

भारतीय वायुसेना / Indian Air Force

DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF (ADVERTISEMENT NO. 03/2026)

Applications are invited from eligible Indian citizens for the recruitment of following Group 'C' Civilian post at Air Force Station/Unit mentioned below. The eligible candidates may address their application to the given postal address. The details of the post is given below:-

HQ EASTERN AIR COMMAND, IAF

Ser No.	Postal Address a.	Post b.	Total No. of Vacancies c.	Category for which the post should be remarked d.						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1.	Air Officer Commanding Air Force Station, Tezpur, Assam-784104	Lower Division Clerk (LDC)	01	01	-	-	-	-	-	01

Note:- The number of vacancies may vary.

Note: UR-Un-reserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Caste, PwBD-Person with Benchmark Disabilities, EWS-Economy Weaker Section, ESM-Ex-Serviceman.

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

2.1. Age Relaxation:-

2.1.1 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.

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

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

3. Educational Qualification/Pay Scale:-

Ser No.	Post a.	Pay Scale b.	Educational Qualification/Experience c.
1.	Lower Division Clerk (LDC)	Level-2, as per Pay Matrix 7 th 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) [Time allowed 10 minutes]

4. Mode of Selection:-

4.1 All applications will be scrutinised in terms of age limit, minimum qualification, documents and certificates. Thereafter, eligible candidates will be issued call letters for written test.

4.2 The eligible candidates will be required to appear for written test. The written test will be based on minimum education qualification.

4.3 Syllabus for written exam: (i) General Intelligence, (ii) English Language, (iii) Numerical Aptitude, (iv) General Awareness.

4.4 The question cum answer paper will be English and Hindi.

4.5 The marking system will be as under:-

- (i) Written Test - 100% (weightage)
- (ii) Skill Test - Qualifying only

4.6 Shortlisted candidates are to bring original certificates, copies of annexure attached with application at the time of document verification.

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 given postal address of Air Force Station mentioned above subject to the vacancies and qualifications. Application as per format at Annexure-I, duly supported with the following documents is to reach within **30 days** from the date of the publication of this advertisement in '**Employment News/ Rozgar Samachar**'.

6.1 All documents in support of Education Qualification, Age, Technical Qualification, Experience Certificate & self-attested photocopy of discharge book in case of ESM etc. are to be accompanied with the application should be self-attested.

6.2 The option for scribe to PwBD (Persons with Benchmark Disability) candidates will be applicable as per DoPRT OM No. 29-6/2019-DD-III dated 10 Aug 2022.

6.3 As per DoPT OM No.14020/1/2014-Est (D) dated 22 April 2015 PwBD 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, PBD candidates must substantiate their claim by furnishing the Medical Certificate in prescribed format as per Annexure-II.

6.4 As per Ministry of Social Justice and Empowerment OM No. 18-25/2024-Policy dated 17 Dec 2025, Persons with Benchmark disabilities (PwBD) candidates with the disability conditions falling under the category "likely to improve" under temporary disability category, are not eligible for reservation. PwBD candidates with the condition i.e. "progressive, non-progressive or not likely to improve are to be treated eligible for reservation.

6.5 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

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

7. General Instructions:-

7.1 Applications 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.

7.2 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.

7.3 The centre for written examination 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.

7.4 No TA/DA will be paid to attend the written test.

7.5 Selected candidates will be subject to "**All India Service Liability**".

7.6 Merely fulfilling the basic selection criteria does not automatically entitle a person to be called for test.

7.7 Candidates are to bring original certificates viz. ESM, educational qualification / technical qualification and experience certificates during each stage of recruitment. The crucial date for determining validity of said documents/certificates will be on or before the last date of receipt of application.

8. The Air Officer Commanding of Air Force Station, Tezpur 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.

ANNEXURE-I

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF _____ in _____ Unit

- (1) Post applied for : _____
- (2) Name of 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 : Years _____ Months _____ Days _____
prescribed for receipt of application
- (6) Address for correspondence:
House No./Street/Village _____ Post Office _____
Dist _____ State _____ Pin Code _____
- (7) Permanent Address:
House No./Street/Village _____ Post Office _____
Dist _____ State _____ Pin Code _____
- (8) Caste: Gen/OBC/SC/ST _____
(attach self-attested 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 / EWS / Ex-Serviceman / Physically Handicapped _____ (attach self-attested copy)
- (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 / skit / practical / physical test _____

Acknowledgement Card

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

Paste a self attested Photograph