

ANO HAND BOOK

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CHAPTER - 1

CONCEPT OF TRAINING IN NCC

Introduction

1. During First World War, Britisher's created the **University Corps** with an aim for second line of defence and also to have a large pool of trained youth available for employment into the Armed Forces. NCC in India was conceptualized and raised before independence, mainly with an aim to groom the youth, boys and girls both, nurture them and channelize their energy towards nation building by making them responsible citizens.
2. After independence, the present day NCC came into existence on 16 Apr 1948, through XXXI Act of Parliament. NCC was formally inaugurated on 15 Jul 1948. The Girls Division of the NCC was raised in Jul 1949. On 01 Apr 1950, Air Wing was raised, with one Air Squadron each at Bombay and Kolkata. The Naval Wing of the NCC was raised in Jul 1952, thus completing the true representation of all services in the Corps.
3. Today, the NCC has an enrolled strength of more than 13.5 Lakhs cadets and it basically comprises of two divisions of all the three Services i.e., the Senior Division/ Senior Wing for boys / girls from colleges and the Junior Division/Junior Wing for boys /girls from schools. The Motto of NCC is 'Unity and Discipline'.

Current Aims

4. (a) To develop qualities of Development of Character, Comradeship, Discipline, Secular Outlook, Spirit of Adventure, Sportsmanship, Ideals of selfless service among the youth of the country.

(b) To create a human resource of **Organized, Trained and Motivated** youth, to provide leadership in all walks of life and always be available for the service of the nation.

(c) To provide a suitable environment to motivate the youth to take up a career in the Armed Forces.

Core Values

5. The NCC is a responsive, learning and continuously evolving organization. Its activity is guided by certain core values that we endeavor to instill among all ranks of the NCC. These include the following: -
 - (a) A sense of patriotic commitment to encourage cadets to contribute to national development.
 - (b) Respect for diversities in religion, language, culture, ethnicity, life style and habitat to instill a sense of National unity and social cohesion.
 - (c) Abiding commitment to learn and adhere to the norms and values enshrined in the Indian Constitution.
 - (d) Understanding the value of a just and impartial exercise of authority.

- (e) Ability to participate in community development and other social programme.
- (f) A healthy life style free of substance abuse and other unhealthy practices.
- (g) Sensitivity to the needs of poor and socially disadvantaged fellow citizens.
- (h) Inculcating habits of restraint and self-awareness.
- (j) Understanding the values of honesty, truthfulness, self-sacrifice, perseverance and hard work.
- (k) Respect for knowledge, wisdom and the power of ideas.

Training Concept & Philosophy

6. The Training Philosophy is based on the following concept:-
- (a) Comprehensive training for 'Empowerment of Youth' to earn the 'Right to Lead'.
 - (b) Module based training to cover:-
 - (i) Character building and Competence Development.
 - (ii) Basic Military Training.
 - (iii) Social Awareness and Service.
 - (c) Cadet friendly curriculum eliciting involvement and obviating additional burden on students with instructors acting as facilitators for developing competencies and talents in an individualistic as well as team centered environment.
 - (d) Innovative, interesting and safe conduct of training with high degree of visibility to inspire youth, duly supported by appropriate training infrastructure and logistics support for boy and girl cadets.
 - (e) Professional training by a pool of dedicated and competent trainers through a well-structured 'Train the Trainer' programme and Refresher programmes for broad based expertise and to enhance trainer skills.
 - (f) Progressive Institutionalized training culminating into camps/competitions/activities at the National level.
 - (g) Use the internet effectively to develop camaraderie and strengthen bonding amongst NCC cadets, energies training and providing ready access to Knowledge Bank.
 - (h) Inculcate National Integration through Regional and National Integration Camps.
 - (j) Offer a Global perspective and exposure through Youth Exchange Programme.

- (k) Regular appraisal to identify redundancies and deficiencies in the organization and curriculum for suitable remedial measures.

Objectives

7. The activities of the NCC are conducted with the following training objectives:-
- (a) To train volunteer youth to become confident, committed and competent leaders in all walks of life.
 - (b) To enhance the awareness level of cadets for being responsible citizens of the country.
 - (c) Provide opportunities and encourage cadets to enhance their knowledge / awareness levels on life / soft / communication skills, character building / personality development.
 - (d) Conduct activities to provide value based contributions towards society in terms of social and community development.
 - (e) Undertake adventure activities for development of leadership qualities and risk taking abilities.
 - (f) Provide a platform to launch “good-will ambassadors” cadets to project the image of the country overseas.
 - (g) Provide an environment to motivate cadets to join the armed forces as a career.

Terminal Objective of NCC

8. To develop a highly motivated, patriotic, selfless, disciplined and enterprising youth - who is capable of providing leadership in any walk of life for the betterment of the nation.

Training Principles

9. Keeping pace with the changing environment, the principles of NCC Training will be as follows:-
- (a) JD/JW to be for two years while SD/SW to be for three years.
 - (b) Separate syllabus for JD/JW and SD/SW.
 - (c) Tailor-made syllabus for professional institutes to encourage enrolment of cadets.
 - (d) Revised training curricula in a military environment with due emphasis on soft skill enhancement, social responsibilities, adventure and sports.
 - (e) Uniformity in syllabus for boys and girls.
 - (f) Common Syllabus for all three wings to be approximately of 60 to 70% and Specialized Service Syllabus training will be 30 to 40 %.

- (g) Greater emphasis on practical training.
- (h) Conduct of periodic composite training ensuring continuity and coherence for a comprehensive, logical and realistic package of curricula for better learning objectives, assimilation and application.

Training Methodology

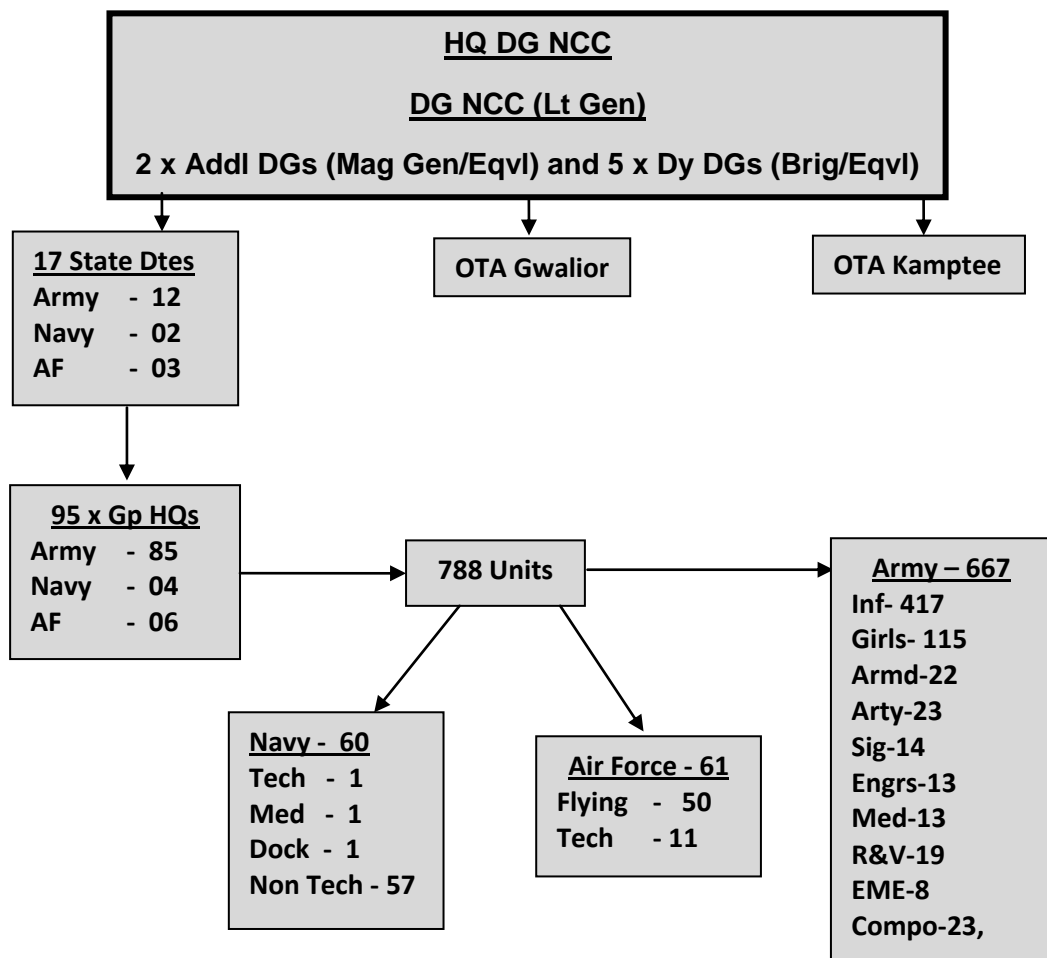
10. The training methodology is the fundamental of any training philosophy. The broad parameters governing smooth and efficient execution of the new training philosophy are enunciated in multifaceted training activities as follows : -

- (a) **Institutional Training.** Training will be planned and conducted in an innovative, progressive and interesting manner to enthuse the cadets.
- (b) **Camp Training.** Camp training will be formalized, be integrated with and a manifestation of institutional training.
- (c) **Social Service and Community Development.** Social service activities will be conducted with a purpose to increase the awareness and cohesiveness levels of cadets and meet the aspirations of society.
- (d) **Youth Exchange Program me.** YEP will be extended to more countries so as to create an increased awareness among participants and appreciate each other's socio-economic, cultural realities and act as global good will ambassador of India to project country's image overseas.
- (e) **Adventure Based Learning and Sports.** Number of adventure activities will be increased to enhance cadets participation.
- (f) **Personality Development.** The curriculum on Personality Development/ Life / Communication Skills will be introduced into the existing syllabus.
- (g) **Competence Assessment / Certificate Examination.** Efforts will be made by all directorates to prepare the cadets for the exams to improve their performance.
- (h) **Training of Trainers.** Periodic Refresher training will be conducted for the trainers by innovative method to improve training standard.
- (j) **Infrastructure.** The concept of NCC Nagars and Academies in various states will be pursued vigorously with the state governments for proper training facilities. Minimum one training Academy per Group will be achieved in given time frame.

CHAPTER - 2

ORGANISATION OF THE NCC

1. The NCC is a voluntary organization which is administered through the Ministry of Defence. The Defence Secretary is overall in charge, who is responsible to the Govt of India for efficient functioning of the NCC and other matters. At the Headquarters level, this organization is headed by an officer of the rank of Lieutenant General who is responsible for the functioning of the NCC in the country. There are 17 Directorates located in the state capitals headed by an officer of the rank of a Major General / Brigadier or equivalent from the three Services. Depending upon the size of the state and growth of NCC in the states, Directorates have up to 14 Group Headquarters under them through which they exercise their command and control of the organization in the state. Each group is headed by an officer of the rank of Brig / Colonel or equivalent known as Group Commander.
2. Each NCC Group Headquarters controls 5-7 NCC units/battalions, commanded by Colonel / Lieutenant Colonel or equivalent. Each battalion consists of companies which are commanded by the Associate NCC Officers (ANO) of the rank of Lieutenant, Captain or Major. In all, there are 95 Group Headquarters in the country who exercise control over a network of 777 Army Wing Units (including technical and girls unit), 61 Naval Wing Units and 61 Air Squadrons.
3. There are two training establishments namely Officers Training School, Kamptee and Officers Training Academy, Gwalior for where professors and teachers from colleges and schools are specially trained to impart training to the cadets as Associate NCC Officers (ANOs).
4. Outline Organization and structure of NCC is as under: -



NCC Staff

5. NCC is staffed by the following:-
 - (a) Regular officers drawn from the three services.
 - (b) Whole Time Lady Officers (WTLO), who are from NCC.
 - (c) Associate NCC officers (ANO), who are professors and teachers.
 - (d) Girl Cadet Instructors (GCI), who are from NCC.
 - (e) Permanent Instructional (PI) Staff from army, navy and air force.
 - (f) Civilian Gliding Instructors.
 - (g) Civilian Staff.
6. **Spread of NCC.** The NCC covers 15,722 No of Institutes (3600 Pvt + 12,102 Govt) schools and 5377 colleges spread over 670 districts in the country.
7. For a str of 13.5 lakhs cadets, the NCC has 17 Dtes headed by Maj Gens or equivalents, 95 Group Headquarters headed by Brigadiers or equivalents, 777 Army Wing units including Technical and 115 Girls units, 61 Air Wing units and 61 Naval Wing units.
8. The NCC is staffed by 1770 Armed Forces Officers, 10910 Junior and Non-Commissioned Officers of the Defence Forces, 115 whole time lady officers, 635 girl cadet instructors or GCI and 15,954 Associate NCC Officers who are college professors and school teachers.
9. **Peace Est (PE) NCC Girls Bn (2-7 Coys) – As per 1979 PE is att as Appx A**

NCC Motto & NCC Flag

10. The need for having motto for the Corps was discussed in the 11th Central Advisory Committee (CAC) meeting held on 11 Aug 1978. The mottos suggested were "Duty and Discipline"; "Duty, Unity and Discipline"; "Duty and Unity"; "Unity and Discipline". The final decision for selection of "Unity and Discipline" as motto for the NCC was taken in the 12th CAC meeting held on 12 Oct 1980



The NCC FLAG

11. The NCC flag for various units of the NCC was first introduced in 1951. The flag was of same pattern, color and size as was used by various regiments of the Army. The only difference was that it had the NCC badge and unit designation placed in the centre. Later on it was felt that the flag should be in keeping with the inter-service character of the Corps. In 1954 the existing tricolor flag was introduced. The three colors in the flag depict the three services of the Corps, red for the Army, deep blue for the Navy and light blue for the Air Force. The letters NCC and the NCC crest in gold in

the middle of the flag encircled by a wreath of lotus, give the flag a colorful look and a distinct identity.

NCC SONG

12. The official song of the NCC – “Kadam Mila Ke Chal” was adopted in 1963. However, in 1974, a change was felt to catch the imagination of the youths and portray the the true feelings of NCC. As a result the song was replaced by “Hum Sab Hindi Hain” which kept on playing in RDCs till the word ‘Hindi’ was replaced by ‘Bhartiya’ in 1980. The NCC song depicts the feelings of unity in diversity and exhorts everyone to march towards the single goal – all being INDIANS.

*Hum Sab Bharatiya Hain, Hum Sab Bharatiya Hain
Apni Manzil Ek Hai,
Ha, Ha, Ha, Ek Hai,
Ho, Ho, Ho, Ek Hai,
Hum Sab Bharatiya Hain
Kashmir Ki Dharti Rani Hai,
Sartaj Himalaya hai,
Saadiyon Se Humne Isko Apne Khoon Se Pala Hai
Desh Ki Raksha Ki Khatir Hum Shamshir Utha Lenge,
Bikhre Bikhre Tare Hain Hum Lekin Jhilmil Ek Hai,
Ha, Ha, Ha, Ek Hai,
Hum Sab Bharatiya Hain,
Mandir Gurudwaare Bhi Hain Yahan
Aur Masjid Bhi Hai Yahan
Girija Ka Hai Ghariyaal Kahin
Mullah Ki Kahin Hai Ajaan
Ek Hee Apna Ram Hain Ek Hi Allah Taala Hai,
Ek Hee Allah Taala Hain, Raang Birange Deepak Hain Hum,
Lekin Jagmag Ek Hai, Ha Ha Ha Ek Hai, Ho Ho Ho Ek Hai,
Hum Sab Bharatiya Hain, Hum Sab Bharatiya Hain.*

CHAPTER - 3

ASSOCIATE NCC OFFICERS

General

1. Due to the introduction of compulsory NCC Training in 1963 and non-availability of JCOs & NCOs from the regular army, there was a large deficiency of PI Staff. To make up this deficiency, ex NCC Girl cadets were employed as Under Officer Instructors / Sergeant Major Instructors (UOI / SMI), in lieu of JCOs/NCOs, on whole time basis under terms and condition of service laid down. The UOIs are treated equivalent to JCOs and the SMIs equivalent to NCOS. Their consolidated pay was initially fixed in 1963 keeping in view the pay and allowances admissible to JCOS/ NCOs at that time, which has since been revised. There are about 235 posts of GCIs existing in NCC.

2. **In the case of Boys Divisions.** It was found possible to dispense with the services of the cadet instructors after sometime. However, in the case of Girls Division, on account of the peculiar nature of duties and continued shortage of PI Staff, it has been found necessary to continue the services of these personnel and also to recruit fresh hands. Further improvement in the terms and conditions of these Girl Cadet Instructors was made in Jan 1981.

3. ANOs form the second tier of training staff. At the college level and school levels, volunteer professors and teachers are appointed as part time NCC Officers and are called Associate NCC Officers (ANOs). The credit for successful functioning of the NCC as an organization to a large extent, depends on these motivated ANOs. In fact they form the most vital link between the educational institutions and the NCC.

Selection Criteria for ANO

4. As per Rule 13 of **NCC Acts and Rules 1949**, Members of the teaching staff of colleges or schools, who are keen and motivated enough to undertake the noble task of nurturing the youth in this premier youth organization, can become an ANO if he / she fulfills the terms of appointment. He /she:-

- (a) No women shall be eligible as an officer in girls division unless:-
 - (i) Permanent teaching staff/temporary teacher (principal gives undertaking that she will serve in the institution for three yrs).
 - (ii) Has good character.
- (b) Satisfies the physical fitness standards specified by MoD, Govt of India.
- (c) Citizen of India or Nepal subject.
- (d) Not a member of any communal or political organization.
- (e) Not dismissed from girls division
- (f) Lady ANO can be appointed in boy's bn/mixed bn in case a suitable male ANO is not available in school and college. (**Auth** HQ DG NCC letter Nos 0162/Policy /NCC HQ/MS(D) dated 15 May 2013, and No 0162/Selection/DGNCC/MS(D) dated 26 May 2003 and No 0162/Del/NCC HQ/MS(D) dated 20 Sep 2000).

(g) PTI, PET, DPE, Sports officer and demonstrators are eligible for appointment of ANO.

(h) Headmistresses are also eligible to be appointed as ANO.

Auth. (i) DG NCC letter No 0162/Policy/NCCHQ/MS(D) dated 21 Oct 2010 and even No dt 08 Jun 2005.

(ii) DG NCC letter No 0162/Del/NCC HQ/MS (D) dated 20 Sep 2005.

5. **Enrolment And Retirement**

(a) Over 21 years and under 42 years of age extendable up to 45 years.

(b) Retirement age is 56 years.

Auth. DGNCC letter No 0162/Policy/NCCHQ/MS(D) dated 15 May 2013.

Training

6. The teachers or professors on being recommended by the HOD and interview by NCC authorities are selected by a selection board constituted in each state. They have to undergo a three months PRCN course at OTA Kamptee for Men and at Gwalior for Women. On successful completion, lecturers / professors from college/ universities are commissioned as Lieutenant and they assume the duties of company commander in senior division / wing. The teachers from schools are commissioned as Third officers and they take over the duties of troop commanders in Junior division / wing. The terms of engagement of an ANO is up to 56 years, extendable up to 60 years in two spells of two years each.

Pay And Allowances

7. An ANO is entitled for an honorarium during institutional training and also rank pay during the duration of the camp. The allowances are as below :-

Ser No	Rank	Rank Pay (Camp) (rs)	Honorarium (PM) (rs)
<u>Senior Wing</u>			
(a)	Lt	8300/-	900/-
(b)	Capt	9300/-	1000/-
(c)	Major	11,300/-	1100/-
<u>Junior Wing</u>			
(d)	Third Offr	3250/-	700/-
(e)	Second Offr	4100/-	750/-
(f)	First Offr	5100/-	800/-
(g)	Chief Offr	6600/-	850/-

Appointment of Caretaker

8. A caretaker can be appointed for an interim period of max two years under following circumstances:-

- (a) When an ANO resigns from her appointment.
- (b) When transferred from one institution to another.
- (c) When ANO is on superannuation.
- (d) When caretaker proceeds on course to OTA Gwalior.
- (e) When ANO placed under supernumerary list.

