

JOINING INSTRUCTIONS BOOKLET

JUL 2022 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)

FAX: 011-23017918

TCO, AFA

TELEFAX: 08418-254057

FORM OF ACKNOWLEDGEMENT

Batch No
Chest No
Full Name
Full Address
.....
.....

Date

To

Wg Cdr Personnel (Officers) – 3(A/B)
Dte of Personnel (Offrs)
Air Headquarters
Room No. 838, 'A' Block
Defence Offices Complex
Kasturba Gandhi Marg
New Delhi – 110 001

RECEIPT OF CALL LETTER

Sir,

1. I acknowledge receipt of your Call letter for _____ course. I accept the terms and conditions of service and agree to abide by the rules and regulations as applicable in the Training Institute.
2. I shall report at Air Force Academy, Dundigal Hyderabad – 500 043 on the due date of reporting. I understand that if I fail to report at AFA on the due date of reporting, my candidature for the course is liable to be cancelled.
3. It is confirmed that by accepting to join _____ course I forgo my claim for all other courses commencing at AFA for which I have been selected. I shall have no claim, whatsoever, in future for undergoing training in any of these courses.

Yours faithfully

NOTE: To be sent to Air Headquarters immediately on receipt of the Call Letter on Fax No. 011-23017918 or 011- 23019389 or by Speed post.

Write on cover / envelope – “Joining Course”

FORM OF ACKNOWLEDGEMENT

Batch No
 Chest No
 Full Name
 Full Address

Date

To

Training Coordinating Officer
 Air Force Academy
 Dundigal
 Hyderabad - 500043

RECEIPT OF CALL LETTER

Sir,

1. I am in receipt of Call Letter for _____ course. I accept the terms and conditions.

2. It is confirmed that by accepting to join _____ course I forgo my claim for all other course commencing at AFA for which I have been selected. I shall have no claim, whatsoever, in future for undergoing training in any of these courses.

3. The details of my move to Reception Centre at Airport / Secunderabad Railway Station are as follows:-

(a)	Train No / flight no	:
(b)	Train Name / Airline	:
(c)	Estimated date of arrival	:
(d)	Estimated time of arrival	:

4. I understand that if I fail to report at AFA on the due date of reporting, my candidature for the course is liable to be cancelled.

Yours faithfully

NOTE: To be sent to Training Coordinating Officer, Air Force Academy, Dundigal, Hyderabad- 500 043 on Telefax No. 08418-254057 or by speed post.

Write on 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 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**

<u>Event</u>	<u>Age Bracket</u>	<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)

(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 pre-commissioning 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 MALE 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 FEMALE 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 $\pm 1SD$ of Ideal Body Weight (IBW)
- (ii) Overweight : Weight $> +1SD$ but $< +3SD$ of IBW
- (iii) Obese : Weight $> +3SD$ of IBW

5. 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.

6. **Obese.** All Candidates and UT Officers who are found to be 'Obese' would not be allowed to commence training. The following actions would be taken:-

(a) **Candidates.** 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) **UT Officers.** For those found 'Obese', a TRB would be conducted and they would be re-flighted 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.

7. **Overweight.** 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

9. 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) 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.

(c) **Prohibited Items.** 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.

(d) 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
- (l) 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)
- (l) 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:-

- | | | | |
|-----|---------------------------------|---|-----------|
| (a) | Sports T-shirts Squadron colour | : | Two |
| (b) | Academy Blazer | : | One |
| (c) | Black Socks Nylon | : | Two pairs |
| (d) | Academy Tie and Scarf | : | One each |
| (e) | Shorts White | : | Two |
| (f) | T-shirts White | : | Two |
| (g) | Trousers White | : | Three |
| (h) | Shirts White full sleeves | : | Three |
| (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 10,000/- 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, Merrill 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 10th 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)

Note: 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. **Bank Account.** 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, understand that I shall be administered an Oath/Affirmation as per the following format at appropriate stage of my training/upon commissioning and if I fail/refuse to take such oath/affirmation, my training/commission is liable to be terminated and I shall be liable to repay to the government the entire costs training costs and other expenses and I shall also be debarred from joining IAF in future.

