# JOINING INSTRUCTIONS BOOKLET Jan 2024 COURSES

The instructions given in this booklet are to serve as guidelines only and the provisions mentioned herein may vary in accordance with the actual rules and regulations in force from time to time. Therefore, these cannot be quoted as authority.

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#### **CHECK LIST**

#### Please ensure that you have:-

- 1. Forwarded the acknowledgement to Air HQ.
- 2. Forwarded the acknowledgement to AFA.
- 3. Submitted all requisite certificates for verification at AFSB or Air HQ.
- 4. Completed all appendices to the "Instructions Booklet " in all respects.

#### **IMPORTANT TELEPHONE NUMBERS**

Dte of PO-3(A/B)	 TELE: 011-23010231 Extn: 7645, 7646 & 7610
Air HQ (VB)	
	EMAIL: catrix.cpgm@gov.in
TCO AFA	TELE FAX: 08418-254057

### FORM OF ACKNOWLEDGEMENT

Batch No			
Chest No			
Full Name			
Full Addres	ss		
		5.	
		Date	
Dt Aii Ro De Ka	g Cdr Personnel (Officers) – e of Personnel (Offrs) r Headquarters com No. 838, 'A' Block efence Offices Complex asturba Gandhi Marg ew Delhi – 110 001	3(A/B)	
		RECEIPT OF CALL LETTER	
Sir,			
		Call letter forvice and agree to abide by the rules and regul	course. I lations as applicable in
	d that if I fail to report at AFA	demy, Dundigal Hyderabad – 500 043 on the candidature	
my claim f		ng to joinncing at AFA for which I have been selected. aining in any of these courses.	course I forgo I shall have no claim,
		Yours faithf	ully
	anned copy is to be sent to atrix.cpgm@gov.in.	Air Headquarters immediately on receipt of the	he Call Letter on email
Write on co	over / envelope – "Joining	Course"	

### FORM OF ACKNOWLEDGEMENT

Batch N	0		
Chest N	0		
Full Nan	ne		
Full Add	lress		
			Date
<b>T</b> .			
То			
	Air Ford	g Coordinating Officer ce Academy al bad - 500043	
			RECEIPT OF CALL LETTER
Sir,			
		receipt of Call Letter for	or course. I accept the terms
and con	aitions.		
claim fo	r all otl	ner course commencin	ng to join course I forgo my g at AFA for which I have been selected. I shall have no claim, aining in any of these courses.
3. follows:-		tails of my move to R	eception Centre at Airport / Secunderabad Railway Station are as
	(0)	Train No / flight no	
	(a) (b)	Train Name / Airline	•
	(c)	Estimated date of arriv	val
	(d)	Estimated time of arriv	
4.	I under	stand that if I fail to repo ancelled.	ort at AFA on the due date of reporting, my candidature for the course
			Yours faithfully
			. out o talking in
		ent to Training Coordin 418-254057 or by spee	ating Officer, Air Force Academy, Dundigal, Hyderabad- 500 043 on d post.
Write or	cover /	envelope – "Joining	Course"

## INSTRUCTIONS FOR TRAINING AT AIR FORCE ACADEMY, DUNDIGAL, HYDERABAD

#### **TRAVEL**

1. You are entitled to travel by any mode of travel to Secunderabad. However, you are entitled for reimbursement of AC III tier rail fare by mail/express trains or actual fare whichever is less. You will be entitled to Road Mileage Allowance as admissible under the rules to Grade II officers. You are required to travel at your own expense and the amount you are entitled to, will be refunded at AFA Hyderabad. All candidates are to be in possession of train/ bus/air tickets and supporting documents to claim the same. Airmen candidates are entitled to travel by mode/ class entitled to their present rank from their unit to AFA.

#### **RECEPTION**

2. Reception Centres will be established at RGIA (Airport) Hyderabad and Secunderabad Railway Station Exit Gate from 09:00 AM to – 06:00 PM on the day of your arrival. Your move from Airport / Railway Station to Air Force Academy will be arranged by the Reception Centre. The Movement Control Officer (MCO) at the railway station can also be contacted for guidance.

#### **REPORTING**

3. You are required to report for training on the due date and time as specified in the Call letter which has been sent to you by post /scanned copy by email. Reporting late without proper authority is not permissible. In case you report early, you are to make your own arrangements for stay until you report to the Reception Centre as per laid down instructions.

#### **DURATION OF TRAINING AND FITNESS**

- 4. The duration of training and fitness are given in the subsequent paragraphs:-
  - (a) The duration of training will be 74 weeks for flying and technical branch and 52 weeks in case of Ground duty Non-Tech branches. However, this period may be subject to variations due to service exigencies.
  - (b) The training at AFA demands a very high level of physical fitness. Outdoor activities are given equal importance as academics. Failure to achieve the desired standards in outdoor training and academics will result in termination of your training. Therefore, it is in your interest that you are physically and mentally prepared to undergo the rigours of training. You will be required to participate in athletics, cross country and games, so you should keep yourself fit to undertake physical exercise like sit ups, push-ups, short and long distance running, swimming etc. If you have any sportswear/ equipment like football boots, tennis racquet or golf sets, please bring them along with you. The minimum standards expected at AFA are given below:-

#### (i) Men

F. . . . . . 4

Event	Age Bracket	<u>Minimum Standard</u>
1.6 KM	Upto 25 years of age	<08 minutes
1.6 KM	26-30 years	<09 minutes
100 mtr	Upto 35 years of age	16 Seconds
Push-Up (in 01 min)	Upto 35 years of age	20
Sit-Up (in 01 min)	Upto 35 years of age	20
Chin-Up	Upto 35 years of age	05
Swimming- 25 Mtr free style	-	Own time
Jump (swimming)	-	7.5 Mtr (Ht)

Ana Dunalisat

Minimum Standard

#### (ii) Women

Event	Minimum Standard
1.6 KM	≤09 minutes
100 mtr	19 Seconds
Push-Up (in 01 min)	10
Sit-Up (in 01 min)	15
Chin-Up	02
Swimming- 25 Mtr free style	Own time
Jump (swimming)	5 Mtr

#### **RAGGING**

5. Ragging in any form is strictly prohibited at all Air Force Training Establishments. Such an act / incident, if any, is to be brought to the notice of appropriate authority in the Training Establishment.

