



# INDIAN AIR FORCE



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## **INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATIONS** **AIR FORCE COMMON ADMISSION TEST**

1. **Notification.** Please read the Notification for AFCAT 2012 given in the website carefully with particular reference to various qualifying requirements.
2. **Documents.** Keep all your educational documents - like Pass Certificate and Mark Sheets of Secondary School (10th), Sr. Secondary School [12th], Graduation and Post Graduation (if applicable) - at hand for ready reference.
3. **Photograph.** Please ensure that a soft copy of your recent colour passport size photograph as per the specifications (please refer Appendix 'A'), between **10 KB to 250 KB**, is available in the computer. Attachment of the **photograph is mandatory** for submission of online application. In addition, two copies of the same photograph would be required to be affixed to the Admit Card and Identification Card at a later date.
4. **Finger Print & Signature.** If facilities exist, prepare a scanned copy of your finger print and signature and save them in the computer. However, uploading of fingerprint and signatures are optional.

### **STEPS IN APPLYING**

#### **Step-1 Registration and Login**

5. Navigate to the website [www.careerairforce.nic.in](http://www.careerairforce.nic.in) and click the 'Apply Online' button. You will be directed to a 'User Login' page which will contain a 'New Candidate' link which will redirect you to a page wherein basic information would be asked. Please check the details that you have entered thoroughly before proceeding further. Name and Date of Birth should be the same one as mentioned in your Class X/SSLC/Higher Secondary/CBSE certificate/School leaving Certificate.
6. **Valid e-mail ID.** Your e-mail id is mandatory and will be the sole means of communication hereafter. Therefore, please keep your e-mail active till the completion of the admission procedure. A password shall be generated when you click 'Submit', which will be sent to your registered e-mail id. You can register only once with an e-mail id. So, if you have submitted the form wrongly, you will not be able to register again with the same e-mail id.

#### **Step-2 Completing the Application**

7. **Log In Again.** Now, re-visit the 'Apply Online' link and login to your account by entering the login e-mail id as 'User Name' and 'Password' received. On login, create a new password for yourself.
8. **Parts 2-4.** Proceed to complete Parts 2 and 3 of the Application Form. In Part 4, you would be asked about preference of various Branches of the IAF for which you are likely to be eligible as per the information provided by you. At least One course and three choices of AFCAT Centres are mandatory to proceed with the submission.
9. **Part 5.** In Part 5, other details like contact address would be sought and appending of the Photograph (mandatory), Finger Print and Signature are to be done. On completion of this stage, the preview of application would be shown before finally submitting the form. Please note that changes in application would NOT be possible after final submission of the application.
10. Successful submission of application would be indicated on status on the left side window through the message 'Application submitted to the Indian Air Force'.

#### **Step-3: Allotment of AFCAT Centers**

11. After the last date for receipt of applications, candidates who have successfully submitted their applications would be allotted AFCAT centres automatically as per a pre-determined logic. Candidates would be informed by e-mail about the allotment of centres. Changes in allotted AFCAT centers would not be entertained under any circumstances.
12. **Admit Card and ID Card.** On receipt of E Mail, login to your account and take a printout of the Admit Card and Identification Card. Affix a recent colour passport size photograph as submitted in the online format and complete the finger print and signature columns (if not done earlier online). Thereafter, obtain attestation by the College Principal/ a Gazetted Officer in both the cards and bring them to the AFCAT centre on the day of the Examination. The Identification Card would be retained at the AFCAT centre whereas the Admit Card would be returned to you.

Preserve the Admit Card carefully as you would be required to bring the same to Air Force Selection Board (AFSB) if called for further testing process.

#### **Step-4: Intimation for AFSB Testing**

- After completion of the AFCAT, if you are short listed for further tests, you would receive an email apprising you of the same. You would then be required to log in to your account and select the venue and date of AFSB testing. On the basis of your selection, you would be required to take a print out of the Call Letter and report to the respective AFSB for further testing. You are also advised to read and follow the instructions for reporting at AFSB.

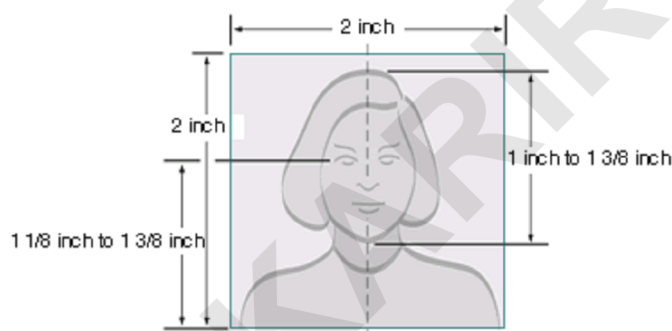
**AFCAT Information Centre.** In case of any queries/ clarifications, please feel free to contact AFCAT Information Centre on **011-26160286 or 011-26160289** between 0900 – 2000 h on all working days. E Mail support is available on **afcatcell@gmail.com**.

Appendix 'A'  
(Please refer para 3 above)

### **Instructions for Uploading Photographs: AFCAT**

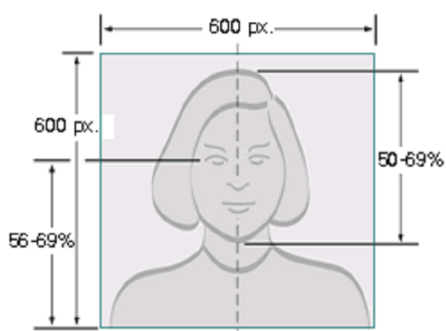
- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Centre the head with the frame
- The person in the photo should have a neutral expression and be facing the camera

#### **Paper Photo Head Size Template**



- Photo must be 2 inches by 2 inches. File Size should be between 10 - 250 KB.
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo

#### **Digital Image Head Size Template**



- The top of the head, including the hair, to the bottom of the chin must be between 50% and 69% of the image's total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.
- Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 pixels (width) x 600 pixels (height). Maximum acceptable dimensions are 1200 pixels (width) x 1200 pixels (height).