

**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 :-

SI No	Name of the Post & Pay Scale	Qualification & Experience	Category					Total
			UR	SC	ST	OBC	Ex-SM	
1	<b>LDC</b> Rs 5200-20200 + 1900 (Grade Pay) (PB-1)	<b>Essential:-</b> (i) 12 <sup>th</sup> 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.	01	-	-	--	-	01
2	<b>Safaiwala</b> Rs 5200-20200 + 1800 (Grade Pay) (PB-1)	<b>Essential:-</b> Matriculation pass or equivalent qualification from recognized University or Board	-	-	-	01	-	01
3	<b>Washer-Up</b> Rs 5200-20200 + 1800 (Grade Pay) (PB-1)	<b>Essential:-</b> Matriculation pass or equivalent qualification from recognized University or Board <b>Desirable :-</b> One year of experience as Washer-Up from an Organization or Institute	01	-	-	-	-	01
4.	<b>Watchman</b> Rs. 5200-20200+1800 (Grade Pay) (PB-1)	<b>Essential:-</b> Matriculation pass or equivalent qualification from recognized University or Board <b>Desirable :-</b> Two year of experience as Watch Man	02	---	----	-	-	02
5.	<b>Lascar</b> Rs. 5200-20200+1800 (Grade Pay) (PB-1)	<b>Essential:-</b> Matriculation pass or equivalent qualification from recognized University or Board	01	01	01	01	-	04
		<b>Total :</b>	05	01	01	02	-	09

2. **Age:** 18 to 27 years for the post of LDC and 18 – 25 years for the post of Safaiwala, Washer Up, Watch Man & Lascar. Relaxation in upper age limit will be allowed to eligible categories of applicants as per the details given below

- (a) Scheduled Caste/Scheduled Tribe : 05 Years  
(b) Other Backward Class : 03 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.

Cont'd ..... p/2

3. **General Instructions** :-

- (a) Number of vacancies are subject to variation/change
- (b) The above posts carry All India service liability
- (c) Application should be submitted in prescribed Performa, as per specimen given below, along with attested photo copies of testimonials for education qualifications/experience/Date of birth certificate and caste certificate(if applicable) issued by the competent authority etc. **Original certificates need not be enclosed with the application.**
- (d) 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.
- (e) The application should be addressed to "**The Air Officer Commanding, Air Force Record Office, Subroto Park, New Delhi- 110010**". The post and category must clearly be written on Top Right Hand corner of the envelope containing the application.
- (f) Last date for receipt of application is within **21 days** from publication of this advertisement.
- (g) A **self addressed envelope** affixing Rs. 5/- postage stamp to be enclosed along with the application.
- (h) The application will be accepted by the Post only. No application will be accepted by Hand/at Office gate or by Registered Post. Application received prior to the date of publication of this notification will not be entertained and will be rejected.
- (i) The application can be rejected by the Board without any intimation, if found incomplete.
- (j) Candidates whose application is received in time and found complete/eligible in all respects during scrutiny will be called for test/interview.
- (k) If the numbers of applications received are too large in proportion to the number of vacancies, only shortlisted candidates will be called for written test/interview.
- (l) Written examination will be objective type multiple choice questions of 12<sup>th</sup> class standard for the post of LDC and 10<sup>th</sup> standard for the post of Safaiwala , Washer Up, Watchman & Lascar.
- (m) Candidates are required to bring their own hard board for written test.
- (n) No TA/DA will be admissible to the candidates for appearing in test(s)/interview.
- (o) Applicants serving under Government/Semi-Govt/PSUs must apply through proper channel.

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  
Telephone No: 25693515**

Cont'd ..... p/3



## APPLICATION FORM

Affix  
Attested  
passport size  
photograph

1. Name of the Post applied for :
2. Name in (Block Letters) :
3. Father's / Husband's Name :
4. Date of Birth :
5. Address for Correspondence :  
(including phone No & e-mail add)
6. Permanent Address :
7. Educational/ Professional :  
Qualification & experience, if any
8. Category: Gen/SC/ST/OBC/ :
9. Nationality :
10. Sex : Male/Female
11. Any other information :

### CERTIFICATE

Certified that the above information furnished by me is correct to the best of my knowledge and belief. In case of any concealment/misrepresentation, my candidature is liable to be cancelled without any notice.

Date :  
Place :

**Signature of Applicant**

---

### ADMIT CARD FOR THE WRITTEN EXAM FOR THE POST OF \_\_\_\_\_

Registration No \_\_\_\_\_  
*(For office use only)*

Candidate's Name \_\_\_\_\_

Father/Husband's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Affix  
Attested  
passport size  
photograph

**Signature of Applicant**

Reporting place :  
*(For office use only)*

Reporting Date & Time :  
*(For office use only)*

Recup 10801/11/0061/1213