

RESTRICTED

AFO 5

AIR FORCE ORDER

BY

AIR CHIEF MARSHAL S KRISHNASWAMY PVSM AVSM VM & BAR ADC

CHIEF OF THE AIR STAFF

NO 5/2003

AIR HEADQUARTERS

NEW DELHI, Friday, the 9th May, 2003

PERMISSION TO AIRMEN/NCs(E) TO APPLY FOR
CIVIL POSTS/SERVICES UNDER CENTRAL/STATE
GOVTS AND PUBLIC SECTOR UNDERTAKINGS

1. Airmen/NCs (E) who have completed 07 years of their engagement including training period will be permitted to apply for civil posts under Central/State Governments and Public Sector Undertakings.
2. This AFO deals with the procedure to be followed when Airmen/NCs (E) apply for civil posts under Central/State Governments and Public Sector Undertakings.
3. Applications for eligible Airmen/NCs (E) desirous of applying for civil posts be

forwarded to the respective Command Headquarters through Station/Unit Commanders. While recommending and forwarding applications/bio-data, Station/Unit Adjutant will ensure that the post for which the applications are being recommended and forwarded to Command Headquarters, pertain to civil posts under Central/State Govts/PSUs and the Airmen/NCs (E) have completed 07 years of service, including training period. It is also the responsibility of Station/Unit Commanders to ensure that applications/bio-data do not contain any classified information. They will also ensure that sufficient documentary proof indicating that the department/employer is under Central/State Governments or PSUs, is attached with the application. After vetting the application for eligibility conditions, Command Headquarters will forward it to the concerned department/employer.

4. Airmen/NCs (E) who have given undertaking to serve for a specific period beyond regular engagement owing to courses, deputation/posting within India/abroad are not permitted to apply for any civil post under provision of this AFO within the specified period of undertaking. They will however, be eligible to apply for civil posts after completion of specified period of undertaking. Station/Unit Commanders/Adjutants are to obtain a certificate from Airmen/NCs (E) applying for civil posts to the effect that they have not undergone courses, deputation within India/abroad and have not rendered an undertaking to serve for a specific period.

5. As and when Airmen/NCs (E) qualify for the interview, Air HQ is to be approached directly by the Station/Unit for issue of 'No Objection Certificate'. NOC is to be obtained from Air Headquarters (Dte of PA) before attending the interview, irrespective of the fact whether the NOC has been asked for by the prospective department/employer or not. NOC will not be issued once the interview is over or offer letter has been received. While approaching Air Headquarters for issue of NOC, Station/Unit will invariably forward the following documents :

- (a) Written request from the Airman/NC (E) asking for issue of NOC.
- (b) A copy of interview call letter with specific date and venue of interview, duly

attested by a commissioned officer.

(c) Advertisement in original or xerox copy duly attested by a commissioned officer vide which the employer had sought submission of applications.

(d) A certificate to the effect that there is no disciplinary case in progress/contemplated against concerned Airman/NC (E).

(e) A certificate from Station/Unit Commander/Adjutant to the effect that the concerned Airman/NC (E) is not under obligation to serve beyond RE due to an undertaking given by him.

(f) A xerox copy of the covering letter received from Command Headquarters vide which the application of the Airman/NC (E) was forwarded to the concerned employer/department.

6. NOC will be issued by Air Headquarters (Dte of PA) as per format given at Appendix to this AFO on case by case basis, subject to service exigencies and after approval by ACAS (PA & C). Issuance of NOC is a privilege and can not be claimed as matter of right within the engagement period of 20 years. Request for issue of NOC is to be made when an Airman/NC (E) fulfills all eligibility conditions and his application is forwarded to the employer through respective Command Headquarters. Once the NOC is issued, it is to be attached either as part of the application for the post or presented at the time of interview, as per the requirement of the employer. No provisional or conditional NOC will be issued by the Station/Unit.

7. Airmen/NCs (E) who are selected for civil posts after completion of 07 years of service should apply for discharge, and accept the appointment only after discharge is approved by the competent authority at Air Headquarters.

8. Expenditure incurred on the movement for appearing in the examination/interview for

the civil post will be borne by the Airmen/NCs (E) themselves, and the period of absence on the account of this shall be treated as on leave, if granted, within the normal entitlement.

9. This supersedes AFO 18/2001 and will take immediate effect from the date of issue.

Case No Air HQ/40726/PA (RC)

(S KRISHNASWAMY)

AIR CHIEF MARSHAL

CHIEF OF THE AIR STAFF

Appendix to AFO 5

(Refers to para 5)

NO OBJECTION CERTIFICATE

FOR ATTENDING THE INTERVIEW FOR THE POST OF _____

IN _____

1. This is to certify that Service No.....Rank.....Name & Initials.....Trade.....is serving in the Indian Air Force as

Combatant Member.

2. This Headquarters do not have any objection for his appearing in the interview to be held aton.....for the post ofin

DDPA(RC)

Air Headquarters
New Delhi-110011

Date :

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