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Air Headquarters
Vayu Bhawan
New Delhi-110106

Air HQ/C 40253/PA (CPC)

07 Aug 15

As per distribution

SERVICE ENTRY COMMISSION (SEC)

- Appendices**:-
- A Application for Service Entry Commission of Airmen in IAF
 - B Schedule of Activities

1. Consequent upon merger of Branch Commission and SNCOs Commission, the concept of Service Entry Commission was introduced in IAF in Jul 2006. With the implementation of selection process for permanent commissioning through AFCAT under Unified Selection System (USS) in the IAF, all entries into the officer cadre are governed by USS except those through UPSC and SEC. The aim of this comprehensive policy is to lay down the guidelines to conduct the selection processes for Service Entry Commission smoothly.

2. Maximum of 15% of the cadre vacancies for the Tech and Non-Tech branch are earmarked for the airmen selected for commissioning under SEC Entry scheme. Induction plan for various branches for each course (i.e. vacancies and venue for training) is to be jointly decided by PDPO-3 and PD Trg (G). All airmen of the rank of Sgts and above on selection and successful completion of training would be granted PC into Tech & Non-Tech branches and their further career progression will be at par with other direct entry PC officers.

3. Eligibility Conditions.

(a) **Educational Qualifications.** 10+2 or Equivalent (Higher / Tech qualification will be preferred). An airman who has passed Cpl Promotion Exam under scheme A would be deemed as equivalent to 10+2.

(b) **Age Limit.** 34 to 42 years as on 01 Jan / 01 Jul of the year in which course commences.

(c) **Rank.** Sgt and above with a minimum of 10 years of service or 05 years of service as Edn Instr on the date of commencement of course (i.e. 01 Jan / 01 Jul every year).

(d) **Trade Eligibility for Technical Branches.**

(i) **AE(M).** Airmen of AF Fit, Eng Fit, Wpn Fit, Fit Engr, Fit Gun, MT Fit, WS Fit(C) & (B), MF(M), PMF(M), Prop Fit, Str Fit, Wpn Fit(R), Auto Fit, Mech System Fit, WS Fit(M), WS Fit(S) trades are eligible.

(ii) **AE(L).** Airmen of Inst Fit, Elect Fit, Rad Fit, Rdo Fit, Photo Fit, MF(E) & (L), PMF(E), Fit Sig, Electro Fit, Elect (E) Fit are eligible.

(e) **Trade Eligibility for Non Tech Branches.** Candidates can apply for any of the non-technical branches. However, the specific branch in respect of the selected candidates will be finally allotted by Air HQ.

(f) **Medical Category.** Airman should be in Med Cat A4G1.

4. **Flexibility for Branches.** An eligible airmen can apply for any branch irrespective of his trade, however, the final allotment of a Branch to the successful candidate as per his suitability and availability of vacancies, will be accorded by DPO. Candidates of Gp Y trades can apply for Technical Branches provided he possess a technical degree or equivalent qualification irrespective of the percentage of marks. In case a Gp X airman in a Mechanical trade happens to possess Electronics stream related civil qualification, he could opt for the AE(L) branch. Conversely, the same would also be applicable to airman in the Electronics stream.

5. **Selection Procedure.**

(a) On receipt of date of exam for CST from D Edn, DPO-3 at Air HQ will issue a KBC for inviting application for CST. In response to the K Broadcast, applications of the prospective candidates are to be called for by Units / Stns and scrutinized for eligibility of age, qualification and basic suitability of the candidates at station level by a BOO duly recommended by AOsC / Stn Cdrs. The suitability of candidate in terms of para 38(f) of AFO 03/08 is also to be ascertained. The BOO is to scrutinize and reject the applications of airmen falling under the following clauses:-

(i) Airman who has incurred any entry in Sheet Roll, attributed to lack of integrity, moral turpitude, financial irregularities or such other act of misdemeanor, or against whom criminal proceedings or investigation / inquiry of such a nature are pending which in the opinion of Commanding Officer or BOO, makes him unsuitable for commissioning.

(ii) Airman who has incurred more than one Red Ink Entry for any type of offence in the preceding five years.

(iii) BOO to ensure that airman does not fall in the ambit of Para 38(f) of AFO 03/2008 (i.e. not awarded 'Censure').

(iv) The discipline issues including Col, civil suits etc. if any, pending against the applicant.

(b) Applications of the eligible airmen are to be forwarded to respective Command HQs. After scrutiny of these applications, Command HQs will forward applications to AFRO for vetting. Applications from units directly under Air HQ located outside Delhi are to be processed through the IAF units / stations nearest in geographical location. Applications from Air HQ, IDS and SFC are to be processed through Air Force Station New Delhi (AFND). Applications from AFRO, AFCAO, AFCME and CASB will be processed at AFRO. The format of application is placed at Appendix A.