Allowance of Caretaker

9. Care taker are paid caretaker allowance for the services rendered as follows:-

- (a) JW – Rs 400/- per month.
- (b) SW – Rs 500/-per month.

Placing ANO on Supernumerary List

10. Associate NCC Officer can be placed on a supernumerary List of the unit on following conditions :-

- (a) On transfer from one institution and place.
- (b) While proceeding on long study period/deputations.
- (c) **On Rendering Surplus.**
 - (i) Absorbed by NCC (placing on the SL).
 - (ii) Relinquishment of appt.
- (d) **Duration.**
 - (i) One year – transfer.
 - (ii) Two year – long leave.
- (e) **Seniority.**
 - (a) Period not counted towards seniority.
 - (b) Powers are delegated to State ADG/DDG to place ANO on Supernumerary List.
 - (c) Application has to be routed through proper channel.

Extension of Service

11. The following conditions are laid down for extension of service for Associate NCC Officer:-

- (a) 56 yrs extendable up to 60 yrs. Subsequent extension of two years in one stretch, maximum up to 60 yrs.
- (b) Extension is given at sole discretion of DGNCC.

- (c) A minimum of two above average, and not more than one average grading in the last five ACRs.
- (d) ANO should not have any adverse remarks in their last five ACRs
- (e) ANO should have attended minimum of three camps in last five years.
- (f) ANO should be medically fit.
- (g) No disciplinary/financial case is pending /contemplated against the ANO.
- (h) ANO should not have been awarded any punishment in last five years.
- (j) ANO should be recommended by the head of the institution and officers in the NCC up the chain of command.

Auth Ref DG NCC letter No 0162/Policy/NCC HQ/MS (D) dated 15 May 2013.

Grant of Honorary Commission – ANO

12. ANO is granted honorary commission subject to following conditions :-
- (a) She should be medically fit.
 - (b) No disciplinary/financial case is pending/contemplated against the ANO.
 - (c) ANO should not have been awarded any punishment in last five years.
 - (d) ANO should be recommended by the head of the institution and officers in the NCC up the chain of command.

Auth. DGNCC letter No 0632/86/Policy/DGNCC/Pers-A dated Apr 86.

Grant Of Honorary Commission – VC of University

13. The following procedures will be followed:-
- (a) Vice Chancellor of University can be granted honorary rank of colonel commandant, NCC for the duration of his/her tenure as VC.
 - (b) Dte will identify the university where NCC coverage has been provided or for the conferment of the rank. If willing get his willingness in writing.
 - (c) Once the willingness is obtained from VC, the Dte will write to the education department of the state for their concurrence.
14. Once the above action has been completed, the Dte will forward the case to DG NCC along with: -
- (a) Willingness of the vice chancellor.
 - (b) Bio-data of the VC with brief resume.
 - (c) Date of taking over as VC.
 - (d) Concurrence of the state Government.

Auth. DGNCC letter No 01329/VC/DGNCC/MS(D) dated 25 May 1995.

15. List of Docus to be Maint by ANO at Instt Level.

- (a) Cadets eligible for scholarships.
- (b) Avenues and career opportunities folder.
- (c) Publicity folder- social service activities.

- (d) Clothing issue card.
- (d) Size roll register.
- (f) Uniform issue register (non retainable) register.
- (g) Washing allowance bills file.
- (h) Letters from.
- (j) Letters to.
- (k) Service particulars of the ANOs (camps/achievements personal).
- (l) Visitors book.
- (n) Planning & conduct of instt trg.

16. **Setting up of NCC Room in Institution.**

(a) **What Instt Should provide**

- (i) Room with furniture & Comptr.
- (ii) Store room.
- (iii) Parade ground.
- (iv) OT Area.
- (v) Firing Rg.
- (vi) One part time clk.
- (vii) One helper/lascar.
- (viii) Sty for docu.

(b) **What Unit Should provide**

- (i) Trg policy, schedule & pgme.
- (ii) Schedule of camps & allotment of vac.
- (iii) Trg stores & charts.
- (iv) Cadets trg Precis & lesson Plans.
- (v) PI Staff /GCI for spl trg-firing, adv, OT.
- (vi) Drill, Map Reading, Field Craft etc.
- (vii) Reg guidance & monitoring.
- (viii) Funds- TA/DA, refreshment & washing allce.
- (ix) Trg for RDC/TSC.

(c) **Org of NCC Room In Instt.**

- (i) NCC aims & obj.
- (ii) Method of enrolment.
- (iii) Trg schedule, schedule of camps.
- (iv) Incentive to cadets.
- (v) Criteria for A,B,C Cert Exams.
- (vi) Benefits for admission/jobs.
- (vii) NCC Calendars/motivational charts.
- (viii) Dos & Don'ts.
- (ix) Safety precautions.
- (x) Photographs of Gp Cdr, ADG, DG NCC & eminent personalities.
- (xi) Achievements of Instt NCC.

CHAPTER - 4

CONDUCT OF CERT EXAM

(Auth : SNCCO 2014-15 dt 06 Jun 2014)

General

1. The eligibility conditions and the general procedure for conducting the Certificate Examinations for Cadets of Senior and Junior Division/ Wings NCC (All Wings) have been issued by this HQ from time to time. The aim of this Directive is to consolidate all such instructions and revise these where necessary.

Type of Examinations

2. The type of Certificate Examinations and the unit in which these are held are given below :-

<u>Ser No</u>	<u>Type of Certificate</u>	<u>NCC Units</u>
(a)	Certificate 'A'	Junior Division/ Wing NCC.
(b)	Certificate 'B' & Certificate 'C'	Senior Division/ Wing NCC.

3. **Eligibility Conditions for Certificate Examinations.**

(a) **Certificate 'A'.**

(i) The candidate must have attended a minimum of 75% of total training periods laid down in the syllabus for the first and second years of Junior Division/Wing NCC (All Wings.)

(ii) Break in the NCC Training Tenure of the cadet prior to his appearing in the exam should not exceed more than 12 months at one time to count his previous tenure. In case the break exceeds 12 months, the following procedure will be adopted :-

(aa) "If he has been on the unit rolls for a minimum of two years before his discharge and had attended 75% of the total periods during his NCC Tenure he will need another 36 periods of training to become eligible for Certificate 'A' examination. In all other cases, where above conditions are not fulfilled, the cadet must attend a minimum of 75% periods of the first & second years of training".

(iii) Must have attended one Annual Training Camp.

(b) **Certificate 'B'.**

(i) The cadet must have attended a minimum of 75% of total training periods laid down in the syllabus for the first and second years for Senior Division Wing NCC (All Wings).

(ii) Break in the NCC Training Tenure of the cadet SD/ SW prior to appearing in the exam should not exceed more than 18 months at one time after his discharge to count his tenure for Certificate 'B' Examination. In case the break exceeds 18 months the following procedure will be adopted:-

(aa) "If he had been on the unit rolls for a minimum of two years before his discharge and had attended 75% of the total periods during his NCC Tenure he will need another 36 periods of training to become eligible for Certificate 'B' Examination. In all other cases where above conditions are not fulfilled the cadet must attend a minimum of 75% periods of the first & second years of training. Prior permission of NCC Group HQ must be taken for specific cases".

(iii) Must have attended one Annual Training Camp /NIC /COC /RDC / Attachment with Regular Army/Navy/Air Force.

(iv) Cadets possessing Certificate 'A' will be awarded 10 bonus marks.

(c) **Certificate 'C'**.

(i) The candidate must be in possession of Certificate 'B'.

(ii) The cadet must be in third year of SD/SW NCC Training.

(iii) The cadet must have attended a minimum of 75% of the periods of 3rd year syllabus during the academic session.

(iv) Break in the NCC Training Tenure of the cadet SD/SW prior to appearing in the Exam should not exceed more than 18 months at one time after his discharge to count his previous tenure for Certificate 'C' examination. In case the break exceeds 18 months the following procedure will be adopted:-

(aa) "If he had been on the unit rolls for a minimum of two years before his discharge and attended 75% of the total period during his NCC Tenure he will need another 30 periods of training to become eligible for Certificate 'C' examination. In other cases where above conditions are not fulfilled, the cadet must attend a minimum of 75% periods of the third year of training. Prior permission of NCC Directorate must be taken for specific cases".

(v) Must have attended one ATC and in addition one of the following in a three year tenure:-

(aa) Annual Training Camp (This is in addition to one mentioned above).

(ab) Republic Day Camp at Delhi (RDC).

(ac) Centrally Organized Camp (COC).

(ad) Para Training Camp (PTC).

- (ae) National Integration Camp (NIC) (When applicable for SD/SW Cadets).
- (af) All India Trekking Expedition (DGNCC Organized).
- (ag) All India Mountaineering Expedition (DGNCC Organized).
- (ah) Attachment Training with:-
 - (i) Army Unit.
 - (ii) Air Force Station.
 - (iii) Naval Bases/ Establishment/ Ship/ Sea Training.
 - (iv) Service Hospital.
- (aj) Any one of the following Adventure Courses:-
 - (i) Mountaineering Basic Course.
 - (ii) Mountaineering Advance Course.
 - (iii) Water Skiing, Short Skiing Courses.
 - (iv) Snow & Ice (Condensed) Course.
- (ak) Sailing expedition with actual sailing exceeding 10 days, duly approved by DGNCC.
- (al) Any cadet participating in NRAI matches as part of DGNCC Directorate team.
- (an) Scuba Diving Course.
- (ao) Youth Exchange Program me.
- (ap) Foreign cruise (Navy and Coast Guard).
- (vi) Cadets will be allowed to appear for Certificate 'C' examination only after one year of passing Certificate 'B' examination.
- (vii) A detail of Certificate Examination in NCC along with eligibility conditions in tabulated form is given at Appendix 'A'.

Permission to Appear in Certificate Examination after Discharge

4. Cadets who ceased to be on the roles of NCC may be permitted to appear for Certificate 'A' Examination for Junior Division/Wing and Certificate 'B' & 'C' for Senior Division/Wing NCC at their own expense within a period of 12 months of their discharge from NCC provided they were otherwise eligible at the time of their discharge.

5. The ex-cadet so eligible can appear for the examination at any place in India by applying for the same, along with the discharge certificate to Local Unit Commander. The Group Commander is empowered to accept such requests from the ex-cadets.

Inter Wing Transfers

6. Inter Wing Transferees will be allowed to appear in the certificate examination, pertaining to their new wing only after having attended additional 75% of the periods pertaining to Specialized subjects of the new Wing. A certificate to that effect duly signed by the new OC will be produced before the board conducting the examination. However, a Cadet holding Certificate 'C' will not be permitted to rejoin NCC in any of the Wings.

Cadets of Polytechnic & ITI for 'B' & 'C' Certificates

7. Cadets who join ITI and Polytechnics after a varying period of school/university studies may so be allowed to appear for NCC 'B' & 'C' Certificate examinations as per guidelines given below:-

- (a) Students attending courses of three years or more duration can appear for NCC Certificate 'C' like any other SD/SW Cadet.
- (b) Those students who achieve Certificate 'B' in any college may continue their NCC training after joining ITI/Polytechnic for one more year and appear for Certificate 'C' examination.
- (c) Those students who are not in possession of Certificate 'B' on joining ITI/Polytechnics, but have attended one year training in NCC SD in the previous college, may take Certificate 'B' examination after completing training for one year and Certificate 'C' after further NCC training of one more year (total of 2 more years).
- (d) Those joining ITI/Polytechnic without any previous NCC training and attending a two year course can complete NCC Certificate 'B' only.
- (e) Students with non-metric entry into ITI will not be enrolled into Senior Division / Wing NCC.
- (f) Other eligibility criteria as applicable will be complied with.

8. Assessment and Allotment of Marks

- (a) The examination will be conducted as written and practical with a ratio of 70:30.
- (b) The Question paper for all Certificate Examinations will comprise of objective and subjective questions in the ratio of 60:40.
- (c) A cadet must obtain 45% marks in each paper (both written and practical) and 50% marks in the aggregate to pass the examinations. Grading based on total marks obtained will be awarded as follows:-
 - (i) **Grading 'A'**. Cadets obtaining 75% marks and above.
 - (ii) **Grading 'B'**. Cadets obtaining 60% and above but below 75%.

(iii) **Grading 'C'**. Cadets obtaining 50% marks and above but below 60%.

(iv) **Fail**. Cadets obtaining less than 45% in any paper or less than 50% of the aggregate.

9. **Bonus Marks**. The cadets participating in under mentioned activities will be awarded additional marks as Bonus towards Certificate 'C' examination as under:-

(a)	COC/NIC/SNIC/TSC/NSC/VSC	-	5%.
(b)	RDC	-	10%.
(c)	YEP/Naval Cruise	-	5%.
(d)	Shooting/Sports/Sailing Regatta	-	5%.
(e)	Mountaineering Course	-	5%.
(f)	Trekking Expedition/Sailing Expedition	-	5%.
(g)	Attachment Camps & Basic/Adv Leadership	-	5%.
(h)	Mountaineering Expedition	-	5%.
(j)	Mt Everest Expedition	-	10%.

Note: Max weightage of above mentioned activities towards Certificate 'C' examination will not exceed 10% of maximum marks (500) for any cadet .i.e. 50 marks.

Permission to Reappear/Re-evaluation in NCC Certificate 'A', 'B' & 'C' Exams.

10. **Reappear**. Cadets who have failed in Certificate 'A', 'B' or 'C' examination are allowed to re-appear in the examination, irrespective of the number of papers they may have failed in, subject to following conditions:-

(a) A cadet can avail of the retest facility only once, within one year of having appeared earlier in the Certificate 'A', 'B' and 'C' examination.

(b) Retest will be held along with fresh cases as per the schedule of conduct of certificate exam laid down. Cadets who wish to appear for the retest may attend two weeks of special parade/coaching classes to be organized by units after the academic session. No refreshment or other allowance will be admissible for these classes/parades/retest.

(c) Cadets who have obtained a 'C' grade in the NCC Certificate 'B' & 'C' examination and who wish to improve their grading will be allowed to appear for a retest. Only one retest will be allowed. Cadets who are allowed to re-appear be graded as per the better grading otherwise he/she should be allowed to retain the earlier grading. Fresh certificates will be issued only for improved grading. In case of issue of fresh certificates for improved grading, the previously issued certificate with lower grading will be deposited with the Gp HQ/Directorate.

(d) Cadets will have to reappear in the complete examination.

11. **Re-evaluation.**

(a) A cadet can seek re-evaluation of his Certificate 'A', 'B' & 'C' theory answer sheet within six months of the result being declassified by applying for the same through his unit.

(b) The re-evaluation will be done at the Gp HQ level through a board of officers. Re-evaluation will encompass the following:-

- (i) To evaluate any unmarked answer only.
- (ii) Re- check totaling of marks.

(c) In case of change in grading, a fresh Certificate will be issued. Cadets having NCC as an elective/additional subject, their re- evaluated marks will be intimated to CBSE through HQ DGNCC.

12. **Eligibility conditions for certificate examination in the NCC.**

S No	Ce rt	Div/ Wing	Total Tenure allowed	Period s per yr	Eligibility Conditions for Appearing in Certificate/Examination				
					Yr of NCC Tenure	No of camps to be attended	Cert	Attend ance of period s during the yr	Max break in tenur e allow ed
(a)	A	JD/ JW	2 yrs	120	2 nd yr of JD/JW	01	NIL	75%	12 Mont hs
(b)	B	SD/ SW	2 yrs extendabl e by 1 yr.	1st yr-90 2nd yr-105	2 nd yr of SD/SW trg	01	NIL (10 marks bonus for Cert 'A' holders)	75%	18 Mont hs
(c)	C	-do-	3 yrs extendabl e by 1 yr.	105	3 rd yr of SD/SW trg	02 (min 01 ATC)	Certifica te 'B'	75%	18 Mont hs

CHAPTER - 5

DO'S & DON'T'S : ANOs

Introduction

1. Associate NCC Officer is a multifaceted personality, who has to discharge his duties at Home, Unit and School /College. Discharging duties singlehandedly is easier than done. What they require is motivation in right direction. ANO has to interact with various people who include cadets, PI Staff, Officers and Principal. Conduct of ANO differs from person to person. Conduct is divided into two parts formal and informal.
2. Conduct of an ANO with different people is illustrated below in a tabular form:-

SNo	Do	Don't
<u>Cadets</u>		
(a)	Be an example for your cadets by your conduct and turnout	Do not admonish a cadet publicly. Praise in Public, admonish in private.
(b)	Be a strong leader. Work towards creating leaders. Delegate responsibilities. Brief a cadet well in advance what is expected out of him.	
(c)	Be Positive and be a motivating factor.	Do not blame the organization (NCC) for the deficiency of the clothing etc. It reflects your poor image.
(d)	Remember each cadet observes you. You have to be upright in your conduct while on or off parade.	Do not give false promises to any cadet.
(e)	Be a Guide. If 5 out of 100 cadets do well in their career you have done your job. Be a master guide to poor and intelligent cadets.	
(f)	Be vigilant of your cadet's talents during enrolment.(Music, Dance, instrumentalist, Dramatics, sports, academics)	
(g)	Convert your NCC room to a Information room for not only your cadets but for entire school and college. Liaise with librarian for extracts of employment news. Make a cadet responsible for the board.	
(h)	Plan the cadet's refreshment in advance. Address the financial issues with Principal and CO	Do not deprive cadets of their refreshment.
(j)	Make cadets feel proud of their uniform and brief them whom they have to salute.	

<u>PI Staff</u>		
(k)	Always be very humble to Sub Maj and other PI Staff.	Do not compare your seniority with them. If you have wisdom they have experience.
(l)	Always remember a part time cadre cannot be senior to permanent cadre. Nevertheless during the camp accept their courtesies humbly.	Never repeat Never admonish a Pi Staff if he fails to give you a normal courtesy (Salute) to you. Bring to the notice of AO/CO.
(m)	Be very clear when you seek professional assistance from the PI Staff. Keep the Officer in Picture.	Do not expect immediate execution of your request as they have to take clearance (orders) from unit officers.
(n)	Deal with the PI Staff Personally.	Do not personal is the relationship with PI Staff.
<u>Principal</u>		
(o)	Keep Head of Institution (HOI) in Picture of every NCC Activity. Try to visit unit along with the Principal to change his mindset of NCC as a whole.	Do not get stressed out by the thought that "NCC is my sole responsibility". Remember NCC is the responsibility of Principal. You are just a custodian and facilitator.
(p)	Request the Principal to make you a key player while planning the academic calendar to facilitate planning of NCC institutional training.	
(q)	Keep the HOI updated about all the oncoming events. Be vigilant of ensuing events. All events in NCC are a routine and Date specific.	Do not surprise the HOI one day before of any detailment. NCC derailments are usually date specific.
(r)	You are the adviser of the Principal. Make him aware about the various scholarship and camp.	
(s)	As an ANO, an NCC room is very important to discharge your duties.	Do not remain silent on that issue. Apprise Principal of a solution if the institution is facing any accn problem.

