

# भारतीय वायुसेना / INDIAN AIR FORCE

## DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF

(ADVERTISEMENT NO. - 01/2025)

Applications are invited from eligible Indian citizens for the recruitment of following Group 'C' Civilian posts at the various Air Force Stations/Units mentioned below. The eligible candidates may address their application to the concerned Stations/Units. The details of the posts are given below:-

### EASTERN AIR COMMAND, IAF

Sl No.	POSTAL ADDRESS	POST	TOTAL NO. OF VACANCIES	Category for which the post should be earmarked						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1.	Air Officer Commanding, Air Force Station Arjan Singh, Panagarh, West Bengal – 713 148	Lower Division Clerk (LDC)	10	05	02	01	01	01	01(A)	01
		Hindi Typist	01	01	-	-	-	-	-	-
		Cook (OG)	12	05	03	02	01	01	-	01
		Store Keeper	16	08	04	02	01	01	01(A)	02
		Carpenter (SK)	03	03	-	-	-	-	-	-
		Painter (SK)	03	03	-	-	-	-	-	-
		Multi-Tasking Staff (MTS)	53	23	11	12	02	05	02 ((C), (D))	05
		Mess Staff	07	05	01	01	-	-	-	-
		Laundryman	03	03	-	-	-	-	-	-
		House Keeping Staff (HKS)	31	14	06	07	01	03	01 (B)	02
		Vulcaniser	01	01	-	-	-	-	-	-
		Civilian Mechanical Transport Driver (Ordinary Grade)	08	04	02	01	01	-	-	01
	Total	148	75	29	26	07	11	05	12	
2.	Air Officer Commanding Air Force Station, Tezpur Assam – 784104	Lower Division Clerk (LDC)	01	01	-	-	-	-	-	01

### WESTERN AIR COMMAND, IAF

3.	Air Officer Commanding, Air Force Station, Ambala Ambala Cantt (Haryana) PIN - 133001	Hindi Typist	01	01	-	-	-	-	-	01
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### AIR FORCE CENTRAL ACCOUNTS OFFICE (AFCAO), IAF

4.	Air Officer Commanding, Air Force Central Accounts Office (AFCAO), Subroto Park, New Delhi - 110 010	Lower Division Clerk (LDC)	03	02	-	01	-	-	03 ((A),(B),(D))	-
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Note : The number of vacancies may vary.

Note :- UR - Unreserved, SC - Scheduled Caste, ST - Scheduled Tribes, OBC - Other Backward Caste, PwBD - Person with Benchmark Disabilities, EWS - Economically Weaker Section, ESM - Ex-Servicemen.

*Persons with Benchmark Disabilities (PwBD)	(A)	(a) Blindness and low vision
	(B)	(b) Deaf and hard of hearing
	(C)	(c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
	(D)	(d) Autism, intellectual disability, specific learning disability and mental illness
	(e)	(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness
Reservation for SC/ST/OBC/EWS/PwBD/ESM	The persons selected against the quotas reserved for PwBD/ESM also to be adjusted in the post based roster among UR/SC/ST/OBC/EWS categories.	

2. Age Limit: - For all posts 18-25 years (The crucial date for determining age limit is the last date of receipt of application).

(a) Age Relaxation: -

(i) 03 years for the candidates belonging to OBC.  
(ii) 05 years for the candidates belonging to SC/ST category.  
(iii) 10 years for the candidates belonging to Physically Handicapped. (Additional 05 years in case of Physically Handicapped belonging to SC, ST & 03 years for OBC category)

(iv) Ex-servicemen: Ex-servicemen who have rendered not less than 06 months of continuous service in the Armed Forces shall be allowed to deduct the full period of such service from their actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, they shall be deemed to be within age limits.

(v) SC/ST/OBC candidates applying against UNRESERVED post are not entitled to any relaxation in age limit, experience etc.

(vi) Departmental Employees:-

40 years for UR  
45 years for SC/ST

Note:- The age relaxation for all eligible candidates is as per prevalent Govt. Instructions.