#### **ACCOMMODATION**

6. Suitable accommodation will be provided during the period of training. It will be free of cost for those joining Flying / Ground Duty Officers' Courses whereas on rent as per government rates for Under Training Flying Officers (i.e. of Tech Courses / Met branch of Ground Duty Officers' Course). Permission to live out under own arrangement will not be granted during training period.

#### **MESSING**

7. Free Messing will be arranged in the Flight Cadets' Mess as per the entitlement. Charges may be levied for allied services as per the current rates.

#### **MEDICAL FITNESS**

- 8. The standards of medical fitness are as under:-
  - (a) Free medical facilities will be provided during the training period. Please note that you will not be entitled to claim for any compensation for any injury sustained while under training. If you have any injury or have fallen sick after your Air Force Medical Examination, you are required to intimate AFA about the same on arrival.
  - (b) A medical certificate as per format at Appendix 'B' completed by you and signed by a qualified medical practitioner is to be furnished at AFA on your arrival.
  - (c) You are required to maintain your medical fitness throughout the training period. Your medical examination was conducted at Air Force Medical Establishment to ascertain your medical fitness as per laid down standards (including body weight) before reporting for precommissioning training. Another medical examination would be held immediately on your arrival at AFA and these standards will be reconfirmed. You will be admitted for training only if you are found medically fit as per the laid down standards. In case you are found medically unfit (including on grounds of obesity) on arrival at AFA, you shall not be permitted to commence training and will be routed back. Please be particularly careful about your weight which should be within permissible limits of your ideal body weight as informed to you at Air Force Medical Establishments. The ideal body weight requirements are given in the tables below:-

TABLE 1: IDEAL WEIGHT IN KILOGRAMS FOR DIFFERENT AGE GROUPS AND HEIGHTS OF MEN CANDIDATES (PERMISSIBLE UPTO 01 SD)

Ht in cm			AGE RANGE		
	18-22	23-27	28-32	33-37	38-42
152	47	50	54	54	54
153	47	51	55	55	54
154	48	51	56	55	55
155	49	52	56	56	56
156	49	53	57	57	56
157	50	54	58	58	57
158	50	54	58	58	58
159	51	55	59	59	59
160	52	56	59	60	59
161	52	56	60	60	60
162	53	57	61	61	61
163	54	58	61	62	61
164	54	59	62	63	62
165	55	59	63	63	63
166	56	60	63	64	64
167	56	61	64	65	64
168	57	61	65	65	65
169	57	62	65	66	66
170	58	63	66	67	67
171	59	64	66	68	67
172	59	64	67	68	66
173	60	65	68	69	69
174	61	66	68	70	69
175	61	66	69	71	70
176	62	67	70	71	71
177	62	68	70	72	72
178	63	69	71	73	72
179	64	69	72	73	73
180	64	70	72	74	74
181	65	71	73	75	75
182	66	72	74	76	75
183	66	72	74	76	76
184	67	73	75	77	77
185	68	74	75	78	77
186	68	74	76	78	78
187	69	75	77	79	79
188	59	76	77	80	80
189	70	77	78	81	80
190	71	77	79	81	81
191	71	78	79	82	82
192	72	79	80	83	82
193	73	79	81	83	83
SD ±	6.3	7.1	6.6	6.9	6.8

## TABLE 2: IDEAL HEIGHT-WEIGHT CHART FOR DIFFERENT AGE GROUPS FOR WOMEN CANDIDATES (PERMISSIBLE UPTO 01 SD)

Ht in cm	Weight in Kg AGE RANGE		
	20 - 25 years	26 – 30 years	
148	43	46	
149	44	47	
150	45	48	
151	45	48	
152	46	49	
153	47	50	
154	47	50	
155	48	51	
156	49	52	
157	49	53	
158	50	53	
159	51	54	
160	51	55	
161	52	55	
162	52	56	
163	53	57	
164	54	57	
165	54	58	
166	55	59	
167	56	60	
168	56	60	
169	57	61	
170	58	62	
171	58	62	
172	59	63	
173	59	64	
174	60	64	
175	61	65	
176	61	66	
177	62	67	
178	63	67	
± SD	5	5	

(d) Candidates/ Under Trainee Officers would be categorised as follows:-

(i) Normal : Weight within <u>+</u> 1SD of Ideal Body Weight (IBW)

(ii) Overweight : Weight > +1SD but < +3SD of IBW

(iii) Obese : Weight > +3SD of IBW

- 9. Additionally the following restrictions would apply:-
  - (a) For Commencement of training at any stage, Candidates, and UT Officers must be within the criteria stipulated for 'Normal' and 'Overweight'.
  - (b) For Commissioning/Passing Out, Flight Cadets and UT Officers must be within the criteria stipulated for 'Normal' weight.

- 10. <u>Obese.</u> All Flt Cadets and UT Officers who are found to be 'Obese' would not be allowed to commence training. The following actions would be taken:-
  - (a) <u>FIt Cadets</u>. They would be routed back home and if willing be asked to report for the next course. They would be informed in writing by Commandant AFA that should they be found 'Obese' on reporting for the next course, their candidature would be cancelled.
  - (b) <u>UT Officers</u>. For those found 'Obese', a TRB would be conducted and they would be reflighted to the next course. They would be informed in writing by Commandant AFA that in case on reporting for the next course, if they are still found to be 'Obese', their training would be terminated and UT Officer status would be cancelled.
- 11. <u>Overweight</u>. Trainees found 'Overweight' will be allowed to join the training establishment as a Flt Cdt or a UT Officer. All Flt Cdts or UT Officers who are found 'Overweight' will be given a written warning (first) prior to commencement of training. His/ Her training will be commenced with an undertaking that in case he/ she does not attain the 'Normal' weight criteria within 11 weeks (half the course duration), his/ her training would be terminated. Their BMI and WHR will be measured and recorded. The weight, BMI and WHR of these Flt Cdts and UT Officers would be checked every three weeks and at the completion of a total of 11 weeks. Those Flt Cdts or UT Officers who attain the 'Normal' weight criteria at any stage would not be checked any further. However, those Flight Cadets or Under-Trainee Officers who do not attain the 'Normal' weight criteria at the end of 11 weeks, would be administered a second written warning and a Training Review Board (TRB) for failure to be within Normal Weight criteria would be carried out. These Flight Cadets or Under Trainee Officer would be re-flighted to the next course and would be routed back home on completion of the TRB.