3. **Key Result Areas (KRA) for ANOs**

- (a) Correct enrollment as per vac allotment.
- (b) Meaningful conduct of instl and camp trg.
- (c) Full participation in NICs / other camps / SS & CD.
- (d) Conduct of incident / accident free trg.
- (e) Fwd application for CWS / CM Scholarships.
- (f) Development of good communication skills.
- (g) Focus on career counseling and pers devp.

CHAPTER – 6

IMPORTANT ASPECTS OF SECURITY

Introduction

1. Safety and Security of Personnel, Equipment and Stores is of paramount importance and it is the responsibility of entire staff present in any kind of training activity to ensure the same. However a few incidents in the recent past indicate that due attention is not being paid towards this sensitive and very important issue. Any negligence on part of any staff member results in loss of life and damage to property. Thus there is a need to adopt a zero tolerance attitude towards incidents leading to injuries, loss of life or damage to property. Certain broad guidelines related to safety of the cadets during conduct of these camps are as follows:-

- (a) No Camps or trek routes will be planned near rivers/water bodies or in close proximity of railway lines / highways.
- (b) No activity which is likely to endanger the life of a cadet will be undertaken.
- (c) An officer will be present along with medical officer at all places where high risk training activities are conducted.
- (d) Maximum care will be taken against mishaps during Camps. All safety precautions pertaining to fire risks, drowning, electrocution and so on will be ensured.
- (e) Mahila police will ALWAYS be present in girl cadets camps or wherever girl cadets are present.
- (f) An MI Room with NA having sufficient medicines will be established in the Camp. Liaison with local civil Hospital for emergencies will also be carried out.

Conduct of Training near Water bodies/ Rivers/Lakes.

2. All conducting units will ensure that all water bodies are placed out of bounds for cadets. Whenever any activities are undertaken in proximity to such location rigid measures are ensured so that NO REPEAT NO cadet enters the water. All personnel involved including Officers/ WTLOs/ JCOs/NCOs or ANOs/ / GCIs must be specifically tasked by name to ensure safety measures. All barrages, dams, rivers, ponds, lakes, canals and the sea will be out of bounds for all cadets, except during organized training activity (sailing, yatching, Kayaking etc. under trained manpower under trained manpower for which the Group Cdr shall be responsible.

Safety And Security While On Move

3 Security of personnel, weapons and equipment will be ensured while moving to and from camp. All precautions will be ensured while travelling in trains, buses or any government transport. As a rule, **cadets will travel in a Group under the supervision of an ANO/ GCI / NCO, with proper reservation** All Cadets and Staff will move together. **SD and SW cadets will be accommodated separately** Onward and return

journey rail reservation will be ensured well in advance. The following directions will be strictly observed by the coordinating/ conducting unit:-

- (a) All movements to be in groups under an In-charge.
- (b) An ANO/JCO will be overall in-charge of the party with a senior NCO responsible for SD /JD cadets and a GCI for SW/JW cadets.
- (c) Cadets will not stand next to open doors or lean outside while travelling in buses and trains.
- (d) No acts of indiscipline will be tolerated. In case a cadet does not obey the orders of the staff, the JCO in-charge will report the matter to the Camp Commandant on arrival and the cadets will be returned.
- (e) No tea/eatable or water will be consumed from unauthorized sources.
- (f) All contingent will dismount, fall in and carry out proper head count. Head count before and after every move is a must&should be made part of the Camp routine.
- (g) Move of all cadets especially JD cadets, girls cadets and cadets hailing from remote areas to Camping Ground and back should be accompanied by respective ANOs/CTs/ GCI/ PI Staff.
- (h) ANOs will not conduct any Firing Activities.

Conclusion

4. Safety and Security of Cadets during organized training activities will be of paramount imp. To this end, a zero tolerance for lapses and incidents leading to injuries or loss of life will be adopted.

CHAPTER – 7

ENROLMENT OF CADETS

1. The following types of application be filled up for enrollment : -
 - (a) A student desirous of being enrolled in the Senior Division shall apply to the Officer Commanding the unit.
 - (b) A student desirous of being enrolled in the Junior Division shall apply to the Headmaster of the school providing the unit or part thereof.
 - (c) The Offr to whom an application under sub-rule (1) has been made, shall cause the applicant to fill up and sign in his presence a statement in Form I.
 - (d) The Headmaster to whom an application under sub-rule (2) has been made shall cause the applicant to fill up and sign in his presence a statement in Form II.

2. **Verification.** When an application is made to a Commanding Officer or a Headmaster under rule 7, he shall satisfy himself that the application is in proper form and that the applicant fulfils the conditions of enrolment specified in rule 5 or 6, as the case may be. The Commanding Officer or the Headmaster may make such further enquiry regarding the suitability of the applicant for enrolment in the unit or part thereof in which he desires to be enrolled, as may be prescribed in this behalf, by the State Government.

3. **Medical Examination.** If the Commanding Officer or the Headmaster is satisfied that the application is in order, and that the applicant fulfils the conditions of enrolment and that he is suitable for enrolment in the unit or part thereof in which he desires to be enrolled, he shall cause the applicant to be medically examined.

4. If the Commanding Officer or the Headmaster is not satisfied that the application is in order or that the applicant fulfils the conditions of enrolment or that he is suitable to be enrolled in the unit or part thereof or the applicant is reported to be medically unfit for service in the National Cadet Corps, the Commanding Officer or the Headmaster shall reject the application and shall inform the applicant accordingly.

5. **Method of Enrollment.** If the Commanding Officer does not reject the application, the applicant shall be accepted for enrolment in the Senior Division/Wing, and shall be required to sign a declaration in Form I. If the applicant is a minor, his father or guardian shall also be required to sign a declaration provided in the form.

6. If the Headmaster does not reject the application, the applicant shall be accepted for enrolment in the Junior Division. The applicant shall be required to sign a declaration in Form II and his father or guardian shall also be required to sign a declaration in the Form.

7. If the Commanding Officer or the Headmaster is satisfied that the applicant, or his father or guardian in the case of a minor applicant, understand the questions put to the applicant and consent to the conditions of service, he shall sign a certificate to that effect on the said Form, and the applicant shall thereupon be deemed to have been enrolled.

***NOTE :- Rule means NCC Acts & Rule.**

8. **Auth of Cadet Appts : NCC Units.** ANOs must select and recommend the Cadet Appointments as per the under mentioned scale :-

SD/SW UNIT- 160 Cdts (Coy – 160 Cadets, with 3 Pls -53, 53, & 54 Cadets)									
Ser No	Unit	Coys / Sqn	SUO	UO	WO	Sgt	Cpl	L Cpl	Total
(a)	Inf Unit	Bn HQ	2	0	2	2	2	0	8
		Coy HQ	1	0	2	1	0	0	4
(b)		PI	0	1	0	1	3	6	11
		5 Coys	7	15	1 2	2 2	4 7	90	193
(c)	Girls PI	Coy HQ	1	0	2	0	1	0	4
		PI	0	1	0	1	3	6	11
JD/JW TP- 100 Cdts									
Ser No	Troop	CSM	Sgt	Cpl	L Cpl	Total			
(d)	Boys Tp	1	2	3	5	11			
(e)	First ½ Boys Tp	1	1	1	3	5			
(f)	Second ½ Boys Tp	0	1	2	2	6			
(g)	Girls Tp	1	3	8	12	24			
(h)	First ½ Girls Tp	1	1	4	6	12			
(j)	Second ½ Girls Tp	0	2	4	6	12			

(**Auth** PE of NCC units & Trg Ests-1979)

9. **Promotions.**

(a) The authorization of various promotional ranks of cadets in a company and troop is as under :-

Ser No	Rank	Coy	Troop
(i)	L/C PL	18	05
(ii)	Cpl	09	05
(iii)	Sgt	05	01
(iv)	Sgt Maj	01	01
(v)	QM Sgt	01	01
(vi)	UO	03	-
(vii)	SUO	01	-

- (b) **Lance Corporal.** Minimum three months NCC training and 75 % parade attendance.
- (c) **Corporal.** Should have held the appointment of L / Cpl for a minimum of six months and have attended 75 % of the parades conducted.
- (d) **Sergeant.** Should have held the rank of Cpl for a minimum of six months and have attended 75 % of the parades conducted.
- (e) **Under Officer.** Should have held the rank of Sgt for a minimum of six months and have attended 75 % parades conducted .Should have passed NCC Cert 'B'.
- (f) **Senior Under Officer.** Should have been Under Officer for a minimum of six months and have attended 75% of parades conducted.

10. The following are authorized for promoting NCC Cadets:-

- (a) **L/Cpl, Cpl, .Sgt and CSM.** Company or troop Commander should forward the names of such cadets in duplicate for approval and publication of Bn Pt -1 Order for all promotion of cadets is a mandatory requirement, in the absence of which promotions are invited.
- (b) **Under Officer.** The ANO forwards the recommendation in the prescribed Performa in duplicate for approval by Officer Commanding and publication in Bn Pt-1 Order.
- (c) **Senior Under Officer.** Recommendations have to be forwarded by the Officer Commanding in triplicate to NCC Group Commander for approval and publication in Group Order.
- (d) The format for proposal for promotion of cadet is as under :-

Ser No	Regtl No	Present Rank	Proposed Rank	Name of Cadet	Date of Enrolment	Date of Last Promotion	No of Parades attended in the year			Certificate exam passed	Remarks
							1 st	2 nd	3 rd		

- (e) The Bn HQ will publish Bn Pt-1 order in respect of promotion of the cadets , which constitute authority for the promotion. In case of SUO, NCC Gp HQ Pt-1 Order is required to be published .In the absence of such an authority, the promotion is invalid.

CHAPTER – 8**INSTITUTIONAL TRAINING****Introduction**

1. Institutional Training being conducted in the Colleges and Schools is the principal means of training in the NCC. The aim of the training is to nurture core values, enhance awareness and give exposure to basic military skills and knowledge. Emphasis will be on practical training. Case studies, wherever possible will be used to facilitate active participation and better assimilation. Examples from India's freedom struggle and wars Fought by India, post-independence, should supplement relevant subjects to generate secular and patriotic fervor. The instructors and the cadets must grasp the importance of this training and participate actively.

2. **Principles of Training.** In keeping with the changing environment, the principles of NCC Training are:-

(a) Junior Division (JD)/ Junior Wing (JW) to be for two years while Senior Division (SD)/ Senior Wing (SW) will be for three years.

(b) Separate syllabi for JD/JW and SD/SW.

(c) Modified syllabus for professional educational institutes of repute to encourage enrolment of cadets.

(d) Revised curriculum for training in a military environment with greater emphasis on soft skill development, awareness of social responsibilities and adventure and sports.

(e) Uniformity in syllabus for boys and girls.

(f) Common Syllabus for all three wings to be approximately 60 to 70% and Specialized Service Syllabus training will be 30 to 40%.

(g) Emphasis on practical training.

(h) Conduct of periodic composite training ensuring continuity for better learning assimilation and its application.

3. Common subjects will comprise about 70% of the periods and Specialized Service Subjects will be 30%. The breakdowns of periods are as under : -

Ser No	Subject	<u>No of Periods</u>			Total
		First Year	Second Year	Third Year	
<u>Senior Division/Wing</u>					
(a)	Common Subjects	66	72	72	210
(b)	Specialized Subjects	24	33	33	90.
Total		90	105	105	300

Ser No	Subject	No of Periods			Total
		First Year	Second Year	Third Year	
<u>Junior Division/Wing</u>					
(c)	Common Subjects	85	85	--NA--	170
(d)	Specialized Subjects	35	35		70
	Total	120	120		240

4. In addition to this syllabus, State Directorates will conduct Social Service activities in the form of rallies of any nature to carry social messages in the form of posters, street plays, placards etc.

PLANNING OF INSTITUTIONAL TRG PROGRAMME

1. The following are the essential requirement for planning :-
 - (a) Allotment of Vac for Enrollment /COCs to Instt.
 - (b) Block and Detailed Syllabus Issued by HQ DG NCC.
 - (c) Schedule of Centrally Organised, Treks, SNICs / NICs, Inter Dte / Gp Competitions etc.
 - (d) Schedule of Unit ATCs / CATCs / COCs and Units Share.
 - (e) Schedule of Cert Exams.
 - (f) Allotment of Funds.
 - (g) Detailment of PI Staff.
 - (h) Yearly Trg Instrs Issued by Unit / Gp HQ (if any).
 - (i) Schedule of Vacations & Holidays of the Instt.
 - (j) Exam Schedule of the Instt.
 - (k) Trg Philosphy & Trg Directive of HQ DG NCC.

2. How to plan Institutional Training:-
 - (a) Step 1. Collect your complete Plg Data incl the Block Syllabus.
 - (b) Step 2. Wk out the number of common lessons between 1, 2 & 3 yr.
 - (c) Step 3. Distr the wk load between ANO & PI Staff (lesson wise).
 - (d) Step 4. List out the lessons to be taken by PI Staff during CATC, for JW (2nd Yr) & SW.
 - (e) Step 5. Work out the reqmt of Trg Days for JW & SW, Yr wise.
 - (f) Step 6. Wk out the Trg Days & Periods reqd per month for each cat.
 - (g) Step 7. Plan the trg, as per calendar days, for each Cat.
 - (h) Step 8. Fwd your trg plan to the CO/Unit.
 - (j) Step 9. Project reqmt of PI Staff with dates & Trg Aids to unit.
 - (i) Step 10. Calculate & fwd your reqmt of Refreshment & other allces to the CO.

3. Detailed Institutional Training Block Syllabus for Junior Wing as under:-

S.No	Subject	1 st Yr	2 nd Yr	Total	Remarks
(a)	The NCC	3	1	4	
(b)	National Integration	7	8	15	
(c)	Drill	19	21	40	
(d)	Weapon Trg	16	14	30	
(e)	Pers Devp & Leadership	10	14	24	
(f)	Civil Affairs	4	4	8	
(g)	Social Awareness & Community Devp	8	7	15	
(h)	Health & Hygiene	6	7	13	
(i)	Envoirement Awareness	2	3	5	
(j)	Obst Trg	2	2	4	
(k)	Adventure Trg	8	4	12	
(l)	Total	85	85	170	
(m)	Armed Forces	4	5	9	
(n)	M R	13	11	24	
(o)	FC & BC	9	11	20	
(p)	Mil History	6	5	11	
(q)	Comns	3	3	6	
(r)	Total	35	35	70	
(s)	Grand Total	120	120	240	

4. Suggested distribution of work load for Junior Wing is as under :-

S No	Subject	TOTAL PDs	ANO		PI STAFF			
			1 st Yr	2 nd Yr	1 st Yr	2 nd Yr	CATC	
(a)	NCC	4	03	01	-	-	-	
(b)	NI	15	07	08	-	-	-	
(c)	Drill	40	-	-	19	14	07	
(d)	WT	30	-	-	16	14	-	
(e)	CA & DM	8	04	04	-	-	-	
(f)	SA & CD	15	08	07	-	-	-	
(g)	H & H	13	06	07	-	-	-	
(h)	EA	5	02	03	-	-	-	
(i)	Adventure	12	02	01	06	-	03	
(j)	Pers Devp	24	10	14	-	-	-	
(k)	Obst Trg	4	-	-	02	-	02	
	Total	170	42	45	43	28	12	
(a)	Armd Forces	09	04	-	-	-	05	
(b)	Map Reading	24	-	-	13	04	07	
(c)	FC&BC	20	-	-	09	08	03	
(d)	Mil Hist	11	06	05	-	-	-	
(e)	Comn	06	-	-	03	-	03	
	Total	70	10	05	25	12	18	
	Grand Total	240	52	50	68	40	30	
ANO – 102 Periods (42%)			PI Staff – 138 Periods (58%)					

YRLY INSTL TRG PLG : SENIOR WING

5. Institutional Training Block Syllabus for Senior Wing as under:-

Ser No	Subject	1 st Yr	2 nd Yr	3 rd Yr	Total	Remarks
	The NCC	2	1	-	3	
	National Integration	6	6	6	18	
	Drill	16	19	8	43	
	Weapon Trg	12	10	10	32	
	Pers Devp & Leadership	10	15	20	45	
	Civil Affairs	3	3	4	10	
	Social Awareness & Community Devp	5	5	6	16	
	Health & Hygiene	5	4	7	16	
	Environment Awareness	3	5	7	15	
	Obst Trg	2	2	2	6	
	Adventure Trg	2	6	7	15	
	Total	66	72	72	210	
	Armed Forces	4	4	2	10	
	M R	7	8	9	24	
	FC & BC	5	7	9	21	
	Inf Wpns & Eqpt	2	4	5	11	
	Mil History	3	5	5	13	
	Comns	3	5	3	11	
	Total	24	33	33	90	
	Grand Total	90	105	105	300	

6. The Suggested distribution of work load for Senior Wing are as under :-

SUBJ	TOTAL	ANO			PI STAFF			
		1 ST YR	2 ND YR	3 RD YR	1 ST YR	2 ND YR	3 RD YR	CATC
NCC	03	03	0	0	0	0	0	0
NI	18	06	06	06	0	0	0	0
Drill	43	0	0	0	16	09	05	13
WT	32	0	0	0	7+5*	04	04	12
CA&DM	10	03	03	04	0	0	0	0
SA&CD	16	05	05	06	0	0	0	0
H&H	16	05	04	07	0	0	0	0
EA	06	02	02	02	0	0	0	0
Adventure	15	01	01	01	02	0	0	10
Pers Devp	45	10	15	20	0	0	0	0
Obst Trg	06	0	0	0	02	0	0	04
	210	35	36	46	32	13	9	39
Armd Forces	10	04	0	0	0	0	0	06
M R	24	0	0	0	07	0	0	17
FC&BC	21	0	0	0	05	0	0	16
Mil Hist	13	03	0	0	0	0	0	10
Comn	11	0	0	0	03	0	0	08
Inf Wpns	11	0	0	0	02	0	0	09
	90	07	00	00	17	00	00	66
TOTAL	300	42	36	46	49	13	09	105

ANO- 124 Periods (42%)

PI Staff – 176 Periods (58%)

CHAPTER – 9

NCC AS ADDITIONAL & ELECTIVE IN CBSE SCHOOLS

References : -

- (a) NCC institutional Training Syllabus 2013 4145/Syl/DG NCC/Trg A dated January 2013.
- (b) CBSE Secondary Curriculum 2015 Main Subjects Volume I.
- (f) CBSE Senior School Curriculum Volume I, 2015.
- (g) Wef from Jan 2015

General

1. Consequent to adoption of CBSE as an Additional Subject in Classes IX and X and Elective Subject in Classes XI and XII, there is a need to carry out assessments/ examinations as per CBSE policies. While FA tests will be conducted solely in schools, there is a need to lay down guidelines for conduct of Final Internal Examinations for class IX and Class XI.

Aim

2. The Aim of the Guidelines is to lay down procedures for conduct of Examinations for Classes IX and XII of Schools which have implemented NCC as Additional Subject in Class IX and X and Elective Subject in Classes XI and XII.

Scope

3. The Guidelines will cover the following : -
- (a) Part I. General Provisions.
 - (b) Part II. Conduct of Examinations.

PART- I: GENERAL PROVISIONS

4. **Rationale for conduct of Examination.** NCC conducts its Certificate A and B Test on completion of two years training curriculum in both Junior Division for A Certificate and Senior Division for B Certificate. NCC having been introduced as an additional subject in Class IX & X and elective in class XI & XII by CBSE, with marks / grades to be reflected in students Board Certificates, it has become imperative that the NCC cadets are adequately prepared to undertake and excel in their NCC Certificate exams. To ensure that the prescribed syllabus is properly covered during the academic year, there is a requirement to carry out assimilation exercises in the course of the academic session by respective schools as is done for other subjects.