3. Educational Qualification/Pay Scale for each post :-

Sl No.	Post	Pay scale	Educational qualification/Experience
1.	Lower Division Clerk (LDC)	Level-2, as per Pay Matrix 7th CPC	12th Class pass from a recognized Board. 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)
2.	Hindi Typist	Level-2, as per Pay Matrix 7th CPC	12th Class pass from a recognized Board. 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 average of 5 Key depressions for each word)

3.	Store Keeper	Level-2, as per Pay Matrix 7th CPC	Essential: 12th Class or equivalent qualification from a recognized Board or University. Desirable: Experience in handling stores and keeping Accounts in a store of a concern of repute in Public or Private sector.
4.	Civilian Mechanical Transport Driver (Ordinary Grade)	Level-2, as per Pay Matrix 7th CPC	Essential: Matriculation pass or equivalent qualification from a recognized Board or University; 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 years' experience in driving motor vehicles.
5.	Cook (Ordinary Grade)	Level-2, as per Pay Matrix 7th CPC	Matriculation from a recognized Board with a certificate or diploma in catering; 1 year experience in trade.
6.	Painter (Skilled)	Level-2, as per Pay Matrix 7th CPC	10th pass from a recognized Board or Institute. Industrial Training Institute Certificate in the trade of Painter from a recognized Institute OR Ex-servicemen in appropriate trade viz. Painter
7.	Carpenter (Skilled)	Level-2, as per Pay Matrix 7th CPC	10th pass from a recognized Board or Institute. Industrial Training Institute Certificate in the trade of Carpenter from a recognized Institute OR Ex-servicemen in appropriate trade viz. Carpenter Rigger
8.	House Keeping Staff (HKS)	Level-1, as per Pay Matrix 7th CPC	Matriculation pass or equivalent qualification from a recognized Board or University.
9.	Laundryman	Level-1, as per Pay Matrix 7th CPC	Essential: Matriculation pass or equivalent qualification from a recognized Board or University. Desirable: One year of experience as Dhobi from an Organization or Institute.
10.	Mess Staff	Level-1, as per Pay Matrix 7th CPC	Essential: Matriculation pass or equivalent qualification from a recognized Board or University. Desirable: One year of experience as Waiter or Washer up from an Organization or Institute.
11.	Multi-Tasking Staff (MTS)	Level-1, as per Pay Matrix 7th CPC	Essential: Matriculation pass or equivalent qualification from a recognized Board or University. Desirable: One year of experience as Watchman or Lascar or Gestelner Operator or Gardener from an Organization or Institute.
12.	Vulcaniser	Level-1, as per Pay Matrix 7th CPC	Matriculation pass or equivalent qualification from a recognized Board or University. OR Ex-servicemen from appropriate trade.

Note: Nomenclature of the post is subject to change.

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# Petroleum and Natural Gas Regulatory Board

चतुर्थ तल, ई-400, टावर-ई, वर्ल्ड ट्रेड सेंटर

नौरोजी नगर, नई दिल्ली-110029

4th Floor, Tower-E, World Trade Centre  
Nauroji Nagar, New Delhi- 110029

No. PNGRB/Admin/12-HR(38)/2024/76

Dated: 7th May 2025

**Public Notice for inviting applications to the post of Cashier in Level-4 of Pay Matrix on deputation (Foreign Service term) basis in PNGRB**

Petroleum and Natural Gas Regulatory Board (PNGRB) invites applications for filling up of the post of Cashier in Level-4 of Pay Matrix on deputation on foreign service term basis. Eligible and willing applicant may apply within one month from the date of publication of this advertisement. The instructions and application format can be downloaded from PNGRB's website at <https://pngrb.gov.in/eng-web/career.html> and also through a link available under "What's New".