#### **LEAVE/ DISCIPLINE**

- 12. Conditions pertaining to leave and discipline are given as:-
  - (a) While under training, no leave will be granted except on medical or compassionate grounds. Wedding ceremonies, festivals and similar occasions will not be considered as compassionate reasons for leave. Grant of leave will always be subject to exigencies of training. If a trainee fails to report at the Academy after expiry of the leave period, his / her commission / Cadetship is liable to be terminated in absentia. Cost of training and other expenses upon such termination become payable by him / her or his / her guarantor to the government, as in the case of voluntary withdrawal from training.
  - (b) <u>Leave for SSB (PC).</u> The cases for leave sought by trainees for appearing in SSBs will be processed in accordance with undermentioned instructions.
    - (i) Candidates joining Air Force Academy (AFA) as Short Service Commission (SSC) cadets, will be permitted to appear for Service Selection Board (SSB) and medicals towards Permanent Commission (PC) in IAF/IA/IN, provided the candidate had appeared for written examination for the same before joining AFA. However, this permission will be granted only once and the trainee have to declare the same (of having appeared in CDS) at the time of reporting.
    - (ii) Leave for the purpose of appearing in SSB and medicals to such cadets may be granted by Dy Commandant AFA.
    - (iii) In case a cadet is selected for PC in IAF/IA/IN, the cost of training will not be recovered from the cadet. The cadet will give an undertaking that he will join the training academy for which he has been selected as a PC cadet. However, the cadet will have to refund the stipend paid, expenditure on clothing and travelling allowance, if any.
    - (iv) In case a trainee wishes to appear for SSB for short service commission in the other Services, leave will not be granted. The trainee may apply for voluntary withdrawal from the course and leave subsequent to refunding the cost of training and other recoverable expenditure.

- (c) While undergoing training at AFA, you will be governed by the rules and regulations in force and those which may be laid down in future. An indifferent attitude towards training may amount to deliberate failure and termination of training and he / she may be required to pay the entire cost of training. U/T Flying Officers / Flight Cadets considered indisciplined and suspended on these grounds will be debarred from entering Defence Services in any capacity. Technical & Met branch trainee officers will be governed by AF Act 1950 and Rules thereof. Therefore, they may be tried by a Court Martial or punished otherwise for any of the offences as laid down in the Act.
- (d) <u>Prohibited Items</u>. Cadets are prohibited from carrying any kind of SMART mobile phones, electronic gadgets', medicines etc on their arrival. However, Flt Cdts are allowed to bring basic mobile phone which is without camera, Bluetooth and external storage. These will be given to them for use as per the local orders.
- (e) Ex-airmen Cadets are entitled for free railway conveyance of FRW by entitled Class, once annually during the term break to and from their homes.

#### **CLOTHING**

- 10. To equip you with correct kitting requirements during training, as also subsequently during your service career, post commissioning, certain items (including various uniforms) will be issued to you on arrival at AFA on payment. Some of these items are:-
  - (a) Curtains
  - (b) Pillows
  - (c) Swimming Costume
  - (d) Rain Coat
  - (e) Water Bottle
  - (f) Drinking Glass
  - (g) Coffee Mugs
  - (h) Buckets & Mug
  - (j) Blanket
  - (k) Clothes Stand
  - (I) 04 Bed sheets and 02 Pillow Covers
- 11. You should be in possession of the following items of clothing on arrival at AFA:-
  - (a) Towels (Minimum 01)
  - (b) Slippers
  - (c) Handkerchief White (One dozen)
  - (d) Night Suit (As per requirement, min 02 pairs)
  - (e) Dressing Gown (01)
  - (f) Alarm Clock
  - (g) Hangers (Six)
  - (h) Electric Iron (01)
  - (j) Pillow covers white (Standard Size) (Minimum two)
  - (k) Bed sheets white (minimum two)
  - (I) Sports Shoes (One pair running shoes white in colour of reputed brand)
  - (m) Shirts White full sleeves Two (Tie collar and not chinesew collar, single pocket, single stitching)
  - (n) Trousers White Two (side pockets, single pleat, side buttons on waist line for adjustment without belt loops, narrow bottom 18")

- (o) Black Socks Nylon (Two pairs)
- 12. To ensure uniformity and correctness of pattern, the following items will be issued to you by the Academy on payment:-

Sports T-shirts Squadron colour Two (a) (b) Academy Blazer One (c) Black Socks Nylon Two pairs Academy Tie and Scarf One each (d) (e) Shorts White Two T-shirts White Two (f) **Trousers White** (g) Three Shirts White full sleeves Three (h) (j) Socks White Two pairs (k) Black Shoes One pair

- 13. In case of airmen candidates, the cost of the items listed above would be met from the pay and allowances that they receive during their training at AFA.
- 14. The Academy has a well-stocked Unit Run Canteen, to meet day to day requirements. AFA has a State Bank of India branch operating within the campus and an ICICI ATM.

#### **POCKET ALLOWANCE**

15. You must carry at least Rs 25,000/- as pocket allowance to meet your initial kitting requirements. This is to meet the cost of kit issued to you. This may be carried as a DD to be in favour of PMC, Flight Cadets' Mess payable at SBI Dundigal/ Secunderabad/ Hyderabad.