5. **Pre-requisite for School.** It will be a pre-requisite condition of the CBSE that any school which is approved to offer NCC as an additional/ elective subject will have a dedicated teacher (ANO) for taking NCC classes and not one of the other subject teacher being nominated as ANO as was the practice when NCC was only one of the extracurricular activity.

6. **Periodicity of Examination.** Since the number of periods per year allotted to NCC as a subject are akin to other additional/ elective subjects available to students, the examination schedule for internal examinations will be at par with other subjects.

(a) **Theory.** Internal examination such as class test, half yearly and Final examination to be conducted as per the school schedule and similar weightage for each examination be given towards final grades.

(b) **Practical.** Practice for practical's to be conducted as per NCC training schedule worked out by the ANO in consultation with Commanding Officer of the NCC Unit. Practical test to be conducted only once a year just before the final examination. These tests to be conducted by ANO assisted by NCC Instructor.

7. **Weightage.** The weightage for theory will be 70 percent and practical 30 percent of total marks.

PART II : CONDUCT OF FINAL EXAM

8. **Methodology for Conduct.** ANO will be the subject teachers for conduct of theory classes to the cadets. NCC will be included in the school/ respective class weekly/ daily subject schedule. Special to Arm subjects will be covered by NCC instructors and its program will be worked out by ANOs in consultation with affiliated NCC unit.

9. **Preparation of Question Paper.** The question paper will be prepared by a Board of Officers ordered by the Group Commander. There will be a separate Board ordered for Class XI and a separate one for Class XII. The composition of the Board will be as follows:-

- (a) Presiding Officer : Regular Officer.
- (b) Members Two ANOs (JD/JW ANOs for IX an SD/SW ANOs for Class XI).
- (c) Member One PI Staff.

10. **Conduct of Exam.** The question paper in sealed envelope will be handed over to the school principal well before the exam dates, so as to enable the school to print the papers as per their school pattern/ design. The School Principal and the ANO will be responsible for printing, conduct and invigilation of the exam.

11. **Correction and Award of Marks.** The Answer Key for all schools under a unit will be handed over to the Unit OC in separate sealed envelopes. The ANO of the school will be responsible for collection of the Answer Keys from the Unit after conduct of the exam. He will then correct the papers and submit the results to the Unit OC. After perusal by the Unit OC, the results will be handed over to the School Principal for inclusion in the Mark List.

Practical Test

12. The ANO will inform the Unit OC on the dates for conduct of Practical Test for the School. The Unit OC will nominate a PI staff for assisting the ANO for conduct of the Practical Test. The ANO of the school will be responsible for all arrangements, compilation of marks and submission of results for the perusal of the Unit OC. After perusal of the Unit OC, the results will be handed over to the school Principal for inclusion.

Conclusion

13. The success of the implementation of NCC as an elective subject hinges on proper implementation of its assessment methodology. There is a need to carry out the internal examinations in the transparent and correct manner so as to ensure that cadets are awarded marks correctly.

CHAPTER – 10

INCENTIVES TO CADETS

Introduction

1. The NCC organization has grown considerably during its existence over five decades. In order to reward the students and to compensate them for the valuable time they spend in NCC training, a number of incentives are being given by the Central and the State Govts to them. These incentives can broadly be categorized under the heads “Concessions in Employment”, “Concessions in Academic Field”, “Cash Awards and Prizes/Medals/Trophies” and “Scholarships”.

PART I : EMPLOYMENT OPPORTUNITIES

1. **As Officers in Armed Forces** - Vacancies reserved for commission in the Defence Forces for NCC ‘C’ Certificate holder.

(a) **Army**

(i) **IMA dehradun** – 25 vacancies per course through UPSC and SSB interview. ₹ 1000/- as kit Allowance for each NCC cadet selected for NDA/IMA/OTA/Air Force and Naval Academy and Scholarship for NCC Cadets selected for NDA ₹ 100/- per month for three years to each cadet selected for NDA.

(ii) **OTA Chennai** – 50 vacancies per course for Short Service Commission (Non-Tech). No. UPSC exam, only SSB interview. 20% vacancies reserved for Girl Cadets. Scholarship for NCC cadets selected for OTA/IMA/Air Force and naval Academy ₹ 150/- per month till receipt of stipend in the last term of training.

(b) **Navy** - Six vacancies per course for Officers. No UPSC exam, only SSB Interview. Two years age relaxation for ‘C’ certificate holders.

(b) **Air Force** - 10% in all courses including flying training courses. No AFCAT/UPSC exam, only SSB interview.

2. **As OR and other opportunities:**

(i) **Para Military Forces** – 2 to 10 bonus marks awarded for recruitment

(ii) **Department of Telecommunications** – Bonus marks awarded for recruitment.

(iii) **State Governments** – Preference for State Services certain states.

(iv) **Private Sector** – Many industries give preference to NCC ‘C’ certificate holders for jobs.

PART II : CASH INCENTIVES

3. **Sahara Scholarships** – Sahara Group award 1017 Scholarship every year based on the academic performance of cadets as under:-

- (a) ₹ 6,000/- each for three JD and three JW cadets from each Group.
- (b) ₹ 12,000/- each for two SD and two SW cadets from each Group.
- (c) ₹ 30,000/- each for 67 cadets who join professional/ higher studies.

Application to reach HQ DG NCC by 30 Nov every year. Cadets are to apply through respective NCC Units.

4. **Cadets Welfare Society Scholarship** – 1000 scholarships of ₹ 6,000/- each 250 vacancies out of total 1000 are reserved for cadets coming from rural/ disturbed areas only. The vacancies are allotted every year as per the enrolled strength of NCC Directorates. Applications to reach DGNCC by 30 Nov every year. Cadets are to apply through their respective NCC Units.

5. **Best Cadet Awards:** A total of 760 awards at group level;

- (a) Best – 380 cadets. ₹ 3,500/- each to 4 Best Cadets i.e One each in SD, JD and JW per Group.
- (b) Second – 380 cadets ₹ 25,00/- each to 4 Best Cadets i.e One each in SD, JD and JW per Group.

6. **RDC & TSC** - ₹ 1,000/- (Rupees One thousand only) to each who participates in the Republic Day camp is given by the state Dtes.

7. **CM'S & GOVERNOR'S AWARD**

- (a) Chief Minister Gold/Silver/Bronze Medals worth ₹ 3,000/- , ₹ 2,000/- and ₹ 1,000/- respectively to the best, second and third best cadet in the State of SD Army, SD Navy, SD Air, JD, SW and JW any wing.
- (b) Chief Minister's Commendation Card to cadets for outstanding achievements in RDC, PM's rally, successful completion of Para jump Training member of All India Mountaineering Expedition and other adventure activities.
- (c) Governor's Medals 6 Gold Medals worth ₹ 3,000/- each to best SD boy cadets in the state in shooting, declamation, Cross Country and the best SW Cadets in Shooting, Home Nursing and Cross Country, Six Silver Medals worth ₹ 2,000/- each to the second best in the above activities.

Conclusion.

21. A large number of allowances and incentives are admissible to Cdts in the NCC. An Endeavour is also being made to do as much as possible for the welfare and overall development of NCC cadets. In addition, the intangible benefits for both are innumerable, thus making the NCC a lucrative career for teaching staff and cadets.

Note -

All are requested to kindly check the status of incentives from the respective Gp / Dte / HQ DG NCC / State Govt from time to time for latest update.

CHAPTER – 11

MODES OF ENTRY INTO ARMY

General

1. **What does the Army as a career offer ?** All of us have aspirations and dreams as to what our education will finally yield in terms of a career and a life. If you are looking for an excellent pay packet, a corporate job is the answer: but the question should be aimed at - What does the job offers in totality. Let us see what constitutes an excellent career. The attributes that one expects from a satisfying profession are:-

- (a) Professional Advancement.
- (b) Job Satisfaction.
- (c) Job Security.
- (d) Economic Stability.
- (e) Social Status.
- (f) Quality of Life.
- (g) Variety and Adventure.

2. If these are what you are looking forward to, then Army is the profession for you.

3. All of us are aware that, professionals are competitive, in so far as promotions are concerned. Army is no different. However, as mentioned earlier, the competition in the Army is clean and devoid of any external factor but competence.

PART I : TYPES OF COMMISSION

4. There are a number of ways in which an aspirant can get a commission in the Army. He /She can join right after school or after graduation. The selection procedures are impartial, objective and are uniformly applied to one and all and have only one aim – to “select the best”.

Types of Commission

5. The Army offers both Permanent and Short Service Commission. Permanent commission (PC) is granted through the Indian Military Academy (IMA) Dehradun and Short Service Commission (SSC) is granted through Officers Training Academy (OTA) Chennai or at Gaya. When an aspirant opts for ‘PC’, he / she is basically looking at a permanent career in the Army, a career till you retire. SSC is a wonderful option for all those who aspire to serve it for a few years. It gives an option of joining the Army, and serving it as a commissioned officer for five / ten years. Once the terms of engagement are over, option to opt for PC is available. Alternatively, one can also ask for a four years extension and can choose to resign from the post any time during this period.

- (a) **Permanent Commission.**
 - (i) NDA - after 10+2 - Through UPSC..
 - (ii) Direct Entry - Through UPSC.
 - (iii) Engineering Graduates - Tech Graduate Course.
 - (iv) University Entry Scheme - 10+2 TES.

(b) **Short Service Commission.**

- (i) Non-Tech for both men & women.
- (ii) Tech - Both men & women.
- (iii) NCC Special Entry (Both men & women).
- (vi) Law Graduates (Both men & women).

Note. Details of eligibility criteria duration and venue of training and other information is freely available through news papers or may be obtained from www.joinindianarmy.nic.in. The following telephone numbers can also be contacted- (011) 26173215, 26175473 & 26172861.

Permanent Commission

6. A permanent commission means a career in the army till a person retires on fulfilling the terms of engagement. For a permanent commission an aspirant will have to join the National Defence Academy, Khadakwasla or the Indian Military Academy, Dehradun.

National Defence Academy (NDA)

7. The entrance exam for entry through NDA can be taken in class XII. After qualifying in the UPSC exam, Service Selection Board interview and passing the medicals one can join NDA. NDA has the finest infrastructure for professional training. Phenomenal opportunities are available to develop personality and cultivate new interests. There are 31 extra-curricular activities to choose from. For more details on NDA, Khadakwasla one can visit website www.nda.nic.in

Indian Military Academy (IMA)

8. Indian Military Academy is another cradle of leadership. The IMA trains individuals to lead from the front. Training is imparted in all aspects of combat and tactics using modern technologies and training aids. IMA has excellent facilities for all-round development. One can go for adventure sports like river rafting, para jumping, rock climbing, trekking and mountaineering. From the IMA, Gentlemen Cadets are commissioned as "Lieutenant" in the India Army. There are four main types of entries to join IMA :-

(a) **Combined Defence Service Examination (CDSE).** This written exam is held in the final year of Graduation. After passing the CDSE - conducted by UPSC, a five day SSB interview is held. Only medically fit individuals are permitted to join IMA as a Direct Entry. For details of exam dates / notification visit UPSC website upsc.nic.in. The other entries are Non UPSC entries (There is no written exam. An aspirant is directly called for the SSB interview).

(b) **10+2 Tech Entry.** Application can be forwarded after 12th class written exams. A minimum aggregate of 70% is mandatory in Physics, Chemistry and Mathematics. The SSB interview is held for shortlisted candidates based on the cut off merit as decided by Recruiting Directorate. Advertisements are published in leading newspapers/employment news in May / Dec every year.

The training period is for five year.(Four years at Cadets Training Wing, Dehradun and one year at OTA Gaya).

(c) **University Entry Scheme (Pre Final Year Students Only).** This entry is for those aspirants who wish to apply for army in Pre-Final year of engineering. Advertisement notifying details is published in leading newspapers/employment news in May every year.

(d) **Technical Graduate Course.** Candidates studying in final year / have completed BE / BTech in notified streams can also join IMA through Technical Graduate Course. The duration of training is one year. Advertisement for this entry is published in leading newspapers/employment news in May / Jun & Nov / Dec every year.

Short Service Commission

9. A candidate also has the option of joining the Army as a Commissioned Officer for 10 year , extendable up to 14 years. At the end of this period one has the option to either elect for a permanent commission or opt out.

10. Those not selected for permanent commission have the option of a four year extension. They can resign at any time during this period and side step to an alternate career for which Army also assists.

Officers Training Academy, Chennai

11. Once selected for Short Service Commission, a candidate joins the Officers Training Academy at Chennai. The selection process includes a written exam followed by the SSB interview and medicals. For Technical (Engineering) graduates and law graduates it is direct SSB interview and medicals. If an aspirant has attended NCC Senior Division (Army) and qualified on 'C' certificate exam with minimum 'B' grade, he / she can apply through the NCC Branch HQ/Zonal HQ to Recruiting Directorate for direct SSB interview. SSB qualified candidates undergo a medical examination. The duration of training is 49 weeks wherein the OTA training provides opportunities to broaden perspective and widen the horizon. Whether It's skeet –shooting, golf, riding or angling...at OTA you can do if all.

Short Service Commission For Women (Officers)

12. In 1992, an important landmark in the history of Indian Army was achieved with the the induction of women into the Officer's cadre. The onerous task of training them was undertaken by the Officer Training Academy.

Revised Term and Conditions of Service of SSCOs (Women) - Tech & Non- Tech

13. The prominent features of the revised policy are:-

(a) **Extension of Tenure.**

(i) Tenure of Short Service Commission, Short Service Commission (SSC) in the Regular Army will be granted for 14 year i.e. for an initial period of 10 year, extendable by 4 years.

(ii) Duration of Training is for 49 weeks.

- (b) **Substantive Promotion.** SSCOs will be eligible for substantive promotion as follows :-
- (i) **To the Rank of Capt.** On completion of 2 years reckonable commissioned service.
- (ii) **To the Rank of Maj.** On completion of 6 years reckonable commissioned service.
- (iii) **To the Rank of Lt Col.** On completion of 13 years reckonable commissioned service.

PART – II: ENTRY SCHEMES (MEN AND WOMEN)

14. The Indian Army is always on the lookout for a few “*good men*”. Men with intellect, idealism and courage who can lead and inspire others. For the best and brightest amongst them, following entry schemes are available:-

- (a) **Intermediate Level.**
- (i) NDA.
- (ii) 10 + 2 TES.
- (b) **Graduate through UPSC.**
- (i) IMA (CDSE).
- (ii) OTA SSC (Non Tech).
- (h) **Graduate Non UPSC.** Law Graduate.
- (e) **Engineers.**
- (i) University Entry Scheme (UES).
- (ii) Technical Entry Scheme (TES).
- (iii) Short Service (Technical).
- (f) **Post Graduate.**

10+2 Technical Entry Scheme (10+2 TES)

Tentative Vacancies per course	85
Notified in Employment News and leading Daily News Papers	Notified by Additional Directorate General Recruiting / AG Branch IHQ of MOD (Army) in Apr & Sept.
<u>Eligibility Criteria</u>	
Age	16 ^{1/2} to 19 ^{1/2} yrs as on first day of the month in which course is due to commence
Qualification	12 th Class of 10+2 System of Education /Equivalent with a minimum aggregate of 70% in Physical, Chemistry & Maths (PCM)
Marital Status	Un Married

Application to be addressed to	Additional Directorate General of Rtg TES Section AG Branch IHQ of MOD (army) West Block III RK Puram New Delhi-110066
Training Academy	IMA Dehradun
Duration of Training	01 Year pre-commission Trg at IMA Dehradun & 03 Years at CME Pune/MCTE Mhow/MCEME Secunderabad 01 Year Post Commission trg at CME Pune/MCTE Mhow/MCEME Secunderabad

National Defence Academy (NDA)

Tentative Vacancies per course per notified in Employment News and leading Daily News Paper	300 (Twice a year) or As notified from time to time Army-195 Air force-66 Navy-39. Jun and Dec as notified by UPSC
<u>Eligibility Criteria</u>	
Age between	16 ^{1/2} to 19 ^{1/2} yrs as on first day of the month in which course is due to commence
Qualification	12 th Class of 10+2 System of Education /Equivalent for Army and with Physics and Maths for AF/Navy
Marital Status	Un Married
Application to be received by	As per UPSC notification
Likely SSB date	Sep to Oct and Jan to Apr
Commencement of training	Jan and Jul
Training Academy	NDA, Khadakwasla, Pune
Duration of Training	3 Yrs at NDA and 1 Yr at IMA (For Army cadets) 3 Yrs at NDA and 1 Yr at Naval Academy (For Naval cadets) 3 Yrs at NDA and 1 ½ Yrs at AFA Hyderabad (For AF cadets)

NCC (SPL) Entry Men

Tentative Vacancies per course notified in Employment News and leading Daily News Paper	50 (Twice a years) Notified by Additional Directorate General Recruiting / AG Branch in Jun & Dec
<u>Eligibility Criteria</u>	
Age between	19 and 25 Yrs
Qualification	Appearing in Final Yr /Graduate with 50% Aggregate marks, 2 Yrs service in NCC Senior Div Army with minimum 'B' Grade in 'C' Certificate Exam.
Marital Status	Un Married /Married
Application to be Received by	Oct/Nov and Apr/ May through NCC Dte
Likely SSB Date	Dec/Jan and Jul/ Jun
Date of Commencement of Trg	Apr and Oct
Training Academy	OTA, Chennai
Duration of Trg	49 Weeks

Indian Military Academy Direct Entry (Non Technical Men)

Vacancies per course	250 (Twice a year)
notified in Employment News and leading daily News Papers	Notified by UPSC under the aegis of CDSE in May/ Jun and Nov/Dec
<u>Eligibility Criteria</u>	
Age between	19 and 24 yrs as on the first day of the month in which the course is due to commence
Qualification	Graduation from a recognised university
Marital Status	Un Married
Likely SSB Date	Jul / Aug and Mar / Apr
Date of Commencement of Trg	Jan and Jul
Training Academy	IMA, Dehradun
During of Training	18 Months

Officer Training Academy (Non Technical Men)

Vacancies per course	175 (Twice a year)
Notified in Employment News and leading Daily News Paper	Notified by UPSC under the aegis of CDSE in May / Jun and Nov / Dec
<u>Eligibility Criteria</u>	
Age between	19 and 24 yrs as on the first day of the month in which course is due to commence
Qualification	Graduation from a recognised university
Marital Status	Un Married /Merried
Likely SSB Date	Nov / Dec and May / Jun
Date of Commencement of Trg	Apr and Oct
Training Academy	OTA, Chennai
During of Training	49 Weeks

TGC (Engineers)

Vacancies per course	As Notified (Twice a Year)
notified in Employment News and leading daily News Papers	Notified by Additional Directorate General Recruiting / AG Branch in Apr and Oct
<u>Eligibility Criteria</u>	
Age between	20 to 27 years
Born Between	2 nd Jan to 1 st Jan for Jan Course. 2 nd Jul to 1 st Jul for Jul Course.
Qualification	BE / B Tech in notified streams of Engineers
Marital Status	Un Married /Merried
Application to be received by	Apr / May and Oct / Nov
Likely SSB Date	Mar / Apr and Sep / Oct
Date of commencement of trg	Jan and Jul
Training Academy	IMA, Dehradun
Duration of Training	One Year

University Entry Scheme

Vacancies per course	60
Notified in Employment News and leading daily News Papers	Notified by Additional Directorate General Recruiting / AG Branch in May. Application to be forwarded to respective Command Headquarters as per the areas indicated in the notification
<u>Eligibility Criteria</u>	
Age	19 to 25 yrs for Final Year, 18 to 24 Yrs for pre Final Year
Born Between	2 nd Jul to 1 st Jul for Jul Course.
Qualification	Final and pre Final year student of Engineering Degree Course
Marital Status	Un Married
Application to be received by	31 Jul or as specified in the notification.
Likely SSB Date	Jan to Mar for final year Aug to Oct for pre final year
Date of Commencement of Trg	Jul at IMA Dehradun

Short Service Commission (Technical) (Men)

Vacancies per course	As Notified (Twice a Year)
Notified in Employment News and leading daily News Papers	Notified by Additional Directorate General Recruiting /AG Branch in Dec / Jan and Jun / Jul
<u>Eligibility Criteria</u>	
Age Between	20 to 27 yrs as on first day of the month in which course is due to commence
Qualification	Engineering Degree in notified discipline
Marital Status	Un Married /Married
Application to be received by	Apply online & application to be foewarded as given in advertisement
Likely SSB Date	Nov to Jan for Apr Course and May to July for Oct Course
Date of Commencement of Trg	Oct and Apr
Training Academy	OTA , Chennai
Duration of Training	49 Weeks

JAG (Men)

Vacancies Per Course	As Notified
Notified in Employment News and Leading Daily News Papers	
<u>Eligibility Criteria</u>	
Age between	21 yrs and 27 yrs as on 01 Jul of the yr in which course is due to commence for Oct course and 01 Jan of the yr in which course is due to commence for Apr course
Qualification	Graduate with LLB / LLM with 55% marks. Registered with Bar Council of India / State
Marital Status	Un Married / Married
Application to be Received by	Oct / Nov and Apr / May

Likely SSB Date	Dec - Jan and Jul – Aug
Date Commencement of Trg	Apr and Oct
Training Academy	OTA CHENNAI
Duration of Trg	49 Weeks

TGC Education (AEC)

Vacancies per course	As Notified (Twice a Year)
Notified in Employment News and leading daily News Papers	Notified by Additional Directorate General Recruiting / AG Branch in May/Jun and Nov/Dec
<u>Eligibility Criteria</u>	
Age	23 to 25 years
Born Between	2 nd Jan to 1 st Jan for Jan Course. 2 nd Jul to 1 st Jul for Jul Course.
Qualification	MS / MSC in 1 st or 2 nd division in notified subject from Recognized university
Marital Status	Un Married
Application to be received by	Jun /Jul and Dec /Jan
Likely SSB Date	Sept / Oct and Apr / May
Training Academy	IMA
Duration of Training	One Year

15. In 1992, an important landmark in the history of Army was the induction of women into the Officer cadre, and the onerous task of training them was undertaken by officers Training Academy. So far, more than 1200 Lady cadets have already been commissioned into the various Arms / Service of the Indian Army.

