

भारतीय वायुसेना / Indian Air Force

DIRECT RECRUITMENT OF GROUP 'C' CIVILIAN POSTS IN IAF

(ADVERTISEMENT NO. 04/2026)

1. 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 SOUTHERN AIR COMMAND, IAF

Ser No.	POSTAL ADDRESS a.	POST b.	TOTAL NO. OF VACANCIES c.	Category for which the post should be earmarked						
				UR	OBC	SC	ST	EWS	PwBD*	ESM
1.	The Commanding Officer, Head Quarter Southern Air Command (Unit), Akkulam, Trivandrum - 695011	Hindi Typist	01	-	01	-	-	-	-	-

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-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 **03 years** for the candidates belonging to OBC

2.1.2 **SC/ST/EWS/PwBD/ESM** 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.	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 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 educational 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:-

4.5.1 Written Test - 100% (weightage)

4.5.2 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, Persons with Benchmark Disability (PwBD), 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.

6.2 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/she does not belong to any of the creamy layer.

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

6.4 As per DoPT OM. No. 14020/1/2014-Estt (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. PwBD candidates must substantiate their claim by furnishing the Medical Certificate in prescribed format as per Annexure-II.

6.5 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.

6.6 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. Applicants are required to mention clearly on the envelope **'APPLICATION FOR THE POST OF _____ AND CATEGORY _____'**.

6.7. Two recent 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. OBC, 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.

7.8 Proforma for Application & Acknowledge Form (for office record only) must be on separate pages and should be typed neatly on A4 size paper only.

8. The Commanding Officer, Head Quarter Southern Air Command (Unit), Akkulam, Trivandrum 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.

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF _____ in _____ Unit

(1) Post applied for :		Paste a Self attested Photograph
(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 prescribed for receipt of application : Years _____ Months _____ Days _____		
(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 _____		

ANNEXURE-I

Continued from page 38

- (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.

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 / skill / 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

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 10802/11/0019/2627

EN 30/43