FORM OF OATH

I..... do swear in the name of God that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in duty bound honestly and faithfully serve in the Indian Air Force of the Union of India and go wherever ordered by Air, Land or Sea and that I will observe and obey all commands of the President of the Union of India and the commands of any officers set over me even to the peril of my life.

FORM OF AFFIRMATION

I..... do solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established and that I will, as in duty bound honestly and faithfully serve in the Indian Air Force of the Union of India and go wherever ordered by Air, Land or Sea and that I will observe and obey all commands of the President of the Union of India and the commands of any officers set over me even to the peril of my life.

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 suffered from any illness or met with an accident or undergone any operation, I remain healthy and fit.

I have not been exposed to any infectious disease in the three weeks prior to my joining the course at AFA.

Date:

Signature of Candidate

Place:

.....

To Be Completed by Qualified Medical Practitioner (Preferably by Govt / Defence Service's Medical Officers)

I certify that Shri / Kum son / daughter of Shri was vaccinated on He / She received the following protection against the enteric group of diseases.

Date:.....

Signature of Medical Officer /

Practitioner.....

Name in Block Letters.....

Registration No.....

Service No.....

(For Medical Officer of Army/Navy/Air Force)

Address

.....

**DECLARATIONS TO BE SIGNED BY CANDIDATES
SELECTED FOR TRAINING FOR GRANT OF COMMISSION**

1. **Liability to refund cost of training.** 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. **Living Out privileges.** 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.

Note:- 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)

.....
(Name in Block Letters)

Full Address:

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 day of month..... year between*(*Name of Parent/ Guardian of Candidate) son/ daughter of#(# Name of the Father of Parent/ Guardian) (hereinafter called the "Guarantor" which expression shall include his personal representative when the context so admits) and son/ daughter/ ward of aforesaid "Guarantor"..... (Name of Candidate) (hereinafter called the "Cadet") of the one part, and the President of India (hereinafter called the Government which expression shall include a successor and assigns where the context so admit) of the other part.
2. Whereas the Cadet has been selected by Government on the terms hereafter appearing for the purpose of receiving initial training with a view to being commissioned as an Officer in the Indian Air Force, provided he/ she is considered by the Government to be suitable in all respects and if there is any vacancy.
3. It is confirmed that by accepting to join _____course I forgo my claim for all other courses commencing at AFA other than the course for which I have been selected. I shall have no claim, whatever, in future for undergoing training in any other courses at AFA. After admission to the Air Force Academy, "Candidate (hereinafter called the 'Cadet") will not be considered for any other commission and will not be permitted to appear for any interview or examination after selection for training in the Air Force Academy.
4. Now it is agreed between the parties referred to above that in consideration of the Cadet being selected by the Government for the purpose of the aforesaid training, the Guarantor covenants with the Government that the Cadet will attend the aforesaid training as the Government may determine from time to time for the prescribed periods or until he/ she is declared fit (as to which the decision of the appropriate authority prescribed by the Government for the time being shall be final) to be granted a commission and the Cadet will, if offered a commission as an officer in the IAF, accept such commission, unless he/ she, the Cadet is prevented from doing so by death or on account of ill health or some other reason over which the Cadet, has no control or by being removed on the ground that the Cadet is considered by the said appropriate authority to be unfit to continue as a Cadet or to be commissioned.
5. If an account of his/ her termination of his/ her cadetship for knowingly furnishing false particulars or suppressing material information in his/ her application for admission to the IAF or for marrying while under training at the IAF or for any reason not beyond the control of the Cadet he/ she does not complete the prescribed period of his/ her training or he/ she, the Cadet does not accept a commission, if offered, as consented above, then the Guarantor and the Cadet shall jointly and severally, be liable to pay forthwith to the Government in cash such sum as the Government shall fix, but not exceeding such expenses as shall have been incurred by the Government on account of the Cadet on his training and all money received by the Cadet as pay and allowances from the Government together with interest on the said money calculated at the rates in force for Government loans.
6. And it is lastly agreed that in any dispute as to effect or meaning of these presents, the decision of which has not been expressed herein before provided for, the same shall be referred to the decision of some person appointed by the Secretary to the Government of India in the Ministry of Defence, whose decision shall be final. In witness whereof the parties have here to set their respective hands the day, and year, first before written.