#### STUDY MATERIAL FOR AEC CANDIDATES

- 16. Candidates joining Technical Courses (AEC) are advised to bring the books listed below:
  - (a) Introduction to Flight, John D. Anderson, McGraw-Hill Publication, 6th Edition and 2008 / Aerodynamics, L J Clancy, Sterling Book House, Indian Edition, 2006
  - (b) Principles of Avionics, Albert Helfrick, 7th Edition and 2012
  - (c) Guided Weapons, J F Rouse, 4th Edition and 1999
  - (d) Electronic Communication System, Kennedy, 6th Edition and 2017
  - (e) Introduction to Radar Systems, Merril Skolnik, 3rd Edition and 2017
  - (f) Computer Networks, Andrew.S.Tanenbaum, 5th Edition and 2013
  - (g) Data Communications and Networking, Behrouz Forouzan, 4th Edition and 2017

#### **RESIGNATIONS / WITHDRAWAL**

18. Please note that in case you wish to withdraw from training for any reason whatsoever or refuse to accept the commission, if offered, you will be required to pay the entire cost of training to the Government as per the undertaking given by you / your parents / guarantor. This amount will have to be deposited by you before your resignation or request for withdrawal from training is forwarded to the higher authorities by the Training Institute.

#### **DOCUMENTS**

- 19. Following documents, duly completed, must be handed over to the Training Coordination Officer on arrival, without which you will not be permitted to join course:-
  - (a) Undertaking as to Form of Oath / Affirmation as per Appendix-A" (Please refer para 29 also).
  - (b) Medical certificate as per Appendix 'B'
  - (c) Declarations etc. duly executed / completed as per Appendices 'C' to 'G'
  - (d) All Original Certificates from 10<sup>th</sup> standard to the qualifying examination.
  - (e) Passport size photographs (min 15 photographs).
  - (f) PAN Card
  - (g) Aadhar Card
  - (h) Driving License (DL)
  - (j) Voter ID
  - (k) Passport

(Of the documents mentioned from sub para (h) to (k), one is mandatory)

<u>Note:</u> Candidates should have PAN card on arrival. If not in possession, must have applied for the same prior to reporting for training. This is required to facilitate payment of stipend. Candidates are required to open bank a/c with SBI or any nationalised bank that has core banking facilities, prior to reporting to AFA. The candidate should possess a valid ATM Card. Mandate Form as per Appendix 'H' is required to be filled and submitted on arrival.

#### **COVID VACCINATION**

20. Preferably candidates are required to get themselves vaccinated against COVID-19. The vaccinated candidates are to hand over the vaccination certificate on arrival.

#### **MISCELLANEOUS**

- 21. You are neither allowed to keep any pets nor any private servants at AFA. Use of the following items is not permissible, so please do not bring them:-
  - (a) Music / Wireless sets.
  - (b) Motor Cycles, Bicycles and Cars.
  - (c) Air Guns, Pistols, Fire arms and ammunitions.
  - (d) Articles of value such as jewellery etc.
  - (e) Electric heaters.
  - (f) Radio/Transistors.
  - (g) Mobile Phone(s).

#### WILL

22. You are required to execute a 'WILL', the text of which is given at Appendix 'J', and hand over the same at AFA.

#### **MARRIAGE**

23. Candidates less than 25 years of age are required to be unmarried in order to join training. 'Unmarried' excludes widows and divorcees even though without encumbrances. However, marriage is no bar for candidates above 25 years. However, you will not be permitted to marry during the period of training

nor will you be allowed to live with family during the period of training (living in or out), even if you are above 25 years of age and married.

#### **FOR AIRMEN CANDIDATES**

- 24. Instructions pertaining to airmen candidates are as follows:-
  - (a) Airmen candidates will report for training with their full kit. Items for personal and public clothing will be deposited in AFA Lgs Section on form IAFF (Q) 402. On completion of training action in terms of AFO 289/74 will be taken to dispose-of the kit.
  - (b) All loans taken from Non-Public and / or Benevolent Funds are to be returned prior to proceeding for training.
  - (c) Candidates to clear outstanding issues pertaining to their Inventory prior to proceeding to AFA.
  - (d) Candidates to deposit their AFCEL, Access Control Card, Service Driving Licence and Trade Proficiency Book/ Air Warrior Blue Book at their Unit only.
  - (e) Living out is not permitted at AFA during training period. Hence, all married candidates to apply at their respective parent Unit for retention of Married Accommodation till completion of training or make necessary arrangements before their departure from their Unit. Candidates wishing to apply for SPR are to be in possession of NAC from their respective Units.
  - (f) Candidates are entitled to travel by mode/class entitled as per their present rank from their unit to AFA. Candidates are to submit their posting claims immediately on arrival.
  - (g) All observations pertaining to Service Records/Documents are to be cleared prior to proceeding for training at AFA.
  - (h) Candidates to be in possession of their Pay Book Part I/Vaccination Record Book along with COVID Vaccination Certificate from SMO of respective Units.

#### ADDRESS FOR CORRESPONDENCE

25.	All correspondence intended for you, should be addressed as under:
	U/T Fg Offr / Flight Cadet (Name)
	Course No
	Service No
	Air Force Academy, Dundigal, Hyderabad-500 043

#### **CHARACTER AND ANTECEDENTS**

26. Your Permanent Commission on probation / Short Service Commission on probation / Provisional Short Service Commission is subject to satisfactory verification of your character and antecedents by the police / civil Government authorities. Your commission will be terminated forthwith in the event of adverse report being received from the police / civil Government authorities or in the case of non-submission of original degree certificates.

#### PAY / STIPEND

- 27. (a) For Flying / Ground Duty Branches. As a Flight Cadet, you will receive a fixed stipend of Rs 56100/- per month for the full period of training. On successful completion of training, you will be commissioned in the rank of Flying Officer.
  - **(b)** For Met branch only. Your stipend will be converted to pay for all purposes on successful completion of training with retrospective effect and the allowances admissible on such pay will be paid thereupon on such conversion.
  - **(c)** For Tech Branches. On commissioning, your pay will be in the integrated pay band of a U/T Flying Officer.