Revised Terms and Conditions of Service of SSCOs (Men and Women) both (Technical and Non –Technical)

16. Prominent features of the revised policy are:-

(a) **Extension of Tenure.**

(i) **Tenure of Short Service Commission.** Short Service Commission (SSC) in the Regular Army will be granted for 14 years i.e. for an initial period of ten years, extendable by four years.

(ii) Duration of Training - 49 weeks.

(b) **Substantive Promotion.** SSCOs will be eligible for substantive promotion as under :-.

(i) **To the Rank of Capt.** On completion of two years reckonable commissioned service.

(ii) **To the Rank of Maj.** On completion of six years reckonable commissioned service.

(iii) **To the Rank of Lt Col.** On completion of 13 years reckonable commissioned service.

NCC (SPL) Entry Women

Vacancies Per Course	As notified
Notified in Employment News and leading daily News Papersd	Notified by Additional Directorate General Recruiting / AG Branch in Jun / Dec
Eligibility Criteria	
Age between	19 and 25 yrs as on 01 Jan of the yr in which course is due to commence for Apr course and 01 Jul of the yr in which course is due to commence for Oct course
Qualification	Final Year appearing / Graduate in any discipline with 50% Aggregate marks, two Yrs service in NCC Senior Div Army with minimum 'B' Grade in 'C' Certificate Exam.
Marital Status	Un Married
Application to be received by	Oct / Nov and Apr / May through NCC Gp HQ/NCC Dte
Likely SSB Date	Nov to Jan for Apr Course and May to July for Oct Course
Date Commencement of Trg	Apr and Oct
Training Academy	OTA, Chennai

Short Service Commission Non Technical Women

<u>Eligibility Criteria</u>	
Age between	19 and 25 yrs as on 01 Jan of the yr in which course is due to commence for Apr course and 01 Jul of the yr in which course is due to commence for Oct course
Qualification	Graduation / Post Graduation from recognized University.
Marital Status	Un Married
Application to be received by	Applications to be forwarded to UPSC as per notification published in Apr/ Sep every year
Likely SSB Date	May/June and Nov/Dec
Date Commencement of Trg	Apr and Oct
Training Academy	OTA Chennai
Duration of Trg	49 Weeks

Short Service Commission Technical Women

Vacancies Per Course	As Notified (Twice a year)
Notified in Employment News and leading Daily news Paper	Notified by Additional Directorate General Recruiting / AG Branch in Dec/Jan and Jun / Jul
<u>Eligibility Criteria</u>	
Age between	20 and 27 yrs as on first day of the month in which course is due to commence
Qualification	Engineering Degree in notified discipline
Marital Status	Un Married

Application to be received by	Feb / Mar and Jul / Aug
Likely SSB Date	Nov to Jan for Apr course and May to July for Oct course
Date Commencement of Trg	Oct and Apr
Training Academy	OTA Chennai
Duration of Trg	49 Weeks

JAG Women

Vacancies Per Course	As Notified
Notified in Employment News and leading daily News Papers	Notified by Additional Directorate General Recruiting / AG Branch
<u>Eligibility Criteria</u>	
Age between	21 and 27 yrs as on 01 Jan of the yr in which course is due to commence for Apr course and 01 Jul of the yr in which course is due to commence for Oct course
Qualification	Graduate with LLB / LLM with 55% marks. Registered with Bar Council of India / State
Marital Status	Un Married
Application to be Received by	Oct / Nov and Apr / May
Likely SSB Date	Dec - Jan and Jul – Aug
Date Commencement of Trg	Apr and Oct
Training Academy	OTA CHENNAI

17. In case of UPSC entries (NDA, IMA and OTA SSC (Non Tech, men & women), wait for the UPSC advertisement in Employment News / Rozgar Samachar / UPSC website Thereafter, apply online to UPSC as per instructions given in the advertisement.

18. In case of other entries the details are as under:-

(a) **NCC Entry (Men and Women)**. After advertisement is issued in Dec or Jun, download common application form from the Army Recruiting website and submit the form duly filled with requisite documents to respective NCC unit / Group HQ.

(b) **War Widows and Wards of Battle Casualties** . After downloading common application form from the website, post the form duly filled with attested photocopies of documents to Rtg Dte (Rtg-6), as per the address given in the advertisement.

(c) **10+2 TES, TGC, SSC (Tech, Men and Women)**. Apply online through the Army Recruiting website, after the advertisement is issued, within the period stipulated in the advertisement and mail the printed online application to ADG Rtg (Rtg-6), West Block 3, R K Puram New Delhi- 110066,

(d) **University Entry Scheme (Pre Final Year Students Only)**. Advertisement will be published in the month of Jun / Jul every year. Apply to concerned Command Headquarters as per the advertisement published. Download the common application form for UES from download menu on the main page of the Army Recruiting website and apply as per advertisement.

Points To Note for Non – UPSC Entries.

19. 10th Class Certificate, 12th Class Certificate and latest College Education documents (final mark sheet or previous semester mark sheets or degree cert or provisional degree cert) are required to be attached as attested photocopies with most application as given in the advertisement. The documents are to be attested by a gazetted Officer.

PART III - JCO & OTHER RANKS

20. Eligibility Criteria for Recruitment of JCOs and Other Ranks are given in the table below:-

Ser No	Category	Education	Age
<u>Minimum Educational Qualification and Age Criteria</u>			
(a)	Solder (General Duty) (All Arms)	SSLC / Metric with 55% marks in aggregate and 32% in each subject. No percentage is considered in case candidate has passed higher qualification i.e. 10+2 & above	17 ½ - 21 yrs
(b)	Solder (Technical Arms Artillery, Army Air Defence)	10+2 / intermediate Exam pass in Science with Physics, Chemistry, Maths and English with 55% marks in aggregate and 40% in each subject (simple pass in 10+2 with requisite subject is acceptable up to 31 Mar 13.	17 ½ - 23 Yrs
(c)	Soldiers Clerk/Store Keeper Technical (All Arms)	10+2 Intermediate Exam pass any stream (Arts, commerce, Science) with 50% marks in aggregate and minimum 40 % in each subject. Should have studied and passed English and Maths/Accts/Book Keeping in CI X or CI XII with 40% marks in each subject. In case of graduate with marks and English as subject in B Sc the stipulation of 40% in CI or CI XII is waived off. In case of graduate without English and Marks/Accts/Book Keeping he should have score more than 40% in English and Maths/Accts/Book Keeping at least once in CI X or CI XII	17 ½ - 23 Yr
(d)	Soldier Nursing Assistant (Army Medical Corps)	10+2 / Intermediate exam pass in Science with Physics, Chemistry Biology and English with Min 50% marks in aggregate and min 40% in each subject OR In case the candidate has a BSc Degree with (Botany/Zoology/Bio-Science) and English ,the stipulation of percentage in CI-XII is waived off. However, the candidate should have studied all the four specified subjects in CI-XII also.	17 ½-23 Yrs
(e)	Soldier Tradesmen (All Arms)	10 th (except Syce Mess Keeper and House Keeper Who may be 8 th pass)	17 ½ - 23 Yrs
(f)	Soldier General Duty (Matric Simple Pass) (All Arms)	10 th Simple pass	17 ½ - 23 Yrs

(g)	Surveyor (Engineers)	BA / BSc with Maths. Must have also passed 12 th class (10+2) or equivalent with Maths and Science as main subjects.	20-25 Yrs
(h)	Junior Commissioned Officer Religious Teacher (All Arms)	Graduate in any discipline. In addition requisite qualification in his own religious denomination	27- 34Yrs
(j)	Junior Commissioned Officer Catering (Army Service Corps)	10+2 or equivalent exam and Diploma /Certificate Course of a duration of one year or more in cookery /Hotel Management and Catering Tech from a recognized University / Food Craft Institute..AICTE recognition is not mandatory.	
(k)	Havildar Education (Army Education Corps)	Group X MA / M Sc / MCA or BA / BSC / BCA / B Sc (IT) with B Ed.	20-25 Yrs

CONCLUSION

21. All professions serve our motherland - but none of them is in the same league as the Indian Army- for this is the only profession which affords you opportunity to live up to these stirring lines.

“ To every man upon this earth,

death comes sooner or later

And how can a man die better

Facing fearful odds

For the ashes of his father

And the temple of his Gods”-

Macauley

Note -

PI check latest updates on above from Gp / Dte / HQ DG NCC or from the HQ DG Recruiting Dte Site / Brochure or from State Govt sltes .

CHAPTER - 12**CLOTHING ISSUED TO NCC CADETS**

1. The items of clothing and necessities of the NCC cadets are covered as follows:-

- a) Number of Retention Items : 28
 b) Number of Life Cycle Items : 23
 c) Number of Condemnation Item : 01

Total No of Items : 52

Scale of Clothing & Necessaries

2. The scale of clothing and necessities authorized to cadets are laid down in PET (Peace Equipment Table) vide Government of India letter with amendments from time to time. It has further been amended and elucidated in Logistics Manual issued by HQ DGNCC.

3. List of **Retention Items** is as follows:-

S NO	ITEM	SW	JW	SD	JD
	<u>ARMY BOYS</u>				
1	Shirt PWPC Khaki			2	2
2	Short PWPC Khaki			1	1
3	Trouser PWPC Khaki			2	1
	<u>ARMY GIRLS</u>				
4	Shirt PWPC Khaki(G)	2	2		
5	Trouser PWPC Khaki(G)	2	2		
6	<u>NAVY BOYS</u>				
	Shirt PWPC White	2	2		
7	Short PWPC White		1		
8	Trouser PWPC White	2	1		
9	Shirt PWPC Navy Blue	1	1		
10	Short PWPC Navy Blue	1	1		
	<u>NAVY GIRLS</u>				
11	Shirt PWPC White(G)	2	2		
12	Trouser PWPC White(G)	2	2		
	<u>AIR FORCE BOYS</u>				
13	Shirt PWPC LBG	2	2		
14	Short PWPC LBG	1	1		
15	Trouser PWPC LBG	2	1		
	<u>AIR FORCE GIRLS</u>				
16	Shirt PWPC LBG(G)	2	2		
17	Trouser PWPC LBG (G)	2	2		
	<u>COMMON ITEMS</u>				
18	Salwar White	2	2		
19	Kameez White	2	2		
20	Beret Rifle Green	1	1	1	1
21	Pagree Rifle Green(for sikh cdt only in place of beret)				
22	Socks NTP White (Navy)	6	4	6	4
23	Socks NTP Black (Army, Air)	6	4	6	4

24	Boot Ankle DVS	1		1	1
25	Shoe Leather Black DMS		1	1	1
26	Shoe Canvas White	1	1		
27	Shoe Canvas Brown			1	1
28	Vest Woollen	1	1	1	1

4. List of **Life Cycle Items** with auth and Life is as follows:-

ITEM	AUTH %			LIFE (MONTHS)
	ARMY	NAVY	AF	
Belt Web Waist	100	15	10	9
Bag Kit Universal	15	-	-	120
Cap FS Disruptive	10	-	-	72
Durries It	9	-	-	120
Coat Combat	2	-	-	168
Ground Sheet	6	-	-	120
Water Bottle	15	15	15	60
Anklet Web	10	-	-	240
Cape Water Proof	5	-	-	240
Overall Combination	100	-	-	36
Net Mosquito	15	-	-	60
Jersy Pullover	10	10	10	60
Khaki/Grey/Black Shirt Angola	15	-	-	60
Trousers Serge	15	15	15	60
Khaki/Black/Grey Flying Overall			50	36
Boot Flying			50	36
Gloves Flying			50	36

Khaki/Black/Grey Flying Overall			50	36
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5. List of **Condemnation Item** is as follows (one item only):-

(a) Helmet

6. **Management of clothing at Sub-Unit**

(a) **Retention Items.**

- (i) Maintain 4 ledgers (for clothing)
- (ii) Maint separate ledger page for each size of item.
- (iii) Issue retention items to coys/troops on IV in effect strike off ledger charge after CIV is received
- (iv) Coys/troops to have stock ledgers as in units
- (v) Coys/troops to issue detailed item wise on ICC
- (vi) Coys/troops to prepare monthly consolidated vouchers (signed by ANO and CO)
- (vii) Copies of ICC & CV to be available in unit
- (viii) In case of loss or if a cadet leaves prematurely cost to be recovered based on formula as under :-
 - (aa) Amount to be recovered = Monthly value of item x Bal life in terms of months
 - (ab) Monthly value of item = central purchase rates / 36 months for SD, 24 months for JD

(b) **Life Cycle Items.**

- (i) Maint ledgers on IAFZ 2286A.
- (ii) Maint separate ledger page for each size of item
- (iii) Issue life cycle items by CIV IAFZ 2096 at beginning of trg cycle
- (iv) Coys/troops to have stock ledgers as in units
- (v) Coys/troops to issue detailed item wise on ICC
- (vi) Copies of ICC & CIV to be available in unit
- (vii) Take back items on charge from coys/tps by crv in the unit ledger
- (viii) Carry out necessary entries in ICC of cadets

(ix) Once life of item is expired report it for auction through BOO convened by directorate

(x) In case of loss or if a cadet leaves prematurely cost to be recovered based on formula

(aa) Amount to be recovered = Monthly value of item x Bal life in terms of months

(ab) Monthly value of item = Central purchase rates / Life of item in months

CHAPTER - 13

ESTABLISHING A RELIEF CAMP

Introduction

1. NCC plays a significant role in the management of the after effects of natural calamities and disasters. The ANOs, often hailing from the region where the institutions and Units are located have a 'local advantage' in understanding and dealing with the local people and administration. Hence, the ANOs can contribute greatly towards the success of the Disaster Management Activities undertaken by NCC.

4. Aspects of Planning

- (a) Foresight of Tasks and Responsibilities
- (b) Considerations for siting and Layout of relief camp
- (c) Stores required and sources
- (d) Security of Camp
- (e) Setting up of MI Room
- (f) Considerations for Hygiene and Sanitation
- (g) Coordination with other agencies

5. Essentials for Planning

- (a) The type of Disaster - Floods, Earthquake, Cyclone etc
- (b) The str to be catered for.
- (c) Overall responsibility for est of the camp.
- (d) Nomination of the Unit CO coord NCC activities.
- (e) Reqt of cdt's (SD/SW) & staff.
- (f) Reqt of stores & veh loads for the camp.
- (g) The Command & Control set up.
- (h) Communication set up.
- (i) Adm set up

6. Points for Consideration

- (a) How to contact the cdt's & ANOs in a disaster sit.
- (b) The meeting point and plan for the cdt's
- (c) How will the girl cdt's come to the designated area.
- (d) Type of aid material recd – bd of offr's.
- (e) What Police / Home Gd help is available.
- (f) Making of duty roster.
- (g) Safety & Security of Cdt's (incl girl Cdt's) in the Relief Camp.

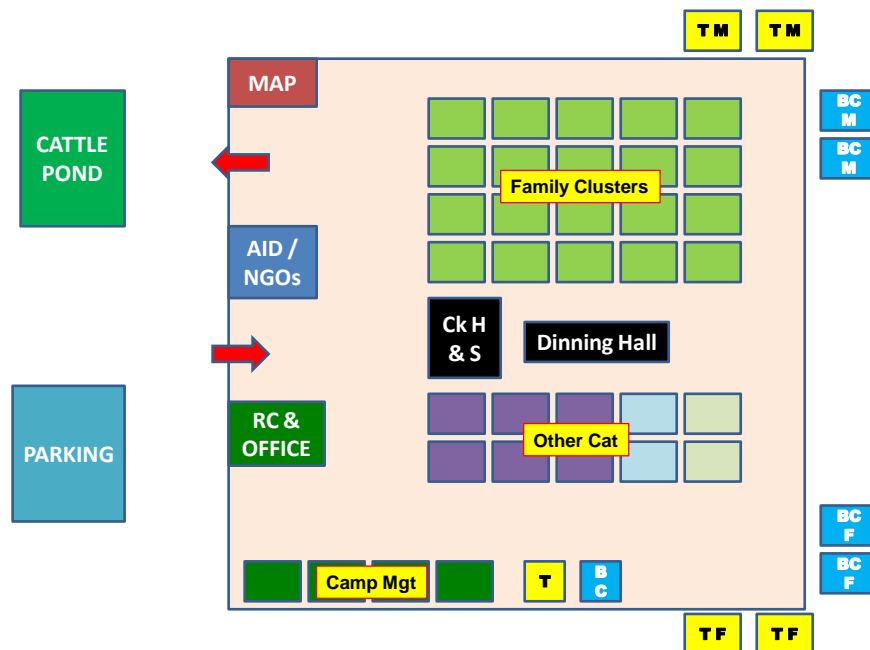
- (h) What is the duration of NCC assistance reqd.
- (i) Making separate SOPs at unit level for each type of disaster.
- (j) Creation of AOR ie, sub div of City / Town and clustering of instts for each AOR, to be coord at Gp & Unit Level in liaison with DC/DM.
- (k) Briefing & Rehearsals once a yr.

