Hindi) (On Manual Typewriter) or 50 Mts (Eng) 65 Mts (Hindi) on Computer
Lower Division Clerk		<b>Essential:</b> ● 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, or ● 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) <b>Desirable:</b> Knowledge in MS Office based applications.
Typist (Hindi)		<b>Essential:</b> ● 12th Class or equivalent qualification from a recognized Board or University. ● 25 wpm in Hindi on manual typewriter, or ● 30 wpm in Hindi on computer (30 wpm correspond to 9000 KDPH on an average of 5 key depressions for each word); <b>Desirable:</b> ● Knowledge in MS Office based applications.
Telephone Operator Grade-II	PB-1 (5200-20200 + GP1900)	<b>Essential:</b> ● Matriculation or equivalent with English as a compulsory subject. ● Proficiency in handling of Private Branch Exchange (PBX) Board. <b>Desirable:</b> ● Fluency in spoken English.
Civilian Mechanical Transport Driver (Ordinary grade)		<b>Essential:</b> ● Matriculation or equivalent from a recognized boards. ● Must be holding a valid civil driving license for light and heavy vehicles. ● Must possess professional skill in driving and knowledge of motor mechanism. ● Minimum two year experience in driving motor vehicles.
Cook		<b>Essential:</b> ● Matriculation or equivalent examination of recognized University / Board; ● 6 months experience in trade, or ● Ex-Servicemen in similar/akin/field or trade
Carpenter	PB-1 (5200-20200 + GP1900)	<b>Essential:</b> ● Industrial Training Institute certificate in the appropriate / akin field or trade viz. Carpenter or Ex-servicemen in appropriate trade viz. Carpenter Rigger
Compositor		<b>Essential:</b> ● Industrial training institute certificate in the appropriate/akin field or trade viz. Compositor with three years experience or Ex-servicemen in appropriate trade.
Multi Tasking Staff	PB-1 (5200-20200 + GP1800)	<b>Essential:</b> Matriculation pass or equivalent qualification from a recognized University or Board <b>Desirable:</b> One year of experience as Watchman or Lascar or Gestetner Operator or Gardener from an Organization or Institute.
Mess Staff		<b>Essential:</b> Matriculation pass or equivalent qualification from a recognized University or Board <b>Desirable:</b> One year of experience as Waiter or Washer up from an Organization or Institute.
Safaiwala		<b>Essential:</b> Matriculation pass or equivalent qualification from a recognized University or Board
Ayah		<b>Essential:</b> Matriculation pass or equivalent qualification from a recognized University or Board <b>Desirable:</b> One year of experience as Ayah, in Hospitals or Nursing Homes from an Organization or Institute.
Cadet Orderly		<b>Essential:</b> Matriculation or equivalent pass.

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

- (a) Stenographer, 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 of this advertisement.

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:-**

- (a) Application as per given format duly typed in English on foolscap paper with two recent passport size photographs (one self attested photograph is to be pasted on the application).  
(b) Self 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. The number of posts mentioned above is likely to change. Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test/interview.

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7. The syllabus for examination will be related to charter of duties of concerned post(s), General Intelligence, Reasoning, Numerical Aptitude, General English, General Awareness, Practical test.  
8. Examination will be conducted at the respective Stations/Units.

**9. 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 at 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.

**APPLICATION FOR THE POST OF \_\_\_\_\_ IN \_\_\_\_\_ STATION/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 the last date for receipt of application) : Years ..... Months..... Days .....
- 6. Address for Correspondence .....
- 7. Permanent Address .....
- 8. Category.....SC/ST/OBC/UR/Ex Serviceman/Meritorious Sports/ Physically Handicapped (Attach self attested copy of necessary certificate)

Paste a self attested passport size photograph

9. Educational qualification: (Attach self attested copies of education certificates)

Exam Passed / Year	School / Board / University

- 10. Any other qualification/experience (Attach self attested copies of certificates)
- 11. Technical Training/Experience .....
- 12. Domicile ..... (attach self attested copy)
- 13. Whether registered with any Employment Exchange (Yes/No): if Yes, mention Registration No. and Name of Employment Exchange

**Declaration**

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.

**Place:**

**Date:**

Signature of the Applicant

**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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