#### **GROUP INSURANCE**

- 28. You will be insured under the Air Force Group Insurance Scheme (on contribution) as applicable.
- 29. **Gratuity.** On completion of your tenure you shall be paid Gratuity at the rates applicable.
- 30. <u>Bank Account</u>. All Cadets should have an account in State Bank of India preferably to credit their pay in the account.

#### **TERMS AND CONDITIONS OF SERVICE**

- 31. You will be administered an Oath / Affirmation of allegiance (as per the format mentioned in Appendix-A) at appropriate phase of your training (in respect of UTFOs) / upon commissioning (in respect of other Flight Cadets). Should you fail to take such oath / affirmation, your training / commission shall be terminated and you shall be liable to repay to the government the entire training costs and other expenses and for this purpose, your failure shall be deemed to be due to a cause within your control. You shall also be debarred from joining the IAF at any time in future. Further, failure to take an oath / affirmation of allegiance even after commissioning, as and when directed by the authority, will entail termination of your commission on that ground. Officers will remain on probation for a period of six months in case of Permanent Commission Officers and one year in case of Short Service Commission Officers. Airmen candidate will be governed by AFI 20/76 during the training period.
- 32. Terms and conditions of service for various branches are as governed by government rules amended from time to time.

### **UNDERTAKING**

I,
FORM OF OATH
I
FORM OF AFFIRMATION
I
Date: Signature of Candidate

### MEDICAL CERTIFICATE TO BE SUBMITTED BY CIVILIAN CANDIDATES

### To Be Completed by the Candidate

Since the last Medical Board at the Air Force Central Medical Establishment / Institute of Aerospace Medicine / Appeal Medical Board was done on			
I have not been exposed to any infectious at AFA.	disease in the three weeks prior to my joining the course		
Date:	Signature of Candidate		
Place:			
Officers)  I certify that Shri / Kum	oner (Preferably by Govt / Defence Service's Medicalson / daughter of Shri onHe / She received the following		
Date:	Signature of Medical Officer / Practitioner Name in Block Letters Registration No Service No (For Medical Officer of Army/Navy/Air Force)		
Address	,		

## <u>DECLARATIONS TO BE SIGNED BY CANDIDATES</u> <u>SELECTED FOR TRAINING FOR GRANT OF COMMISSION</u>

- 1. <u>Liability to refund cost of training</u>. I hereby confirm that in event of my applying for withdrawal from the Indian Air Force, for any reason, I will be liable to pay the entire cost of training that has been incurred by the IAF as fixed by the Air Headquarters from time to time.
- 2. <u>Living Out privileges.</u> I fully understand that I will not be permitted to live out or take my family to the Training Establishment.
- 3. Marital Status. I declare that I am unmarried.

OR

I hereby declare that I am married and have / have not more than one wife living.

<u>Note</u>:- A candidate who marries while under training may be discharged and will be liable to refund all expenditure incurred by the Government. The total estimated cost will be notified later.

4. I declare that if called upon to fly as passenger as a part of my duties in my branch, I am willing to do so.

Date:	Signature of Candidate
Place:	
(Signature of Witness)	(Signature of Candidate)
(Name in Block Letters) Full Address:	(Name in Block Letters) Full Address:
Dated the	Dated the

## DECLARATION-BOND AND CERTIFICATES TO BE COMPLETED BY CANDIDATES BEFORE REPORTING FOR TRAINING (Not applicable for airmen candidates)

#### BOND / COVENANT TO BE SIGNED BY PARENT / GUARDIAN AND THE SELECTED CANDIDATES

- (a) A Bond (or covenant) as per text given is to be executed by the parent or guardian and the selected cadet immediately on acceptance of offer of selection. It should be executed or stamped until the candidate has been finally selected by the Government for admission. The Guarantor and the Candidate must sign all papers in such manner that no further addition can be made.
- (b) It should be executed on non-judicial stamp paper of value Rs. 100/-. Necessary stamp paper is to be purchased by the Guarantor (for explanation of the term Guarantor see (c) below) from the local revenue officer. The value of stamp paper on which the agreement (i.e. the bond) has to be executed should be ascertained by the Guarantor from the superintendent of stamps of the District in which he normally resides. The bond is a security bond and for purpose of stamp duty comes within ambit of Article 57 (b) of first schedule of Indian Stamps Act 1989.
- (c) The word 'Guarantor' means parent (father) or guardian as the case may be. The bond should not be executed by the mother of the cadet in case the father is alive.
- (d) The signature of the Guarantor is to be witnessed by a serving or pensioned commissioned officer or JCO or any civilian government servant of gazetted status. The signature is to be witnessed as specified even when the guarantor himself happens to be a gazetted officer.
- (e) The agreement will be signed on behalf of the President, by Commandant, AFA.
- (f) Delete portions which are not applicable wherever alternative words have been used as shown below:-
  - (i) Son / Ward
  - (ii) Parent / Guardian
  - (iii) He/ She or His / Her
- (g) The first page of the 'Security Bond' must be typed on stamp paper and subsequent pages can be typed on Bond paper available with the Stamp vendors.