(c) AFRO will scrutinize the applications and verify the correctness as well as specify the weightages of marks as stipulated in succeeding para 7 for sports as well as Educational Qualifications. The applications are to be accompanied with CTCs of the certificates of Qualification and Sports achievements as proof of their claims. After vetting of applications, AFRO will forward applications to GEB (under intimation to Dte of Edn) for allotment of stream and PEN to eligible candidates. The CST will be conducted through online module as per modalities explained at para 6. The result of SEC is to be compiled by GEB incorporating weightage for qualifications and Sports. GEB is to forward result to Dte of Edn along with applications of the successful candidates and a copy of CST result to AFRO for updation of database.

(d) Dte of Edn will forward the result and list of all CST qualified candidates along with applications to DPO-3 by second week of Feb / Aug for the courses commencing in Jul / Jan respectively. DPO-3 will detail them for AFSB tests. Selected airmen will be detailed to undergo three days capsule course administered by respective command HQ at designated AF Stations to prepare them for AFSB selection test. The AFSB selection and final medical examination of the successful candidates will be held in Mar-Apr / Sep-Oct and will be co-ordinated by DPO-3.

(e) DPO-3 will prepare the final merit list and will take the approval of AOP. The selected candidates will be detailed for training by DPO-3 depending on vacancies.

6. **Medical Examination.** Units are to conduct preliminary medical examination in respect of prospective airmen and to be certified by SMO at Part-C of the application that they are in Med Cat A4G1.

7. **Modalities for Conducting the Common Screening Test (CST).**

(a) Dte of Edn will monitor conduct of CST on online mode through GEB. The exam will be conducted online in two shifts with suitable time gap between Paper-I (General) and Paper-II (Professional). The

examination will be conducted similar to AIRPEX mode at Principal Examination Node (PEN) and it will be centrally controlled by GEB. The examination will comprise of the following subjects and weightage of marks:-

- (i) **Paper-I.** English, GSK & Current Affairs - 100 Marks
- (ii) **Paper-II.** Professional - 100 Marks

Tech : AE(L) & AE(M)] – This paper will be divided into two parts. Part-I will contain common subjects (Physics, Chemistry, Mathematics, Engineering drawing and Computer science) and Part-II will contain branch specific subjects. Weightage for Part-I and Part-II will be 50 marks each.

Non-Tech : (Adm, Lgs, Accts, Edn & Met)

(b) Paper I & II will have MCQ pattern and each question will carry one mark with no negative marking for both Paper-I and Paper-II. Each paper will be of 100 minutes duration and candidates will have to score 50% marks in each paper for qualifying the examination. Syllabus of Paper-I and Paper-II can be accessed from GEB website.

(c) **Periodicity of Test.** The test will be conducted on 2nd Wednesday of June and December. If second Wednesday is a holiday, the test will be conducted on the following working day.

8. Weightage will be given for qualification as well as achievement in sports as follows:-

(a) **Qualification.**

- | | | | |
|-------|--------------------|---|----|
| (i) | PG Degree or above | - | 12 |
| (ii) | PG Diploma | - | 10 |
| (iii) | Graduation | - | 09 |

(b) **Sports.**

- | | | | |
|-------|-----------------------|---|----|
| (i) | Represented Country | - | 08 |
| (ii) | Represented Services | - | 07 |
| (iii) | Represented Air Force | - | 05 |

9. **Ante-date of Seniority.** Airmen commissioned in the Tech Branch through SEC are to be granted ante-date seniority of one year for the purpose of pay, promotion and seniority.

10. **Age for Superannuation.** Officers commissioned through SEC will be at par with their counterpart officers of direct entry with whom they successfully passed out. Their career progression and superannuation age will be similar to those of Direct PC officers' vis-à-vis rank.

11. The schedule of activities connected with receipt / scrutiny of application, conduct of Common Screening Test and selection etc. is placed at Appendix B.

12. Airmen who pass the written examination are to be routed on temporary duty to SSB for Phase II testing on six occasions only during their entire service career including SSB through CDS and OTA all together.

13. The contents of this letter may be given wide publicity. The policy is effective from the date of issuance. The directive issued vide Air HQ/C 40253/PA (CPC) dated 12 Jan 06 is superseded with the issuance of this policy.