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 presence of

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

Signature
(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)

I..... hereby confirm that in event of my being appointed as Commissioned Officer in the Indian Air Force either on completion of training or during service as a non-regular officer, I shall accept reserve liability for any period as may be decided from time to time by the Government of India.

.....
(Signature of Witness)

.....
(Name in Block Letters)

Full Address:
.....
.....
.....

Dated

.....
(Signature of Candidate)

.....
(Name in Block Letters)

Full Address:
.....
.....
.....

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)*.....S/O.....
R/O.....

Aged about.....years*, am a candidate for undergoing training at Air Force Academy/AFTC/.....for grant of commission in the Indian Air Force. I hereby unconditionally declare that I have volunteered to join the training at this institute on my own accord and will undergo the said training at my own risk.

2. I undertake and completely indemnify the IAF or any person serving in the IAF against any legal proceedings or compensation against any injuries or death during my training. I declare that, either me or my parents/guardian or any of my legal heirs shall not be entitled to claim any compensation or other relief from the IAF or Govt of India or any person serving the IAF against any injury, infirmity or death, which I may sustain in the course of or as a result of training, field training, sports, adventure activities or any other activities. I also completely indemnify the Government of India, IAF or any other person serving the IAF against any bodily infirmity or death that may result in the course of or as a result of any treatment or surgical operation performed upon me or anaesthesia administered to me for the treatment of any injury received as aforesaid or otherwise either at the said Training Institute or any activity undertaken anywhere in the country or abroad as a trainee of Indian Air Force.

Place:.....

(.....)
Signature of Candidate

Date:.....

I hereby accord my consent in respect of my above named son / daughter / ward and accordingly indemnify the Gol and Indian Air Force or any person serving in the IAF as stated above.

(.....)
Signature of witness

(.....)

Signature of Parent/Guardian

Name.....

Address.....

.....

* Name of the trainee to be filled in this Appendix as per School records.

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

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

I, Rank..... Name.....Service/Trainee No(to be filled at AFA)..... Son/Daughter of

candidate of AFCAT No..... applied for course hereby give an undertaking that :

- (a) I will neither be in possession of Narcotics nor indulge in Narcotics abuse and drug peddling during my training and service career of IAF.
- (b) I may be medically and physically tested anytime during my training and service career of IAF for use of Narcotics.
- (c) I understand that, if I am found to be violating the above, disciplinary action may be initiated against me and I may be debarred from joining training establishment or removed from service after 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

1. I, _____ (Service No.to be filled at AFA) _____
(Rank) Flt Cdt /UTFO (Branch) _____ hereby authorize AOC, AFCAO, Subroto
park, New Delhi-10 to credit my Pay and Allowances to following bank account under the
Central Disbursement System.

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 account till the first credit of Pay and Allowance occurred in new Bank Account.

3. I hereby declare that the particulars given by me above are correct and complete. If the transaction is delayed or not effected at all for reasons for incomplete or incorrect information, I would not hold the Institution responsible.

Date:

Signature of Individual

Certified that the particulars furnished above, are correct.

Verification Id - _____ / _____

Date:

Accts Offr

WILL BEQUEATHING THE PROPERTY TO MORE THAN ONE PERSON

THIS IS THE LAST WILL, AND TESTAMENT of me

*A _____ wife of/ Son of/ Daughter of

*B _____

resident of _____.

I HEREBY REVOKE all Wills and Testamentary dispositions by me heretofore made.

I HEREBY APPOINT *C _____ wife of/ son of/ Daughter

of *D _____ resident of _____

as the executor(s) of this my Will. I HEREBY GIVE and bequeath to the following persons which includes their heirs, executors or administrators, for their use and benefit, absolutely and forever all my property, both movable and immovable whatsoever and of what nature and quality so ever in the following proportion:-

<u>Sl No.</u>	<u>Description of property</u>	<u>Particulars of Beneficiary</u>	<u>Percentage to Beneficiary</u>
1.	DSOPF	Wife Children Parents	
2.	AFGIS/ LIC/ Other Insurance etc	Wife Children Parents	
3.	Bank/ IRLA Balance etc	Wife Children Parents	
4	Other Property (Specify details)	Wife 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) 2021

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

This agreement made on _____ day of _____ 20__ between Shri _____ (hereinafter called the Guarantor) S/o or D/o Shri _____ and father of Shri _____ (hereinafter called the candidate) who has been selected for Provisional Admission to Air Force Academy, Hyderabad for _____ Course (MM/YYYY) and the president of India agree that the provisional admission is subject to the following conditions.