## BOND TO BE SIGNED BY THE PARENT / GUARDIAN OF THE CANDIDATE SELECTED FOR INITIAL TRAINING

1. This agreement dated	er of#(# Name of which expression shall include his n/ daughter/ ward of aforesaid e "Cadet") of the one part, and the
<ol> <li>Whereas the Cadet has been selected by Government on the purpose of receiving initial training with a view to being commissioned a provided he/ she is considered by the Government to be suitable in all re-</li> </ol>	s an Officer in the Indian Air Force,
3. It is confirmed that by accepting to join all other courses commencing at AFA other than the course for which I l claim, whatever, in future for undergoing training in any other courses Force Academy, "Candidate (hereinafter called the 'Cadet") will not be cand will not be permitted to appear for any interview or examination a Force Academy.	at AFA. After admission to the Air onsidered for any other commission
4. Now it is agreed between the parties referred to above that in selected by the Government for the purpose of the aforesaid training, Government that the Cadet will attend the aforesaid training as the Government for the prescribed periods or until he/ she is declared fit (as to whauthority prescribed by the Government for the time being shall be finathe Cadet will, if offered a commission as an officer in the IAF, accept su Cadet is prevented from doing so by death or on account of ill health or Cadet, has no control or by being removed on the ground that the appropriate authority to be unfit to continue as a Cadet or to be commission.	the Guarantor covenants with the ernment may determine from time to nich the decision of the appropriate al) to be granted a commission and uch commission, unless he/ she, the r some other reason over which the cadet is considered by the said
5. If an account of his/ her termination of his/ her cadetship for know suppressing material information in his/ her application for admission to training at the IAF or for any reason not beyond the control of the Caprescribed period of his/ her training or he/ she, the Cadet does not a consented above, then the Guarantor and the Cadet shall jointly and set the Government in cash such sum as the Government shall fix, but not have been incurred by the Government on account of the Cadet on his the Cadet as pay and allowances from the Government together with intat the rates in force for Government loans.	the IAF or for marrying while under det he/ she does not complete the accept a commission, if offered, as everally, be liable to pay forthwith to exceeding such expenses as shall training and all money received by
6. And it is lastly agreed that in any dispute as to effect or meaning which has not been expressed herein before provided for, the same is some person appointed by the Secretary to the Government of India decision shall be final. In witness whereof the parties have here to set year, first before written.	shall be referred to the decision of in the Ministry of Defence, whose
Signature by the Guarantor in presence of	(signature of any Commissioned officer or JCO or any government servant of Gazette status with his/ her rubber stamp)
Signature (Name of Guarantor)	

Signature	by the	said	Cadet in	n presence	of
-----------	--------	------	----------	------------	----

(signature of any Commissioned officer or JCO or any government servant of Gazette status with his/ her rubber stamp)

(Name of Cadet).....

Signature by the Commandant/ Dy Commandant, AFA On behalf of the President of India in the presence of

Signature of TCO/ TWA

Note: Fill in details as given below

- \* Name of parent/ Guardian/ Guarantor of candidate
- # Name of Father of parent/ Guardian/ Guarantor
- @ Name of Candidate/ Cadet

All the pages of bond is to be signed by Parent/ Guardian/ Guarantor & Cadet at bottom right corner

## LIABILITY TO SERVE IN THE RESERVE AIR FORCE (UNDERTAKING TO BE SIGNED BY THE CANDIDATE SELECTED FOR TRAINING FOR GRANT OF COMMISSION IN THE INDIAN AIF FORCE)

L	hereby confirm that in event of my being appointed as Commissioned					
Officer in the Indian Air Force eith	er on completion of training or	during service as a non-regular officer, I				
shall accept reserve liability for an	ny period as may be decided fro	om time to time by the Government of India.				
(Signature of Witness)		(Signature of Candidate)				
(Name in Block Letters)		(Name in Block Letters)				
Full Address:		Full Address:				
Dated		Dated				

**COUNTERSIGNED** 

## INDEMNITY BOND TO BE SIGNED BY TRAINEE AND HIS/HER PARENT/GUARDIAN BEFORE COMMENCEMENT OF TRAINING AT TRAINING INSTITUTES IN INDIAN AIR FORCE

1. I, (Name)* R/O				
Aged aboutyears*, Academy/AFTC/for grathat I have volunteered to jointraining at my own risk.	am a candidate rant of commission in th	for undergo e Indian Air Ford	e. I hereby unc	onditionally declare
2. I undertake and completed proceedings or compensation or my parents/guardian or an relief from the IAF or Govt or which I may sustain in the coor any other activities. I also serving the IAF against any betteatment or surgical operation of any injury received as a fundertaken anywhere in the or compensation.	n against any injuries on by of my legal heirs shall f India or any person securse of or as a result of completely indemnify to codily infirmity or death to con performed upon me of foresaid or otherwise e	death during m not be entitled to rving the IAF agong f training, field to the Government hat may result in an an an an and ither at the said	y training. I dec o claim any con gainst any injury raining, sports, a of India, IAF o the course of c dministered to m d Training Instit	lare that, either me npensation or other in infirmity or death, adventure activities in any other person or as a result of any ne for the treatment
Place:				) ire of Candidate
I hereby accord accordingly indemnify the above.	my consent in respect e GoI and Indian Air F			
() Signature of witness			(	)
			Signature	of Parent/Guardian
Name Address				
	•••			

Note: Certificate to be submitted on Non-Judicial Stamp paper with stamp fee as in vogue in the state where the Certificate is executed by the Candidate and his/her Parent/Guardian. Signature is to be notarized/witnessed by a serving or pensioned Commissioned Officer or any Civilian Government Servant of Gazetted status

<sup>\*</sup> Name of the trainee to be filled in this Appendix as per School records.

## UNDERTAKING TO BE RENDERED BY CANDIDATES WITH REFERENCE TO BAN ON USE OF NARCOTICS

I, AFA)	RankService/Trainee No(to be filled Son/Daughter of	at
	e of AFCAT No applied for course hereby give ing that :	an
	(a) I will neither be in possession of Narcotics nor indulge in Narcotics abuse and droeddling during my training and service career of IAF.	ug
	(b) I may be medically and physically tested anytime during my training and service career AF for use of Narcotics.	of
	(c) I understand that, if I am found to be violating the above, disciplinary action may be initiat against me and I may be debarred from joining training establishment or removed from servinater joining AFA.	
	Signature: Name of the candidate : Place : Date :	
	Signature: Name of the witness : Place : Date :	

Document ID -
---------------

### **CDS MANDATE FORM**

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS)
Facility for receiving payments