7. **Requirement of Accommodation**

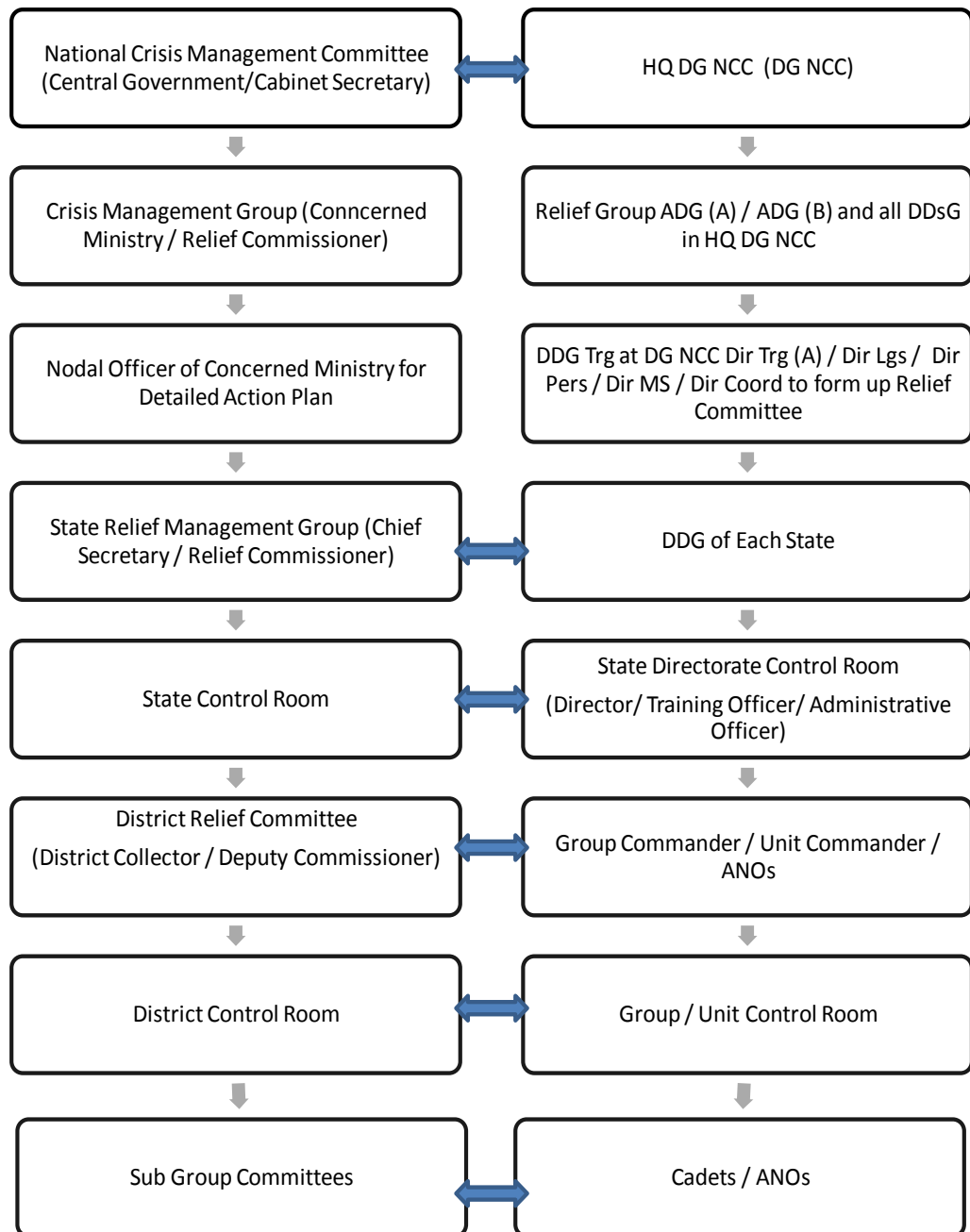
- (a) Cat of People Likely to Come to Relief Camp
 - (i) Family Clusters
 - (ii) Couples / Elders w/o children
 - (iii) Single males
 - (iv) Single females
 - (v) Single / orphan children
 - (vi) Aid Distr, Health, Police, other govt officials / NGOs
 - (vii) Army / PMF / NCC

(b) Cattle / Pets

8. **Proposed Layout Relief Camp**



9. Disaster Management Organizational Set Up At Ncc Headquarters Vis-À-Vis Civil Administration



10. Proposed Disaster Relief Org at Institution Level

- (a) Relief Gp Cdr – Instt ANO / CT
- (b) For a Str of 54 SW Cdts proposed Distr into Gps :-
 - (i) Tfc Cont Gp - 8 Cdts
 - (ii) Relief Gp - 8 Cdts
 - (iii) Shelter Mgt Gp - 8 Cdts
 - (iv) Evac & Rescue Gp - 8 Cdts
 - (v) First Aid Gp - 8 Cdts
 - (vi) Sanitation Gp - 8 Cdts
 - (vii) Carcass Disposal Gp - 6 Cdts(preferably SD Cdt)

Note: Incase of more str, more No of gps can be formed.

Instt should Plan for relief work / camp in vicinity or within the instt only.

9. Items to be Carried by Cdts

- (a) Survival rations for 48 h (Biscuits, Matthi, Shakar Pare, Panjiri etc)
- (b) Drinking Water (2L)
- (c) Bed Lining / Rope, Bamboo Stick
- (d) Small Pocket Knife, Torch, Lighter / Matchbox
- (e) Rain Coat
- (f) Extra pair of uniforms, socks & undergarments
- (g) Anti mosquito cream
- (h) Pers First Aid Kit – antiseptic, bandage, pain killers, Norflox Tdz
- (i) Toiletries
- (j) Light Bedding – air pillow, bed sheets etc
- (k) Cooking Pan / pot (mess tin), glass / mug

Conclusion

11. India is a disaster-prone country, many of them related to the climate of India. It is important to be aware of the various types of Natural Disasters and the measures to be taken to minimize the losses of all types. NCC with its vast trained resource can play an important role and help in the Disaster management and ANOs have a crucial role to play in this.

CHAPTER - 14**PLANNING AND CONDUCT OF NCC ATC/CATC**

1. The aim of Annual Training Camps is to impart collective training to cadets with special emphasis on the development of qualities of leadership. Camps are planned in consultation with the Director of Public Instruction and Director of School Education well before the commencement of the Academic year (for location and dates). All concerned are intimated about the dates and location of Camps.
2. The Annual Training Camps (ATC) is held for a duration for 10 days.
3. Camp Siting Considerations:
 - (a) Camp site should be accessible by Road and Rail.
 - (b) Camp site is bereft of snakes, scorpion, flies and mosquitoes.
 - (c) Camp area should be on a level ground and it should not require too much labour to make it fit for camping.
 - (d) It should have an adequate slope to drain out water from the camp area.
 - (e) The site should not be in the proximity of lakes, rivers and canals.
 - (f) The Civil Govt should not have objection in establishing a camp in that area.
 - (g) Reasonable amount of shade should be available for rest hours.
 - (h) Water supply for both drinking and washing purposes.
 - (j) The area should not be under cultivation during the camp duration.
 - (k) There should be no disease prevailing in the area especially of epidemic nature.
 - (l) Enough area for parade ground, range facility, and built up accommodation for stores should be available for girls' camp.
 - (m) ASC depot preferably located closely for obtaining ration.

4. **Camp Orders Including Discipline And Security:** Camp orders as appended below will be promulgated to all ranks participating in the camp. A copy of these should be posted in the Officers Mess, Information Room and Company Notice Boards: -

(a) Camp Orders and Administration

- (i) Pitching of Tents.
- (ii) Drainage.
- (iii) Lighting.
- (iv) Arms and Ammunition.
- (v) Fire Fighting Orders.
- (vi) Guards and Duties.
- (vii) Telephone.
- (viii) Postal.
- (ix) Camp Routine.
- (x) Messing Committee.
- (xi) Menu.
- (xii) Officers Mess.
- (xiii) Ration Scale.
- (xiv) Location of Water and Bathing Points.

(b) Training, Clothing and Equipment

- (i) Training Programme.
- (ii) Training Area.
- (iii) Administrative Orders and Issue Time Table.

(c) Discipline

- (i) Out of Bound Area.
- (ii) Damage to Property.
- (iii) Dress Code.

(d) Security

- (i) Security of Personnel.
- (ii) Security of Property.
- (iii) Location of Fire Fighting Points.

(e) Medical

- (i) Sick Parade Procedure.
- (ii) MI Room Timings.
- (iii) Protection Against Common Diseases.
- (iv) Personal Hygiene.

(f) Recreation

- (i) Information Room.
- (ii) Canteen Opening Hours.
- (iii) Cultural Activities.
- (iv) Disposal Orders

5. **Scale for The People To Be Employed**(a) **Mess Servants.** (To be paid from Messing Expenditure)

(i) Cook and water carriers etc should be employed with due economy. The number of cooks, water carriers and servers is at a scale each of one per 45 cadets.

(ii) The daily rates payable to them should be determined with due regard to the rates prevailing in the area. The civil authorities should be contacted for obtaining the requisite information. If the camps are held at military stations, the rates should be obtained from the station authorities.

(b) **Payments to barbers, Washermen and Sweepers.** (To be paid from Incidental expenditure)

(i) The daily rates payable to them should be determined with due regard to the rates prevailing in the area. Civil authorities should be contacted for obtaining the requisite information. If camps are held at military stations, the local rates should be obtained from the station authorities. The number of such personnel should be based on the following scales:-

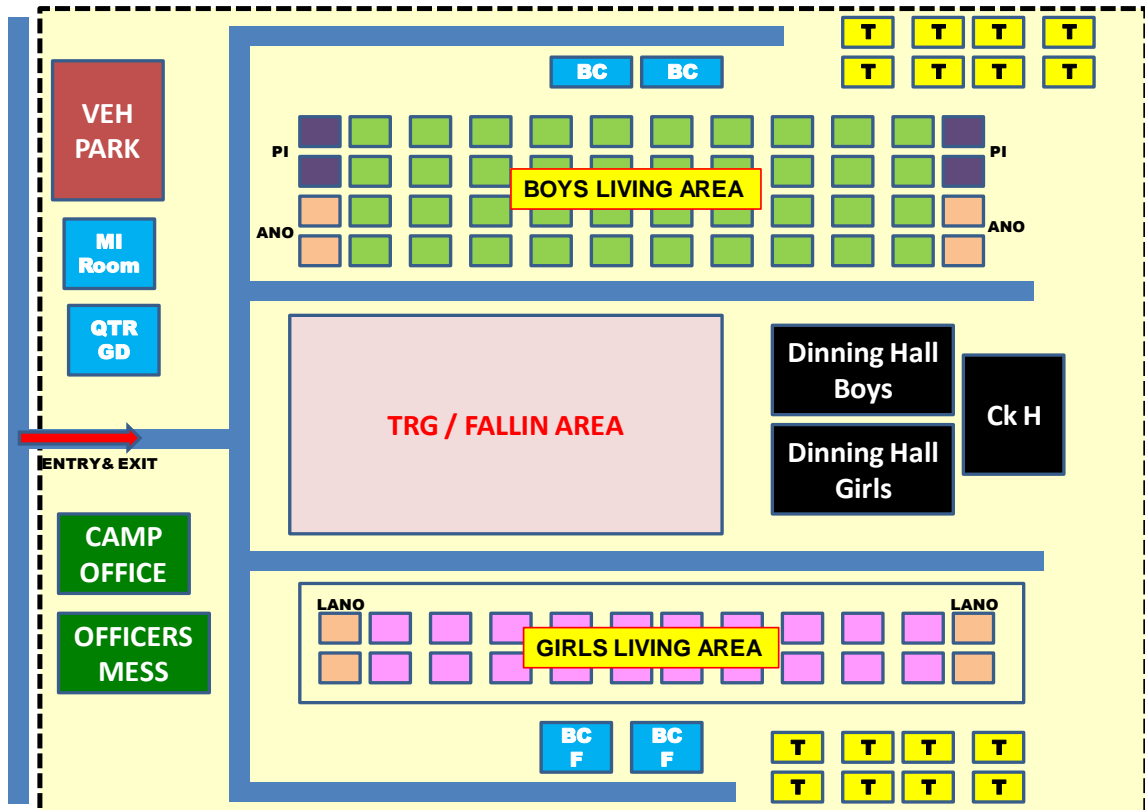
- (aa) Washerman - One for 75 cadets.
- (ab) Barbers - One for 100 boy cadets.
- (ac) Sweepers - One for 50 cadets.

6. **Proposed Scale of Rations for ATC / CATC:**

SCALE OF RATIONS			
S NO	ITEM	A/U	SCALE PER CDT PER DAY
1	RICE	GRAMS	450
2	ATTA	GRAMS	140
3	DAL	GRAMS	113.5
4	GROUND NUT	GRAMS	71
5	SUGAR	GRAMS	85
6	TEA/COFFEE	GRAMS	9
7	MILK FRESH	ML	225
8	MILK FOR VEG	ML	200
9	SALT	GRAMS	10
10	MEAT/CHICKEN FRESH	GRAMS	113.5
11	VEG FRESH	GRAMS	198
12	EGG	NOS	1
13	POTATOES	GRAMS	113
14	SWEET LIME / ORANGE	NOS	2
15	FRUIT	NOS	2
16	ONION	GRAMS	57
17	BASIN	GRAMS	28
18	SOOJI	GRAMS	28
19	MASALA POWDER	GRAMS	AS REQUIRED
20	CONDIMENTS	GRAMS	AS REQUIRED
21	KHAS KHAS	GRAMS	450 FOR COOK HOUSE
22	LASSEN	GRAMS	95 FOR COOK HOUSE
23	ADRAK	GRAMS	136
24	TAMARIND	GRAMS	900
25	PAPAD	NOS	2
26	COCONUT	NOS	4 FOR COOK HOUSE
27	LIME FRESH	NOS	AS REQUIRED
28	KISHMISH/KAJU/BADAM	GRAMS	AS REQUIRED
29	BISCUITS (SWEET/SALT)	GRAMS	57
30	FIRE WOOD	GRAMS	900
31	GAS	GRAMS	90

Note: The above scale is a guidance only, subject to the conditions that the total expenditure does not exceed the authorized limit of Rs 95/- per cdt.

SUGGESTED LAYOUT OF ATC/CATC IN TENTS



Note:

1. Suitable modification to the layout can be done depending on the area/site available.
2. In case of a school/college building suitable accn/classrooms can be earmarked for boys/girls.

SUGGESTED BLOCK SYLLABUS : ATC/CATC1. **JW**

Subject	Periods	Lesson Code
Drill	08	FD 7 (3) , FD 8 (3), FD 9 (2)
WT	05	WT 8 (5)
H & H	05	H 4,5,6
Adventure	04	ADV 3
Obstacle Trg / Games	08	OT 1 (2)
SA	05	SA 6,7,10,11
Armed Forces	05	AF 4,5,6,7
Map Reading	09	MR 6,7,8
FC&BC	09	FC 2- 8
Mil History	04	MH 2,3
Communication	03	C 3
Total	55	

2. **SW**

Subject	Periods	Lesson Code
Drill	08	AD 1 (1), AD 2,3,4 (1), AD 6 (2), AD 7 (2), CD 2 (1), CD 3 (1)
WT	10	WT 9 (6)
H & H	04	H 2, 4
Adventure	06	ADV 2, 4
Obstacle Trg / Games	08	OT 1
Armed Forces	04	AF 4,5,6
Map Reading	09	MR 8-10
FC&BC	09	FC 7,8,9,11
Mil History	04	MH 3,4
Communication	02	C 2
Infantry Weapons	09	INF 1,2,4,5
Total	73	

Notes

1. Separate Block Syllabus and Trg Pgme will be made for following categories :-
 - (a) Gen – SD/SW & JD /JW.
 - (b) RDC and TSC.
2. Separate squad posts for JD/JW & SD/SW. There should not be any clubbing.
3. Detail separate instructors for each category.
4. Avoid any 'time pass' activity.
5. There should be scope to add more periods as repeats.

APPENDICES

ppx A (Refer page
6 para19)(a) **Regular Army Personnel - Part 'A'.**

Designation	Rank	Companies						Remarks
		2 Coy Bn	3 Coy Bn	4 Coy Bn	5 Coy Bn	6 Coy Bn	7 Coy Bn	
<u>OFFICERS</u>								
Officer Commanding	Col	01	01	01	01	01	01	From Regular Army or Lady Offr employed on whole time.
Adm Offr	Capt / Lt	-	-	01	01	01	01	Lady Offr employed on whole-time. If the OC is a Lady Offr, the ADm Offr may be either a male or a female Offr
Total Offrs		01	01	02	02	02	02	
<u>JCOs</u>								
Instructor	Sub Maj	-	-	-	-	-	01	} 1 Per Coy
	Sub	01	02	03	03	04	04	
	Nb Sub	01	01	01	02	02	02	
Total JCOs		02	03	04	05	06	07	
<u>NCOs</u>								
Instructor	CHM / Hav	04	06	08	10	12	14	2 per Coy. 01 from AMC (Nursing) and the other OWL / Sig
Storehand	Nk	01	01	01	01	01	01	
Total NCOs		05	07	09	11	13	15	

Note : - If in a town only one Coy strength is raised, it will be attached to the local/ nearest boys Unit NCC for local adm, supervision and trg. The scale of PI Staff will be a 1 JCO (Sub / Nb Sub) and 2 NCOs per Coy.

(b) **National Cadet Corps Personnel - Part 'B'.**

Designation	Rank	Companies						Remarks
		2 Coy Bn	3 Coy Bn	4 Coy Bn	5 Coy Bn	6 Coy Bn	7 Coy Bn	
<u>NCC Offrs</u>								
Bn 2IC	Maj	-	-	01	01	01	01	
Coy Comdr	Maj / Capt / Lt	02*	03*	04	05	06	07	*Senior most Lady Offr will be Bn 2IC
Total NCC Offr		02	03	05	06	07	08	

Cadets								
Asstt Adjut / QM	CSUO (b)	01	01	01	01	01	01	(b) for Bn HQ
Asstt Coy	CSUO (c)	02	03	04	05	06	07	
PI Comdr	CUO	06	09	12	15	18	21	
RSM	CWO (b)	01	01	01	01	01	01	
RQMS	CWO (b)	-	-	-	01	01	01	
CSM	CWO (c)	02	03	04	05	06	07	
CQMS	CWO (c)	02	03	04	05	06	07	
Provost Sgt	C Sgt (b)	-	-	-	01	01	01	
Water & Sanitary Duty Sgt	C Sgt	-	-	-	-	01	01	
PI 2 IC	C Set	06	09	12	15	18	21	
	C Cpl (b)	-	-	-	01	01	02	
	C Cpl	02	08	04	05	06	07	
	C Cpl	18	27	36	45	54	63	
	C L/Cpl	36	54	72	90	108	126	
	Cadets	244	366	488	610	732	854	
Total Cadets		320	480	640	800	960	1120	

(c) **Instructional Staff (Inf)** - **Part 'A'**.

No of Junior Army Troops Grouped under a Senior Division Unit	No of Instructors to be provided	
	JCO	Hav
1 to 5 Troops	-	01
6 to 10 Troops	-	02
11 to 15 Troops	01	02
16 to 24 Troops	01	03

(d) **Civilian Staff (Preferably Ex-Servicemen)**

- Part 'C'.