Lt Col  
Director (Admin., HR & IT)  
EN 7/108

CBC 33112/12/0001/2526

## PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF \_\_\_\_\_ In \_\_\_\_\_ Unit

- Post applied for : \_\_\_\_\_
- Name of Candidate : \_\_\_\_\_  
(In Block letters)
- Father's Name : \_\_\_\_\_
- Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_  
(attach copy of Birth Certificate self attested)
- Age as on the last date : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_  
prescribed for receipt of application
- Address for correspondence  
House No./Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Dist \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_
- Permanent Address  
House No./Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Dist \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_
- Caste: Gen/OBC/SC/ST : \_\_\_\_\_  
(attach self attested certificate in case of SC/ST/OBC)
- Educational Qualification : \_\_\_\_\_  
(attach education certificate self attested)
- Any other Qualification/Experience: \_\_\_\_\_
- Category for which applied : Gen(UR)/OBC/SC/ST/EWS/Ex-Servicemen / PwBD..... (attach self attested copy)
- Technical Training/Experience: \_\_\_\_\_
- Domicile : \_\_\_\_\_  
(attach self attested copy)
- Whether registered with any Employment Exchange: Yes/No  
(If yes, mention Registration No. and Name of employment exchange)
- 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

- Received on \_\_\_\_\_
- Accepted/Rejected \_\_\_\_\_
- Reason for rejection: Underage/Overage/incomplete documents/Any other reason to be specified \_\_\_\_\_

4. Index No: \_\_\_\_\_ Date of Test / skill / practical / physical test.

## Acknowledgement Card

- Name : \_\_\_\_\_
- Father's Name: \_\_\_\_\_
- Address for correspondence  
(To be filled same as per Column 6 of application form)  
House No./Street/Village \_\_\_\_\_  
Post Office \_\_\_\_\_ Dist \_\_\_\_\_  
State \_\_\_\_\_ Pin Code \_\_\_\_\_
- Index No: \_\_\_\_\_ Date and Time of Test / skill / practical / physical test \_\_\_\_\_
- Venue of Written Test / skill / practical / physical test \_\_\_\_\_

Signature of Controlling Officer  
ANNEXURE-II

## Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities Candidates who seek exemption from appearing in the Typewriting Test

This is to certify that Sh. /Smt./Kum. \_\_\_\_\_ son/daughter/ wife of Shri \_\_\_\_\_ is suffering from \_\_\_\_\_ Clinical Diagnosis as a result of which he / she has the following disabilities. (Brief description of his / her disabilities) \_\_\_\_\_ This is a permanent disability and the extent of his / her disability works out to \_\_\_\_\_ % of disability. This disability is likely to interfere with Typewriting (specify) \_\_\_\_\_

Photograph of candidate  
clearly showing face  
with affected portion of  
the body

Signature of Civil Surgeon:  
Name:  
(Official Stamp)  
Place:  
Date:

Signature of candidate:

Name:

Roll Number:

CBC 10801/11/0014/2526

EN 7/106

### 4. Mode of Selection:

- All application will be scrutinised in terms of age limits, minimum qualification, documents and certificates. Thereafter, eligible candidates will be issued call letters for written test.
- The eligible candidates will be required to appear for written test. The written test will be based on minimum educational qualification.
- Syllabus for written exam:-  
(i) For LDC/Hindi Typist:- General Intelligence, English Language, Numerical Aptitude & General Awareness.  
(ii) For MTS, HKS, Laundryman, Mess Staff & Vulcaniser:- General Intelligence & Reasoning, Numerical Aptitude, General English, General Awareness.  
(iii) For all other trade/post:- General Intelligence & Reasoning, Numerical Aptitude, General English, General Awareness, Trade/Post related question.
- The question cum answer paper will be in English and Hindi.
- The requisite number of candidates will be shortlisted and called for skill/practical test wherever applicable based on merit/category in the written test.
- The marking system will be as under:-  
(i) Written Test 100% (weightage)  
(ii) Skill/Practical/Physical Test Qualifying only

- Shortlisted candidates are to bring original certificates, copies of annexure attached with application.

5. Last date:- The last date for receipt of Application Form is 30 days from the date of publication of this advertisement.