	Facility for receiving payments
(Rank) Flt Cdt /UTFO (Branch)	(Service No.to be filled at AFA) hereby authorize AOC, AFCAO, Subroto credit my Pay and Allowances to following bank account under the
Bank Account Details:-	
Bank Name	
Bank Address	
City	
State	
IFSC Code	
MICR (if available)	
Bank Account Number	
Name as per Bank A/c	
Civil Mobile Number	
Civil e-mail ID(if available)	
Att Cancelled Chq No./	
Photocopy of Bank Passbook	
2. I will not close the bank as Account.	ccount till the first credit of Pay and Allowance occurred in new Bank
	articulars given by me above are correct and complete. If the transaction reasons for incomplete or incorrect information, I would not hold the
Date:	Signature of Individual
Certified th	nat the particulars furnished above, are correct.
Verification Id//	
Date:	Accts Offr

### WILL BEQUEATHING THE PROPERTY TO MORE THAN ONE PERSON

1HIS IS	THE LAST WILL, AND TESTA	MMENT of me	
*A		wife of/ Son of/ Daughto	er of
*B			
resident	t of		
I HEREE	BY REVOKE all Wills and Testa	amentary dispositions by me heretofore ma	de.
IHERE	BY APPOINT *C	wife of/ son of/ Daught	er
of *D		resident of	_
their hei	rs, executors or administrators vable and immovable whatsoe	REBY GIVE and bequeath to the following part of their use and benefit, absolutely and for ver and of what nature and quality so ever	rever all my property,
SI No.	Description of property	Particulars of Beneficiary	<u>Percentage</u>
			to Beneficiary
1.	DSOPF	Wife	
		Children	
		Parents	
2.	AFGIS/	Wife	
	LIC/	Children	
	Other Insurance etc	Parents	
3.	Bank/	Wife	
	IRLA Balance etc	Children	
		Parents	
4	Other Property	Wife	
	(Specify details)	Children	
		Parents	

AND HEREBY IN WITNESS whereof, I the said *A
Wife of/ Son of/ Daughter of *B
have hereto signed (or put my signature, or set my hand) at AFA (Place) HYDERABAD on this the day of (Month and Year) 202
Signature of the Executant
*A
SIGNED by the said *A
wife of/ Son of/ Daughter of *B
in the presence of us present at the same time, who in his presence and in the presence of each other, sign as witnesses hereto.
1 (Signature of witnesses with Name and Addresses)
2
*Legend
A Herein insert the name of the person making the Will (Executant)
B Herein insert the name of Father/ Husband of the Executant.
C Herein insert the name of the Executor (If the executant wants to appoint an executor).

D Herein insert the name of Father/ Husband of the Executor.

## ADDITIONAL BOND (AFFIDAVIT ON NON-JUDICIAL STAMP PAPER DULY ATTESTED BY CLASS-I MAGISTRATE / NOTARY PUBLIC

			n Guarantor) S/							father of Shr
	ion to A	Air Force	•	derabad fo	or			Co	urse ( MM/	for Provisional YYYY) and the
	(a) passing		mission of the ligibility degree		-	ırely pr	ovisiona	l subject	of furnishi	ng the proof of
	boardin	tage, if a	ny, by due dat	e, his / he the food a	er can and the	didatur e items	e will be of clothi	cancelle	ed and the d	n with specified cost of training, er up to the late her.
	Hydera the qua	bad throu llifying ex	ugh a Bank Dra	aft drawn o	on Stati ining v	toward te Bank vill be re	of India	. In cas	e of his / he	- (Rupees nmandant, AFA r failure to pass the deposit and
							Signat	ture of G	uarantor	
							(Parer	nt / Legal	Guardian of	f the Candidate)
<u>Witnes</u>	<u>s</u>									
1.	Signatu	ıre:		2	2.	Signa	ture			
	Name:					Name	):			
	Addres	s:				Addre	ess:			
betwee			(Candidate	•				am boun	d by the ab	ove agreement

(Signature of Candidate)

ATTESTED BY CLASS-I MAGISTRATE / NOTARY PUBLIC

### Appendix 'L'

## FORMAT OF CERTIFICATE FROM THE COLLEGE PRINCIPAL FOR CANDIDATES APPLYING ON ADDITIONAL BOND BASIS

Certified thatsemester examination, the results of which are likely to be declared	
<u>OR</u>	
Certified that	and the
Date & Rubber	Signature & stamp
Stamp of College	of Principal

## SELF STUDY TOPICS FOR PREPARATION BY SELECTED CANDIDATES OF ALL BRANCHES PRIOR TO JOINING AIR FORCE ACADEMY

Dept	Topics	Remarks
Aeronautical	Aerodynamics.	
Engineering Branch	(a) <u>Mechanics</u> . Scalars and Vectors, Law of Vectors, Basic Definitions (Speed, Velocity, Acceleration, Mass, Inertia, Force, Momentum, Work, Energy, Power, Weight, Density, Pressure), Laws of Motion, Impulse of Force, Conservation of Momentum, Law of Gravitation, Acceleration due to Gravity, Stress and Strain, Centripetal and Centrifugal Force, Linear and angular motion, Moments and Couples, Moment of Inertia, Angular Momentum, Conservation of Angular Momentum, Equilibrium, Kinematics, Form of Energy, Units and Dimensions, Gas Laws (Boyle's Law, Charle's Law), Gas Equation, Laws of Fluid Pressure, Adiabatic and Isothermal changes, Friction, Bernoulli's Theorem, Reynolds Number.	
	(b) <u>Atmosphere</u> . Physical Properties of Air, Composition of Air, Standard Atmosphere, Temperature and Pressure, Density, Effect of Temperature, Pressure and Humidity on Density, Density Altitude, Viscosity, Coefficient of Viscosity, International Standard Atmosphere, Speed of Sound, Dynamic Pressure, Layers of Atmosphere.	
	2. Airframes	
	(a) Structural Stresses (Tension, Compression, Torsion, Shear, Bending).	
	(b) Basic Airframe and Wing Construction.	
	3. Aero Engines	
	(a) Basic Definitions (Chapter 2, FIS Volume-III, Pistons) (b) Four	
	Stroke Cycle and Timing, Gas Turbine Theory.	
	4. <u>Instruments</u> . Earth's magnetism – Earth as a magnet, North & South magnetic poles, magnetic meridians	
	5. <u>Avionics</u>	
	(a) <u>Basic Radio Theory</u> . (cycle, amplitude, frequency, wavelength, frequency-wavelength relationship, phase and phase difference, polarisation, polar diagrams, aerials)	
	(b) <u>Basics of Radar</u> . Working of Radar, Terminology (Pulse Width, Pulse Length, Pulse Repetition Interval, Pulse Repetition Frequency. Range Equation	
	6. <u>Computer Networking.</u> OSI & TCP/IP model of computer network, IP addressing in a computer network, Types and topology of networks, Network architecture, Hardware configuration of a PC, System Buses, Types of Memory, SMPS, Overview of various types of OS, LAN, WAN, wi-fi devices and network cables.	
	7. <u>Communication Engg.</u> Modulation, Amplitude Modulation, frequency modulation, pulse modulation, Types of Wave Propagation and types of modulation techniques with advantages and disadvantages, Principle of operation of V/UHF Communication, Frequency bands, Types of Communication Antennas.	