(PN Pradhan)
AVM
ACAS (PA&C)

Distribution

MOD/D(Air-III) } wrt their letter No. 16(8)/2001-D(Air-III) dated 14 Aug 2001
 HQ WAC, IAF }
 HQ EAC, IAF }
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 HQ SFC (For CSO Ops & Plans)
 HQ IDS (For Dir Adm & Coord)
 Units directly under Air HQ

Internal: All BCOs

Appendix A
 (Refer Para 5(b) of
 Air HQ/C 40253/PA(CPC)
 dated 07 Aug 15)

**APPLICATION FOR SERVICE ENTRY COMMISSION OF AIRMEN
 IN THE INDIAN AIR FORCE**

PART A

1. Name in block letters
2. Branch for which applying for
3. Service particulars.
 - (a) Service No.....() (b) Rank.....
 - (c) Name as per service records.....
 - (d) Trade..... (e) Date of enrolment.....
 - (f) Unit
 - (g) Command.....
 - (h) Length of Service.....
4. Personal particulars.
 - (a) Date of Birth.....(in Christian era)
 (as entered in Matriculation or its equivalent certificate. (Copy of
 certificate to be attached)
 - (b) Exact age on specified date in Air HQ letter/signal.
 Years.....Months.....Days.....
 - (c) Married or Single.....
 - (d) Are you a Citizen of Indian Union by birth and/or by domicile?

 - (e) State / UT to which you belong.....
 - (f) Medical Category
 - (g) Record of Black/Red ink entries/punishments : Attached copy of
 Conduct Sheet, if any.
5. Educational Qualification.
 - (a) At the time of enrolment.....

(b) At present (give particulars of qualifications, attach CTC of certificates):

(c) Service courses undergone

- (i)
- (ii)
- (iii)

6. Achievements in Sports. (attach CTC of certificate), if any
(Give details of each Game/Sport separately and attach CTCs)

.....

Represented Country / Services / Air Force in..... (Games / Sports) in the year.....

7. (a) Have you submitted any application for the present course in response to any other Air HQ letter/signal earlier?

(b) Have you been earlier interviewed by AF Selection Board? Yes/No
If so, give Batch No. date of interview and result.

(c) "Whether undergone Orientation Capsule course earlier" Yes/No
(in case reply to (a), (b) and (c) above is 'Yes' give details.

8. I hereby certify that:-

(a) I have not been awarded any red ink entry during the preceding five years.

(b) The details stated herein are correct.

Date.....

(Signature of airmen)

PART-B

CERTIFICATE

Certified that the particulars given in the application have been verified and are found to be correct.

Unit :

Date :

(Signature and rank of Adj't)
(Name in block capitals)

PART-C

MEDICAL CERTIFICATE

The airman named below is considered fit for presentation to a Medical Board for final examination before commissioning in theBranch.

Unit : (Particulars of airman)

Date : (Signature of Medical Officer)
..... (Name in block capitals)

PART-D

REMARKS BY SECTION COMMANDER

Recommended/Not Recommended

Unit : (Signature and rank)
..... Sec Cdr

Date : (Name in block capitals)

PART-E

REMARKS/RECOMMENDATIONS OF AOC/STN COMMANDER

1. Character Assessment.....
2. Recommended/Not Recommended.

Unit : (Signature and rank)

Date :

PART-F

(To be completed by AFRO)

1. Marks obtained in CST :
2. Weightage, if any :
With details
Total.....

Appendix B
 (Refer Para 11 of
 Air HQ/C 40253/PA(CPC)
 dated 03 Aug 15)

SCHEDULE OF ACTIVITIES

1	Intimating of date regarding conduct of online CST	D Edn	1 st Week: Jun/Dec
2	Issue of 'K' Broadcast for inviting applications of eligible candidates	DPO-3	2 nd Week: Jun/Dec
3	After scrutiny, forwarding of nominal roll along with applications of eligible candidates to respective Command HQ.	Unit / Station	Last week: Jul/Jan
4	Forwarding of application to AFRO	Command HQs/ AFND	3 rd week: Aug / Feb
5	After scrutiny and verification, forwarding of applications to GEB for registration and allotment of PEN.	AFRO	1 st week: Oct / Apr
6	Confirmation to D Edn on preparation / uploading of QPs	GEB	1 st week: Nov / May
7	Conduct of Written Exam	GEB/D Edn	2 nd Wednesday Dec / Jun
8	Compilation of result, and forwarding of applications and results to DPO-3 with intimation to D Edn and AFRO.	GEB	2 nd week of Feb/Aug
9	Conduct of 3 days capsule programme for CST qualified candidates.	Command HQs	2 nd week: Feb / Aug
10	Conduct of interviews and Medical Examinations	AFSB /AFCME	Mar - Apr / Sep - Oct
11	Finalising the results after adding applicable weightages	DPO-3	2 nd Week: Jun / Dec
12	Obtaining approval of the Final Merit list from AOP.	DPO-3	3 rd Week: Jun / Dec
13	Issue of Joining Instructions	DPO-3	3 rd Week: Jun / Dec
14	Commencement of Course		Jul / Jan