6. How to apply: Eligible candidates can apply to any of the above Air Force Station of their choice subject to the vacancies and qualifications. Application as per format given under (typed in English/Hindi), duly supported with the following documents is to reach the concerned Air Force Station as per choice within 30 days from the date of the publication of this advertisement in 'Employment News/ Rozgar Samachar'.

- All documents in support of Educational Qualification, Age, Technical Qualification, Persons with Benchmark Disabilities, Experience Certificate & Caste Certificate (issued by the competent civil authorities in case of SC/ST/OBC/EWS candidates) etc to be accompanied with the application should be self attested.
- In case of appointment of OBC candidates against their reserved quota their caste should be listed under Central List of OBCs as candidate belonging to castes listed under Central list only are eligible for appointment to Central Services. The latest rules with regard to creamy layer in OBCs are to be followed. Candidates seeking reservation as OBC is required to submit alongwith application a certificate to the effect that he does not belong to any of the creamy layer.
- In case of Ex-servicemen self-attested photocopy of discharge book is to be submitted alongwith the application.
- A person seeking appointment on the basis of reservation to EWS must ensure that he / she possesses the Income & Asset Certificate valid for the Financial Year 2025-2026 (Financial Year of the closing date of application) issued on the basis of income for the Financial Year 2024-2025 (Financial Year prior to closing date of application) in accordance with the DoP&T OM No. 36039/1/2019-Estt (Res.) dated 31 Jan 2019. For example, if the closing date is 30 Apr 2025, the Income and Asset certificate should be valid for the Financial Year 2025-2026 on the basis of income for the Financial Year 2024-2025.
- The option for scribe to PwBD (Persons with Benchmark Disabilities) candidates will be applicable as per DoP&T OM No. 29-6/2019-DD-III dated 10 Aug 2022.
- As per DoP&T OM No. 14020/1/2014-Estt. (D) dated 22 April 2015, PwBD candidates who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by Civil Surgeon where there is no such Board) may be exempted from passing the typing test. To claim exemption from typing test, PwBD candidates must substantiate their claim by furnishing the Medical Certificate in prescribed format as per Annexure-II
- Application form duly typed in English /Hindi with recent photograph (passport size) duly self attested. Any other supporting document (self attested), Self-addressed envelope with stamp (s) Rs. 10/- pasted. Address should be typed in English / Hindi. Separate application for each post should be forwarded. Applicants to mention clearly on the envelope "APPLICATION FOR THE POST OF \_\_\_\_\_ AND CATEGORY \_\_\_\_\_"

- Two passport size photographs (same as affixed on the application form).

### 7. General instructions:-

- Application received prior to the date of publication of this notification and after closing date will not be entertained and will be rejected. IAF will not be held responsible for any kind of postal delay.
- Pre-scrutiny of the application in terms of age limit, minimum qualification, documents and certificates will be carried out by the respective unit before calling the suitable candidates for the written test / skill / practical / physical test.
- The centre for examination/ skill / practical / physical test will be intimated to the candidate in due course. The centre may be different from the place to which the application was sent. This is done purely for administrative convenience.
- NO TADA will be paid to attend the written test / skill / practical / physical test.
- Selected candidates will be subject to all India service liability.
- Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test / skill / practical/ physical test.
- Candidates are to bring original certificates viz. SC/ST/OBC/EWS/PwBD/ESM, educational qualification / technical qualification and experience certificates at the time of the skill / practical/ physical test. The crucial date for determining validity of said documents/certificates will be on or before the last date of receipt of application.
- There will be simultaneous conduct of test for all categories. The responsibility of deciding the category for which the candidate would like to appear will be choice of the applicant himself. No separate exam will be conducted for candidates applying for more than one category, if the exams are held on the same date.
- The Air Officer Commanding/Station Commander / Commanding Officer of the concerned AF Station has the right to reject any application without assigning any reason. Similarly, respective command/Unit has the right to change the number of vacancies / reservation status at any AF Station at any time before selection.