Accts Branch	Double Entry Book Keeping	
	GeM	
	GST	
	Budget Cycle	
	Income Tax	
	Bank Reconciliation Statement (BRS)	
	Trial Balance Analysis	
	CAG Audit (Statutory)	
	General Financial Rules (GFR) Chapter-6	
	Analysis through Advance MS Excel	
Logistics Branch	Demand Management	
	Forecasting	
	Role of Logistics in Supply Chain	
	Sourcing	
	Transportation	
	Supply Chain drivers and metrices	
	Operations Research	
	Planning and Managing Inventories	
	Warehouse management	
	Preservation & Packaging	
Education Branch	Right to Education (RTE)	
	Right to Information (RTI)	
	POCSO Act	
	New Education Policy 2020	
	ERP software for School Management	
	National Repository of Open Educational Resources (NROER)	
	Laws of Library Science	
	Dewey Decimal Classification of Books	
	Media Management (Propaganda, Social Media, Perception Management, etc.)	
	HADR Operations	
	National Security Policy	
	Public Speaking Practice (on general topics for 5 minutes each)	
	Theories of Geopolitics	
	Theories of International Relations	
	Concepts of Balance of Power and World Order	
	Religious Fundamentalism and Political Separatism	
	Country Studies (India's Neighbours, Western World, Gulf Countries,	
	African Countries, South East Asia, South China Sea.	
	Educational Psychology (Theories of Personality, Retention, Approaches to Psychology, El & EQ, Stress Management, Time Management, Change Management, etc.)	
	Guidance, Mentoring & Counselling	
	Online Education	
	ICT & Education	
	Skills of Teaching	

Meteorology	Science of Met and role of weather in aviation	
Branch	Wold Met Organisation and Indian Met Department	
	Motion of Earth and time zone	
	Geography of Indian subcontinent	
	Insolation and Earth atmosphere	
	Met Parameters (Wind, Temperature, Pressure, Visibility)	
	Mechanism of formation of clouds	
	Formation of Thunderstorm / Tropical cyclone	
	Monsoon Mechanism	
	Basics aircraft knowledge (Lift, Drag, Spinning, stalling, aileron, flap and rudder etc)	
Administration	Military Engineering Services	
Branch	Project Management Groups and Softwares	
	Various Entries in the IAF(both Officers & Airmen)	
	Cyber Security	
	Aid by Armed Forces to civil power including Disaster	
	Management	
	Modern Security Systems	
	CCS CCA Rules	
	Works of Defence Act 1903	
	Aircraft Act 1934	
	Bare Act AF Act 1950	
	Right to Information Act	
	Government e-Market Place	
	General Financial Regulations (Chapter 6)	
Pre Flying	Basics of Mechanics (Linear and Rotational)	
Training Course	Watch videos on:	
(for selected	(a) How does an aircraft get airborne (Lift)?	
candidates	<ul><li>(b) What is aircraft stall?</li><li>(c) Difference between a Jet aircraft and Propeller Aircraft.</li></ul>	
of flying branch)	(c) Difference between a Set afficiant and Propeller Afficiant.	
branon,	Tension, Compression, Bending, Stiffness, Rigidity, Young's	
	Modulus, S-N Curve, Pascal's Law.	
	Gyroscope	
	Air traffic contrrol. Tenerife airport disaster of 27 March 1977	
	What is the role of semi-circular canals in our ear? How does an ejection seat work?	
	Basic EM theory, Doppler Effect, Basics of GPS, LASER.	
	P-V diagram, working of an internal combustion engine, What is afterburner in a fighter aircraft.	
	Monsoons of India.	
	Basics of Mechanics (Linear and Rotational)	
General	Branches of IAF & Types of Commissioning.	
reading for all	History of IAF	
selected	Equivalent Ranks – Three Services, Paramilitary and Civil.	
candidates.	Introduction to Information Warfare	
	Core Concepts of Information Security	

Network and Internet Security		
Social Media Security		
Smartphone Security/ Online banking Security		
1947 Operations		
1962 Indo- China War		
1965 Indo-Pak War		
Sri Lanka and Maldives Operations		
Kargil Operations		
OP Parakram		
Keplers Law		
Natural and Artificial satellites		
Types of Orbit (a) LEO (b) MEO (C) HEO (d) Sun Synchronous (e) Semi Synchronous (f)Geostationary		
Uses of Satellites		

2. Any two of the following books may be read by the selected by the candidates prior to joining Air Force Academy:-

SI No.	Name of the Book	Name of the Author
1.	1962: The War that wasn't'(1962)	Shiv Kunal Verma
2.	A History of Air Warfare	John Andreas Oslen
3.	Against All Odds: The Pakistan Air Force in the 1971 Indo-Pak War	Kaiser Tufail
4.	Army and Nation: The Military and Indian Democracy since Independence	Steven I Wilkinson
5.	Catch-22	Joseph Heller & Howard Jacobson
6.	Every Man a Tiger	Chuck Horner
7.	My years with the IAF (Autobiography)	PC Lal
8.	Wings of Fire (Autobiography)	APJ Abdul Kalam