- (a) The admission of the candidate is purely provisional subject of furnishing the proof of passing of the eligibility degree by _____.
- (b) If the candidate fails to submit proof of passing the qualifying examination with specified percentage, if any, by due date, his / her candidature will be cancelled and the cost of training, boarding and lodging including the food and the items of clothing issued to him / her up to the late of such cancellation will be calculated and recovered from the deposit given by him / her.
- (c) The candidate has to deposit **Rs**/- **(Rupees****)** towards the cost of training to Commandant, AFA, Hyderabad through a Bank Draft drawn on State Bank of India. In case of his / her failure to pass the qualifying examination, the cost of training will be recovered from the amount of the deposit and the balance, if any, will be recovered / returned thereafter.

Signature of Guarantor

(Parent / Legal Guardian of the Candidate)

Witness

1. Signature: _____ Name: _____ Address: _____ _____	2. Signature _____ Name: _____ Address: _____ _____
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I, _____ (Candidate) S/O Shri _____ am bound by the above agreement between my parent / legal guardian and President of India.

(Signature of Candidate)

ATTESTED BY CLASS-I MAGISTRATE / NOTARY PUBLIC

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

Certified thathas appeared in the final year / semester examination, the results of which are likely to be declared by

OR

Certified thatwill be appearing for the final year / semester examination to be conducted fromto and the result for which are likely to be declared by

Date & Rubber

Stamp of College

Signature & stamp

of Principal

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

Dept	Topics	Remarks
Aeronautical Engineering Branch	<p><u>Aerodynamics.</u></p> <p>(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.</p> <p>(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.</p> <p>2. <u>Airframes</u></p> <p>(a) Structural Stresses (Tension, Compression, Torsion, Shear, Bending).</p> <p>(b) Basic Airframe and Wing Construction.</p> <p>3. <u>Aero Engines</u></p> <p>(a) Basic Definitions (Chapter 2, FIS Volume-III, Pistons) (b) Four Stroke Cycle and Timing, Gas Turbine Theory.</p> <p>4. <u>Instruments.</u> Earth's magnetism – Earth as a magnet, North & South magnetic poles, magnetic meridians</p> <p>5. <u>Avionics</u></p> <p>(a) <u>Basic Radio Theory.</u> (cycle, amplitude, frequency, wavelength, frequency-wavelength relationship, phase and phase difference, polarisation, polar diagrams, aerials)</p> <p>(b) <u>Basics of Radar.</u> Working of Radar, Terminology (Pulse Width, Pulse Length, Pulse Repetition Interval, Pulse Repetition Frequency. Range Equation</p> <p>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.</p> <p>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 .</p>	

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 metrics	
	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, EI & EQ, Stress Management, Time Management, Change Management, etc.)	
	Guidance, Mentoring & Counselling	
	Online Education	
ICT & Education		

	Skills of Teaching	
Meteorology Branch	Science of Met and role of weather in aviation	
	World 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 Branch	Military Engineering Services	
	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 Training Course (for selected candidates of flying branch)	Basics of Mechanics (Linear and Rotational)	
	Watch videos on: (a) How does an aircraft get airborne (Lift)? (b) What is aircraft stall? (c) Difference between a Jet aircraft and Propeller Aircraft.	
	Tension, Compression, Bending, Stiffness, Rigidity, Young's Modulus, S-N Curve, Pascal's Law.	
	Gyroscope	
	Air traffic control. 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 reading for all selected candidates.	Branches of IAF & Types of Commissioning.	
	History of IAF	
	Equivalent Ranks – Three Services, Paramilitary and Civil.	
	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 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