

**VACANCIES AT UNIT RUN CANTEEN, 27 EQUIPMENT DEPOT, AIR FORCE STATION, PRAHLADPUR
NEW DELHI-110010**

1. Station Commander 27 ED, AF invites applications for under mentioned posts in Unit Run Canteen 27ED, AF.

Sl No	Post	Pay Band, Vacancies & Qualification	Eligibility / Work Experience	Remarks
1.	Helper	4500-10000+3% increment per annum Vacancy-02. Qualification-10th Pass	(i) Nationality:- Indian (ii) Language :- Hindi (iii) Work experience :- Optional (iv) Good communication skill. (v) Physical/Medical fitness:- Should be able to lift & carry 55 kg weight at one go. (vi) Age limit - 18-32 Year.	FOR HELPER (a) Signed application (Hindi or English) with following documents:- (i) Resume (ii) Certificate/Marksheet of 10th pass (iii) Character certificate issued by MLA Sarpanch/Gazetted Officers (b) Selection procedure (i) All candidates will undergo skill test for cleaning and loading/unloading (ii) Physical Fitness test
2.	Billing Clerk	5500-18000+3% increment per annum Vacancy-01. Qualification-12th Pass	(i) Nationality:- Indian (ii) Technical Experience (a) Computer Knowledge (b) Typing Speed 25-30 WPM (iii) Language :- Hindi & English (iv) Work experience :- Optional (v) Good Communication skill. (vi) Physical/Medical fitness (vii) General Service Knowledge (ix) Age limit-18-32 Year.	FOR BILLING CLERK (a) Signed application (Hindi or English) with following documents:- (i) Resume (ii) Certificate/Mark sheet of 12th pass (iii) Character certificate issued by MLA /Sarpanch/Gazetted Officers (b) Selection procedure (i) Written test: - Computer Knowledge, 10th Base (ii) Computer Typing (iii) Interview
3.	Accounts Clerk	5500-18000+3% increment per annum Vacancy-01. Qualification-Graduate (B Com)	(i) Nationality:- Indian (ii) Technical Experience (a) Computer Knowledge (b) Accounting software (c) Management Skill (iii) Language: Hindi & English (iv) Work experience :- 2 Years (Preference will be given to Ex-Servicemen who has worked in NPF) (v) Good Communication skill. (vi) Physical/Medical fitness (vii) General Service Knowledge (ix) Age limit-18-32 Year.	FOR ACCOUNTS CLERK (a) Signed application (Hindi or English) with following documents:- (i) Resume (ii) Certificate/Marksheet of Graduation pass (B Com) (iii) Character certificate issued by MLA /Sarpanch/Gazetted Officers. (iv) Experience certificate, if any. (b) Selection procedure (i) Written test:- Basic Computer Knowledge, Accountancy Test (ii) Computer Typing (iii) Interview
4.	Safaiwala	4500-10000+3% increment per annum. Vacancy-01.	(i) Nationality:- Indian (ii) Language :- Hindi (iii) Work experience :- Optional (iv) Good communication skill. (v) Physical/Medical fitness: - Should have knowledge of housekeeping and cleaning. (vi) Age limit - 18-32 Year.	FOR SAFAIWALA (a) Signed application (Hindi or English) with following documents:- (i) Resume (ii) Character certificate issued by MLA Sarpanch/Gazetted Officer (b) Selection procedure (i) All candidates will undergo skill test for housekeeping, cleaning and sanitary work (ii) Physical Fitness test

Kindly mention the following on the Envelop: - "Application for the Post of-----"

2. Application to be submitted by Post at:-

Unit Run Canteen
27 ED Air Force Station
Prahlapur New Delhi-110010
By 1000 hrs on 10 Jun 2024.

Application to be submitted by Hand at:-

Employment Box at Main Guard Room
27 ED Air Force Station
Prahlapur, New Delhi-110010
By 1000 hrs on 10 Jun 2024.