Designation	Companies						Remarks
	2 Coy Bn	3 Coy Bn	4 Coy Bn	5 Coy Bn	6 Coy Bn	7 Coy Bn	
Head Clk	01*	01*	01*	01*	01*	01*	*Provided the total No of Clks sanctioned for the Unit for SD, JD Exceeds 6
Asstt / UDC (Accts)	01	01	01	01	01	01	
Upper Division Clks (UDCs)	01	01	01	02	02	03	
Lower Division Clks (LDCs)	01	01	02	02	03	03	
Peon	01	01	01	01	01	01	
Driver	03	03	03	03	03	03	
Lascar / Storeman	02	02	02	02	02	02	@Addl from 1-3 OD Tps
Sweeper	01*	01*	01	01	01	01	*Part-time
Chowkidars	01@	01@	01@	02@	02@	02@	@Provided the Stores are not under police guard
Total Civ Staff	10	10	13	15	17	18	

National Cadet Corps (Junior Division – Army Wing Junior Army Troops NCC(e) **National Cadet Personnel**

- Part 'B'.

Designation	Rank	No of Posts in			Remarks
		TP HQ	3 Secs each	Total	
<u>Part Time NCC Offrs (JD)</u>					
Trg Offr	Chief / First / Second / Third Offr	01	-	01	
<u>Cadets</u>					
Adjut	CSM	01	-	01	
QM	Sgt	01	-	01	
Tp Sgt	Sgt	01	-	01	
Sec Comdr	Cpl	-	01	03	
Sec 2IC	L/Cpl	-	01	03	

Provost	L / Cpl	02	-	02	
Troop Runner	Cadet	02	-	02	
	Cadet	-	29	87	
Total Cadets		07	31	100	

(f) **Civil Staff (Preferably Ex-Servicemen)- Part 'C'.**

No of Junior Army Troops Grouped under a Senior Division Unit	No of Civilian posts		Remarks
	UDC	LDC	
1 to 10 Troops	-	01	
11 to 20 Troops	01	01	
Every addl 10 Tps or less	-	01	Addl LDC

FORMS & FORMATS

ANO PERSONALITY CARD

1. Rank, Name & NCC No. :

2. Name of Unit & Institution :

3. Date of Commission :

4. Date of Birth :

5. Date of promotion to present rank :

6. Qualification :

7. Number of years of Service in :

Present institution

8. Strength as assessed by the Commanding Officer:

(a) Cooperative

(b) Take action immediate on points passed

(c) Willingly takes additional responsibility

9. Details of NCC Camps attended in the last three years:-

(a)

(b)

(c)

10. Honours& Awards, if any :

11. Outstanding achievement, if any :

12. Remarks :

Date :

(Signature of Commanding Officer)

ANO IDENTITY CARD APPLICATION**APPLICATION AND RECORD CARD**
NATIONAL CADET CORPSRank _____ Name _____ Personal
No. _____(a) Name in full : _____
(In Block Capital)

(b) Permanent address in India : _____

(c) Place and Date of Birth : _____

(d) Date of Commission : _____

(e) Unit : _____

(f) Name of the Institution : _____

LEFT THUMB IMPRESSION

--

Signature _____

Rank & Name (
)ANO

Date of issued of Identity Card

Height _____

Color of Eyes _____

Visible Identification Mark

Signature, Rank and appointment of witness

Dated :

Signature of issuing Authority _____

Dated :

DATA BASE-ANO

- (a) Personal Number :
- (b) Rank :
- (c) Name :
- (d) Date of Birth :
- (e) Institution :
- (f) Date of Commission/ :
Gazette notification
- (g) Seniority for promotion :
- (h) Promotion with authority :
(i) Date Lt/2ndOffr :
(ii) Date Capt/1stOffr :
(iii) Date Maj/Chief Offr :
- (j) Refresher-cum-promotion Course qualified .
(i) Part-I :
(ii) Part-II :
(iii) Part-III :
- (k) Commission of Service granted.
(i) From :
(ii) To :
(iii) Authority :
- (l) Supernumerary period
(i) From :
(ii) To :
(iii) Authority :
- (m) Rule/Order. :
- (n) Date of TOS & Authority :
- (o) Remarks :

UNIT : _____

**GRANT OF COMMISSION TO THOSE WHO ARE NOT HOLDING CERTIFICATE
(POTENTIAL OFFICER)**

1. Name of the Officer Candidate :
2. Name of the Institution & NCC Bn :
3. Date of selection Board and the letter
No. under which he was selected :
4. Description/type of certificate :
5. Date of which he assumed NCC duties
Against vacancy :
6. Date from which he is recommended :
7. Date of Birth :

Certified that the above information is correct in all respects

Station :

Dated :

**RECOMMENDATION OF COMMANDING OFFICER FOR GRANT OF COMMISSION
IN R/O SH.**

_____ OF _____ INSTITUTION

RECOMMENDED/NOT RECOMMENDED

Station :

Dated :

**RECOMMENDATION OF THE GROUP COMMANDER FOR, NCC GROUP HQ,
XXXXXX CANTT GRANT OF COMMISSION**

IN R/O SH. _____ OF _____ INSTITUTION

RECOMMENDED/NOT RECOMMENDED

Station :

Dated :

CARETAKER APPOINTMENT PERFORMA

Name of Unit : _____

S.No.	Name of Candidate	Name of Institution	Date of ANO vacancy Lying vacant	Reason for Vacancy lying Vacant	Appt First yr With Auth	Extension For 2nd yr	Remarks
					From : To :	From To	

RECOMMENDED/NOT RECOMMENDED

Date :

It is certified that:-

- (a) Name of above care Taker has been sponsored for the appointment of ANO or being sponsored by the institution.
- (b) In case the vacancy of ANO does not filled within a period 2 years the Coy/Troop may please be placed under suspended animation.

Date_____

RECOMMENDED/NOT RECOMMENDED

Station : XxxxxxCantt.
Dated :

GpCdr

EXTENSION OF CARETAKER APPOINTMENT (Second Year)

1. Name of Candidate :
2. School/College & NCC Coy/Troop No. :
3. NCC Unit :
4. Qualification:
 - (a) General :
 - (b) NCC :
5. Date of Birth :
6. Date from which the Coy/Pl/Tp is without NCC Officer :
7. Reasons of vacancy in Coy/Pl/Troop :
8. Period for which the teacher has been Appointed as Caretaker :
9. Period for which the extension as Caretaker Sought :
10. Reason for seeking above extension :
11. Whether the teacher is earmarked for Pre-Commission training :

Signature of the
Candidate

Station :

Dated :

RECOMMENDATION OF THE HEAD OF INSTITUTION

RECOMMENDATION OF THE COMMANDING OFFICER

RECOMMENDATION OF THE GROUP COMMANDER

RECOMMENDATION OF THE ADG

NOMINATION FORM
FOR MEMBERSHIP OF THE NCC CADETS WELFARE SOCIETY
(TO BE RETAINED AT NCC GROUP HQ)

SECTION – I

1. I, _____ Cadet (Name in block letter) _____ son/daughter of Shri (Name in block letters) _____ a student of class _____ of (Name of College/School) _____ on my enrolment with the NCC on (Date) _____ with (Name of the Unit) _____ apply for membership of the NCC Cadets Welfare Society and hereby subscribe a sum of Rs.10/-(Rupees ten only) towards its membership fee .

2. My Father/Mother/Guardian's occupation is _____ and the annual income of my family from all sources is Rs. _____ per annum.

3. I understand that I shall be entitled to financial relief as determined by the Governing Body/Managing Committee of the above Society in the event of partial or permanent disablement sustained by me while participating in an organised NCC activity. I hereby accept that the decision of the Governing Body/Managing Committee with regard to the quantum of relief to be paid to me in the event of my partial/permanent disablement will be final and binding on me.

4. I hereby nominate the following person/persons who will receive financial assistance as per the share indicated and as determined by the Governing Body/Managing Committee of the above Society, which will be final and binding on the following person(s) in the event of my death while participating in an organised NCC activity :-

Sr. No	Name of Nominee/nominees (in block letters)	Age	Relationship with the cadet	Permanent address of the nominee	Percentage <u>financial assistance</u> payable
(a)					
(b)					
(c)					

(To be filled by the Cadet in own hand writing)

5. My membership in the Welfare Society and this Nomination Form will be valid only till such time I remain a cadet in the Division or Wing of the NCC to which I have been enrolled.

Place :

Date :

(Full Signature of the Cadet)

SECTION – II

Place : _____

Signature of ANO/Head of Institution

Date :

SECTION – III

I am willing to allow my son/daughter/ward name
 _____ to become a member of the NCC Cadets Welfare
 Society under the terms & conditions and rules in force of the Society .I also approve of
 the nomination made in Section 1 (4).

Date :

Place : _____
(Full signature of the father/ mother/guardian)

(With complete address)

WitnessWitness1. _____
(Signature)2. _____
(Signature)_____

Full name and address or Office
seal of the Witness_____

Full name and address or Office
seal of the Witness

**Note :- The Witnesses should be either gazetted Officer ,head of
 Institution/ANO/ Sarpanch/Village Head .**

SECTION – IV

Received a sum of Rs.10/-(Rupees ten only) as one time subscription and enrolled as a member of the NCC Cadets Welfare Society during the Cadetship in the Junior/Senior Division/Wing .

Place :

Date :

(Signature of the CO Unit with office seal)

SECTION – V

(To be filled in by the NCC unit)

Date of dispatch of the Nomination Form to Group HQ

AWARD OF SCHOLARSHIP FROM NCC CADETS WELFARE SOCIETY**APPLICATION FORM****PART- 1**

Passport Size
Photographs in
NCC Uniforms

(To be attested
by ANO)

1. Name in full :
2. (a) Exact date of birth :
- (b) Place, Distt and State of birth :
3. Particulars of father (Guardian if father is not alive) :
- (a) Name in full :
- (b) Home Address :
- (c) Profession, stating designation (if any) and address :
4. Whether father/guardian is a citizen of India :
5. Whether belongs to Scheduled Caste/ Scheduled Tribes/OBC(Attach Cert In the format at Annexure-4) :
6. Total annual income of both parents (Income certificate in the forma at Annexure-5 to be attached) :
7. Particulars of School/College/ Institution last attended :
- (a) Name of institution :
- (b) Date of entry :
- (c) Date of leaving :
- (d) last Examination passed (With the name of Board/Universit) :
- (e) Roll No. total marks, marks obtained, class/division and percentage of marks in the aggregate :

Appx 'P' (Contd)

8. Details of any other scholarship :
Being received with amount and
Date of receipt
9. Particulars of NCC Cadet ship : -
- (a) Enrolment No :
- (b) Rank/Div /wing :
- (c) Name of the NCC unit :
- (d) Name of Institution :
- (e) Period of cadet ship :
- (i) In Junior Div/Wing :
- (ii) In senior Div/Wing :
- (f) Date of joining the NCC :
- (g) Date of Leaving the NCC :
10. Details of NCC Camps/course attached :
11. Did you received are scholarship from
NCC in the past if so, give details :
12. Certified that the statement made by me in this form is correct .

List of Documents enclosed alongwith the Application Form

(Place strike out the which is not applicable)

- (a) A certified true copy of Marks Sheet for the qualifying examination.
- (b) Attested copies of NCC Certificate, if any.
- (c) Certificate from the Associate NCC Officer regarding studentship in
recent class and continuance in NCC.
- (d) Income declaration.
- (e) Attested photocopy of the scheduled Cast/Scheduled Tribe/OBC
certificate issued by the State Govt. authority.

(Signature of the applicant)

Date :

Station:

Appx 'P' (Contd)**PART-II (Separate Sheet to be used)**
(To be signed by the Associate NCC Officer)

1. It is certified that the particulars furnished by Cadet have been verified and found correct.
2. It is certified that the applicant has undergone training in NCC for 2 years and details of year wise training attendance are as under:-

<u>Academic Year</u>	<u>Total Training Period</u>	<u>Periods Attended</u>	<u>Percentage of Attendance</u>
----------------------	------------------------------	-------------------------	---------------------------------

Station : _____ (Signature of Associate NCC Officer)

Date :

PART -III**(To be completed by the OC Unit)**

1. The particulars of Cadet regarding NCC activities listed in Part I and II have been verified and found correct .
2. Attested photocopies of cadets Enrolment and Nomination Forms are enclosed.

(Signature of O.C Unit Seal)

Station :

Date :

PART-IV (Separate sheet to be used)
(Recommendations of the NCC Group Commander)

1. It is certified that cadet has duly contributed membership fee of cadets Welfare Society which was remitted to the Society on

(Signature of the NCC Group
Commander)

Station :

Date :

PART – V
(Recommendations of the DDG)

1. The conditions laid down for award of scholarship have been fulfilled and grant of scholarship to cadet is recommended.

(Signature of the Deputy DG NCC)

Date :

Note:

- (i) Incomplete applications not to be forwarded to the society.
- (ii) Only one copy of each document is required.

Annexure – 3

CERTIFICATE

(To be signed by the ANO of the School/College presently being attended by the applicant)

1. Shri D/O Is a bonafide student of class of this School/College since

2. The School/College provide NCC coverage and the above named student is a cadet of the NCC in this institution since.....

3. He/She maintains exemplary discipline.

4. A photocopy of enrolment form is enclosed.

Date :

(ANO of the Institution with seal
 Indicating the name of
 School/College)

SC/ST/OBC Certificate

1. This is to certify that Shri/Kumari Son/daughter of
of village/town In District/Division
of the state/Union Territory belongs to the Caste/Tribe/OBC which
is recognized as a Scheduled Cast/Scheduled Tribe/Other Backward Class under the
Constitution .

2. Shri/Kumari and/or/his/her family ordinarily reside(s) in
village/town of District/Division of the State/Union
Territory of

Station :

.....
(Signature)

Dated :

Designation

(with Seal of Office)

Note:-

1. The term “Ordinarily resides” used here will have the meaning as in
section 20 of the Representation of the Peoples Act 1950 .

2. The certificate will be signed by any of the following officials : -

(a) District Magistrate/Additional District Magistrate/Collector/Deputy
Commissioner/Additional Deputy Commissioner/Deputy Collector/1st
Class Stipendiary Magistrate/City Magistrate/Sub Divisional
Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant
Commissioner.

(b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/
Presidency Magistrate.

(c) Revenue Officer not below the rank of Tehsildar.

(d) Sub-Divisional Officer of the area where the candidate and/or his
family normally reside.

(e) Administrator / Secretary to Administrator / Development Officer
(Lakshadweep Islands).

Annexure –5**INCOME DECLARATION**

Declaration of income of Parent/Guardian as on 31st March of the Year for consideration of grant of scholarship .

I, Shri/Smt..... Son/daughter of
..... at Present residing at
declare/say as follows :

1. That my son/daughter/dependant Shri/Kumari is studying..... (here give the name of Institute) .

2. That my annual income in the preceding year ending the 31st March 200 was Rs. as per details furnished in the Scheduled here under written. I also declare that particulars of property held by me are as shown in the Schedule and that I have correctly indicated the amount on various counts.

SCHEDULE

- I. Extent of land held and Income per annum.
- II. Property held and income per annum (Houses, shop, buildings, house sites etc .)
- III. Annual Income from shops.
- IV. Salaries drawn by father and mother per annum (Other benefits like house rent allowance, free house and perquisites).
- V. Other sources of income.
- VI. Annual income of the applicant from any source.

(Signature of Parent/Guardian
of the applicant)

Date :

Appendix – Q

(Ref Para 3 of chapter 28)

AWARD OF SCHOLARSHIP: SAHARA GROUP OF COMPANIES**APPLICATION FORM**
PART – IPassport Size
Photographs in
NCC Uniforms(To be attested
by ANO)

1. Name in full :
2. (a) Exact date of Birth
(b) Place, Distt and state of birth :
3. Particulars of father :

(Guardian if father is not alive)
(a) Name in full :

(b) Home address :

(c) Profession, stating designation :
(if any) and address
4. Whether father/guardian is a :
Citizen of India.
5. Whether belongs to scheduled :
Cast/Scheduled Tribes/OBC(Attach
Certificate in the format)
6. Total annual income of both parents :
(income certificate to be attached).
7. Particulars of School/College/ :
Institution last attend

(a) Name of Institution :

(b) Date of entry :

(c) Date of leaving :

(d) Last Examination passed :
With the name of Board/University

(e) Roll No, total marks, marks, obtained :
Class/division and percentage of marks
In the aggregate .

8. Particulars of NCC scholarship being :
Received with amount and date of receipt
9. Particulars of NCC Cadet ship :-
 - (a) Enrolment No.
 - (b) Rank/Div wing
 - (c) Name of the institution
 - (d) Name of the NCC unit
 - (e) Period of cadetship :
 - (i) In Junior Div/Wing
 - (ii) In Senior/Div Wing
 - (f) Date of joining the NCC
 - (g) Date of leaving the NCC
10. Details of NCC Camps/courses attended
11. Did you receive any scholarship from NCC in the past, if so, give details .
12. Certified that the statement made by me In this form is correct .

List of Documents enclosed along-with the Application Form

(Please strike out that which is not applicable)

- (a) A certified true copy of Marks Sheet for the qualifying examination.
- (b) Attested copies of NCC Certificates, if any.
- (c) Certificate from the Associate NCC Officer regarding studentship in recent Class and continuance in NCC.
- (d) Income Declaration .
- (e) Attested photocopy of the Scheduled cast/Scheduled Tribes/OBC certificate Issued by the State Govt. authority.

Date : (Signature of the applicant)

Station :

PART – II**(Separate Sheet to be used)****(To be signed by the Associate NCC Officer)**

1. It is certified that the particulars furnished by cadet _____ have been verified and found correct.

2. It is certified that the applicant has undergone training in NCC for 1/2 years and details of year wise training attendance are as under:

<u>Academic Year</u>	<u>Total Training Period</u>	<u>Periods attended</u>	<u>Percentage of attendance</u>
----------------------	------------------------------	-------------------------	---------------------------------

Station : _____ (Signature of Associate NCC Officer)

Date :

PART – III**(Recommendations of head of the Institute)**

Place : _____ (Signatures of Head of the Institute)

Date :

PART –IV**(To be completed by the OC Unit)**

1. The particulars of Cadet _____ regarding NCC Activities listed in part-I and II have been verified and found correct .

2. Attested photocopies of cadet's enrolment and Nomination Forms are enclosed .

Station : _____ (Signature of OC Unit with seal)

Date :

PART – V**(Separate Sheet to be used)****(Recommendation of the NCC Group Commander)**

1. It is certified that cadet _____ has duly contributed membership fee of Cadets Welfare Society which was remitted to the Society _____ .

Station : (Signature of NCC Group Commander)

Date :

PART – VI**(Recommendations of the DDG)**

1. The conditions laid down for award of scholarship have been fulfilled and grant of scholarship to cadet _____ is recommended.

Station : (Signature of the Deputy DG NCC)

Date :

Note :-

- (a) Incomplete applications not to be forwarded to the Society.
- (b) Only one copy of each document is required.

CERTIFICATE

(To be signed by the ANO of the School/College presently being attended by the applicant)

1. Shri

.....
D/O is a bonafide student of
class of this School/College since.....

2. The School/College provides NCC coverage and the above named student is
cadet of the NCC in this Institution since.....

3. He/ She maintain exemplary discipline.

3. A photo copy of Enrolment Form is enclosed.

Date :

(ANO of the institution with seal
Indicating the name of
School/College)

SC/ST/OBC CERTIFICATE

1. This is to certify that Shri/ Kumari.....
 Son/Daughter of of village/Town
 In District/Division of the
 State/Union Territory..... belongs to the Cast/Tribe/OBC which is
 recognized as a Scheduled cast/Scheduled Tribe/Other Backward Class under the
 Constitution .

2. Shri/Kumari And /or his /her family
 ordinarily reside(s) in village/Town of District/Division
 of the State/Union Territory of

Place :

Signature

Designation

Date :

(with seal of Office)

Note :-

1. The term ordinarily resides used here will have the meaning as in section 20 of the Representation of the peoples Act 1950.
2. The certificate will be signed by any of the following officials :-
 - (a) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner .
 - (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (c) Revenue Officer not below the rank of Tehsildar .
 - (d) Sub-Divisional Officer of the area where the candidate and/ or his family normally reside .
 - (e) Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands)

INCOME DECLARATION

Declaration of income of Parent/Guardian as on 31st March of the Year for consideration of grant of scholarship .

I, Shri/Smt..... Son/daughter of at present residing at declare/say as follows :

1. That my son/daughter/dependant Shri/Kumari is studying.....

(here give the name of Institute) .

2. That my annual income in the preceding year ending the 31st March 20__ was Rs. _____ as per details furnished in the Scheduled here under written. I also declare that particulars of property held by me are as shown in the Schedule and that I have correctly indicated the amount on various counts.

SCHEDULE

- I. Extent of land held and Income per annum.
- II. Property held and income per annum (Houses, shop, buildings, house sites etc .)
- III. Annual Income from shops.
- IV. Salaries drawn by father and mother per annum (Other benefits like house rent allowance, free house and perquisites).
- V. Other sources of income.
- VI. Annual income of the applicant from any source.

(Signature of Parent/Guardian
of the applicant)

Date :

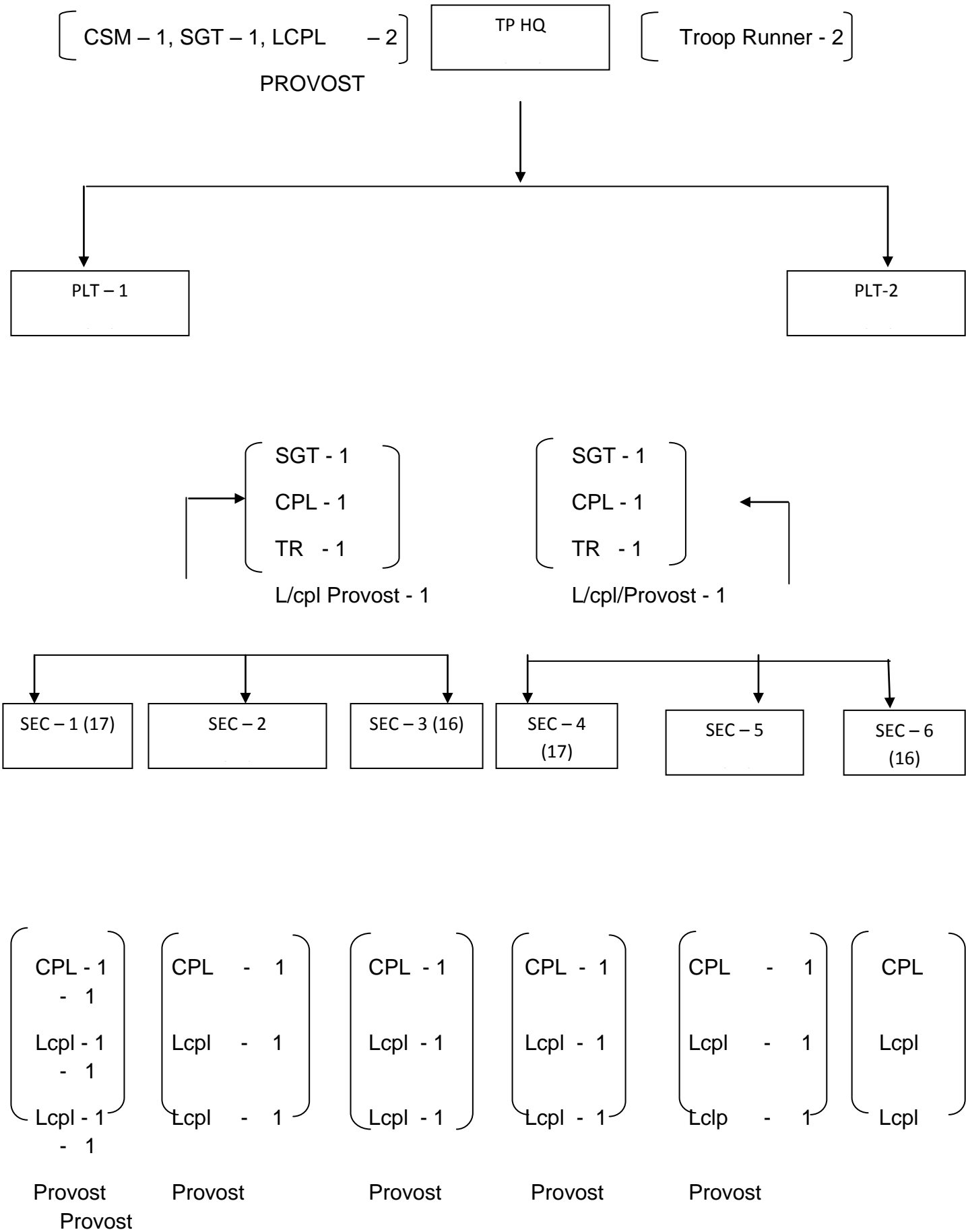
Conferring of Ranks to cadets - SW

Ser No	DESIGNATION	Asstt Adjt/QM	Asstt Coy Comdr	PI Comdr	Provost Sgt	PI 2 IC			
	RANK	CSUO (Bn)	CSUO (coy)	CUO	Sgt	Cpl (coy)	Lcpl	Cdt	Total
	INSTITUTION								
1.	PQR	1	1	3	3	3	18	131	160

Conferring of Ranks to cadets – JW

Ser No	DESIGNATION	Adjutant	QM	Provost	Tp runner	Plt Sgt	Plt Cpl	Plt Tp runner	Provost	Sec Co mdr	Sec 2 IC	Sec Provo st	Cadets	Total
	RANK	CSM (TP HQ)	Sgt (Tp HQ)	Lcpl (TpHQ)	Cdt	Sgt	Cpl	Cdt	Lcpl Plt	Cpl	Lcpl	Lcpl		
	INSTITUTION													
1	ABC	1	1	2	2	2	2	2	2	6	6	6	68	100
2.	XYZ	Nil	Nil	Nil	Nil	1	1	1	1	3	3	3	37	50

ORGANISATION OF TROOP (100)



RANKS – JW FOR A TROOP

TROOP (100)

CSM - 1
 SGT - 1
 PLT

[TP HQ]

L/cpl Provost - 2

Troop Runner - 2

Sgt - 2
 CPL - 2
 SEC

[PLT]

Troop Runner - 2

Lcpl Provost - 2

CPL - 6
 Lcpl - 6

[SEC]

Lcpl Provost - 6

68 Cadets

1/2 TROOP (50)

SGT [- 1]
 CPL [- 1]

Troop Runner - 1

L/cpl Provost - 1

CPL [- 3]
 Lcpl [- 3]

Lcpl Provost - 3

Rank Holder - 13

Cadets - 37

{

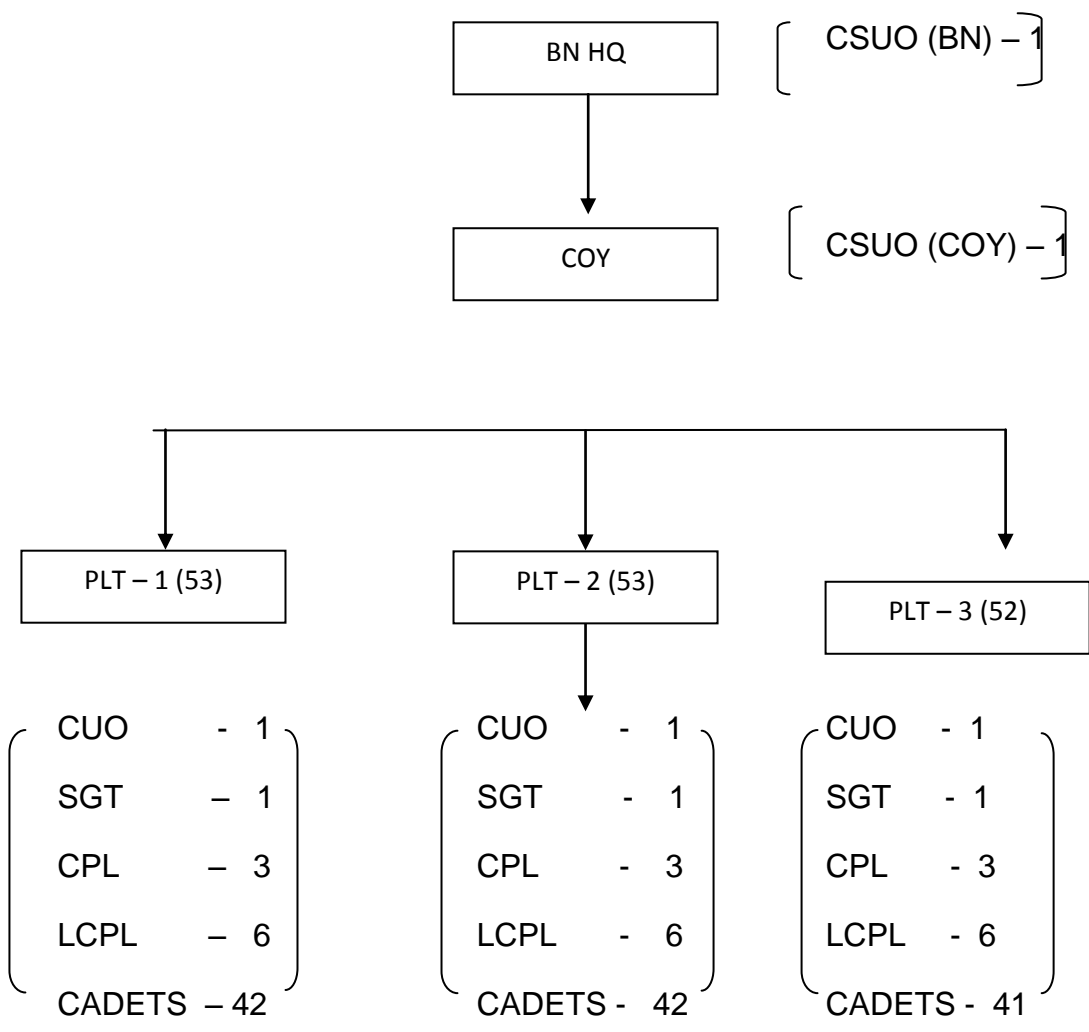
Rank Holder - 32

Cadets - 68

Total - 100

ORGANISATION OF COY

PI Cmdr	-	CUO	-	1	CSUO (For Bn HQ)	-	1
		C Sgt	-	1	CSUO (For Coy HQ)	-	1
		C Cpl	-	3	For Plt (53x3)	-	158
		C L/Cpl	-	6			
		Cadets	-	53/53/52			160



REFRESHMENT BILL

From :

To :

Dear Sir,

Particular of the refreshment supplied to _____

for the month of _____

Ser No	Date	Authorised strength	No of cadet held	Duration	Items supplied	No of plates	Rate per plate	Total Amt

Total

(Rupees _____ only)

Received the sum of Rs _____ /- (Rupees _____ only)

from Commanding officer towards the refreshment supplied to NCC Cadets as above during the month of _____ .

Place :

Date :

Signature of contractor with seal

1. Certified that the claim is duly checked and found correct.
2. Certified that the claim of the caterer is duly verified with the attendance register of the groups/troops and found correct.
3. Certified that the amount claimed in this bill has not been claimed in any of the previous bills.
4. The period of training is _____ .

Signature of refreshment committee:

1. _____

Signature of NCC Officer

2. _____

3. _____

Signature of Principal with seal

ACQUITTANCE ROLL FOR NCC WASHING ALLOWANCES

UNIT : _____ COY T.P. _____

FOR THE PERIOD FROM _____ TO _____

Ser No	Personal No	Rank	Name	No of parades held	No of parades attended	Percentage of attendance	Total amount	Signature of the cadet

Signature of Coy Commander

SCHEDULE OF SOCIAL SERVICE ACTIVITIES

<u>SN</u> <u>O</u>	<u>ACTIVITY</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTE</u> <u>MBER</u>	<u>OCT</u> <u>OBE</u> <u>R</u>	<u>NOVE</u> <u>MBE</u> <u>R</u>	<u>DECEMBE</u> <u>R</u>
1	Clean & Green						
2.	Tree Plantation						
3	Polio Immunization						
4	Visit To Old Age / Orphanage						
5.	Adult Education						
6.	Adoption Of Village						
7.	Blood Donation*						
8.	AIDS Awareness Programme	Compulsory for all institution					
9	Vigilance Awareness Week	Compulsory for all institution					

****Only for SW . Schools have to do any three social activities apart from awareness weeks . Colleges have to undertake any four Social activities apart from awareness week.**

ADMIT CARD NCC CERTIFICATE 'C' EXAM

Admit Card No:

1. Unit : _____

2. Year of Enrolment : _____
(Attach extension paper, if applicable)

3. Regt Number : _____

4. Rank : _____

5. Name in English (capital letters) : _____
(as per high school certificate)

6. Date of Birth (day/month/year) : _____

7. Father's/ Mother's Name : _____
(as per high school certificate)

8. School/Colleges & class in which studying : _____

9. Year of passing cert 'B' (attach photocopy of cert 'B') : _____

10. Whether Fresh / Failure / Improvement of grading:
(If failure, details of previous 'C' exams and if improvement, attach previous 'C' in original)

11.	Attendance in parades	1 st year	2 nd Year	Total
		_____	_____	_____

12. Details of camps attended (attach photocopy of camp cert)

No/Name of camp attended	Date/ Month/ Year	Location
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____

**Photos of cadets
in uniform
without
headgear, duly
attested by OC**

13. Home address for postal dispatch of 'C' Certificate: _____

Note:-

(a) Cadets must check particulars carefully and correction if any, be brought to the notice of the OC Immediately.

(b) This card will be submitted along with nominal roll for approval of Group HQ after the attestation of the photo by CO and signature of all concerned.

(c) Cadets must be in possession of the card on the day of the exams

Signature of cadets

Signature of ANO

Signature of CO

(_____)

(_____)

(_____)

Name

Name & Stamp

Name & Stamp

Appd/Not Appd

(Signature OIC Exam Cell)

ADMIT CARD NCC CERTIFICATE 'B' EXAM

Admit Card No:

1. Unit : _____

2. Year of Enrolment : _____
(Attach extension paper, if applicable)

3. Regt Number : _____

4. Rank : _____

5. Name in English (capital letters): _____
(as per high school certificate)

6. Date of Birth (day/month/year) : _____

7. Father's/ Mother's Name : _____
(as per high school certificate)

8. School/Colleges & class in which Studying. : _____

9. Year of passing cert 'B' (attach photocopy of cert 'B') : _____

10. Whether Fresh / Failure / Improvement of grading:
(If failure, details of previous 'C' exams and if improvement, attach previous 'C' in original)

11. Attendance in parades	1 st year	2 nd Year	Total
	_____	_____	_____

Photos of cadets
in uniform
without
headgear, duly
attested by OC

12. Details of camps attended (attach photocopy of camp cert)

No/Name of camp attendee	Date/ Month/ Year	Location
(a) _____	_____	_____
(b) _____	_____	_____
(c) _____	_____	_____

13. Home address for postal dispatch of 'C' Certificate: _____

Note:-

(a) Cadets must check particulars carefully and correction if any, be brought to the notice of the OC Immediately.

(b) This card will be submitted along with nominal roll for approval of Group HQ after the attestation of the photo by CO and signature of all concerned.

(c) Cadets must be in possession of the card on the day of the exams.

Signature of cadets

Signature of ANO

Signature of CO

(_____)

(_____)

(_____)

Name

Name & Stamp

Name & Stamp

Appd/Not Appd**(Signature OIC Exam Cell)**

CAMP FORMS**INDEMNITY CERTIFICATE**

In consideration of my being nominated at my request as a participants in Camp/Course/Adventure activities (like Mountaineering, Rock Climbing, Trekking, Hiking, Skiing, Cycling and expedition) and travelling. I undertake and agree that neither I nor my executors or administrators will make any claim against the Govt of India or against any Officer/JCO/OR/Civilian MT drivers or against any person in the Service of Govt of India in respect of any loss or injury to the property or person (including injury resulting in death) which I may suffer while or in consequence of my participation and I understand that no compensation will be paid by the Govt of India, any Officer/JCOs/NCOs/ORs) Armed Forces/Civilian MT Driver and any person in the services of Government in India against them or any of them arising out or any act of default on my party during or in connection or said training & Camp/Course/Adventure training and journey by Road/Rail/River/and Flight.

The Government had agreed to bear the Stamp duty on this document.

.....
(COY/TROOP COMDR)

.....
(Signature of the Applicant)

WITNESS-1

1. Signature with date
(In Block Capital letters)

No and Rank

Name.....

Name.....

Address.....

Address.....

WITNESS-2

1. Signature with date

Signature of Parent/Guardian
With date

(In Block Capital letters)

(In Block Capital letters)

Name.....

Name.....

Address.....

Address.....

COUNTERSIGNATURE

Commanding Officer

CERTIFICATE OF RISK & WILLINGNESS

This is to certify that I No Rank.....
 Name.....of
 College/School..... Am volunteer for to
 be held at from to..... at my
 own risk which may result in loss, damage or injury to property or person (including
 injury resulting in death) which I may suffer while or in consequence of such training
 and will hold nobody responsible for the same.

.....
 (Signature of Head Institution)

.....
 (Signature of Parent/Guardian)

.....
 (Signature of applicant)

Date.....

Date.....

Date.....

Appendix C

MEDICAL FITNESS CERTIFICATE

This is to certify that I have today medically examined No
 Rank..... Name (in block letters)..... of
 College/School and Son/Daughter of
 Shri..... of
 (Village/Town) District And I have found him/her physically
 and mentally fit to undergo to the NCC Training Camp being held as
 Place from to He has
 been inoculated and vaccinated.

Place :

Signature of Medical Officer

Name

Dated :

(In Block Capital Letters)

Designation.....

Practitioner Licence No.....

DROWNING CERTIFICATE

I, No..... Rank Name Attending name/type of camp..... know that there it deep water near the camp site and that area near the water is OUT OF BOUNDS if I go there. I shall do so entirely at my own risk.

Blood Group :
Date :
Signature of the Cadet

Appendix 'D'

PARENTS CONSENT CERTIFICATE

It is certified that I have no objection and permit my Son/Daughter Regt No Rank..... Name Unit to attend the N/GI (Girls) SW/JW to be held at wef to

Station :
Dated :
(Signature of Parent/Guardian)
Name in Block Letters & Full
Address

TO BE ATTESTED BY PRINCIPAL

Station :
Dated :
(Signature of the Principal)
Name in Block Letters with office
seal)

COUNTERSIGNATURE OF CO UNIT

Station :
Dated :

POLICE VERIFICATION

Certified that there is no adverse record held against No
Rank..... Name
D/O of Shri Of
Residential address
.....

Station :
(Signature of Thana Incharge
with seal)
Dated :

COUNTERSIGNATURE OF CO UNIT

Station :
Dated :

BONAFIDE STUDENT CERTIFICATE

This is to certify that No Rank..... Name
.....D/O of Shri Resident of
..... is a
..... Regular bonafide student of (Name of
School/College.....
and he is studying in class

Place :
Date..... (Signature of ANO with seal) (Signature of Head of the Institution with Office Stamp)

COUNTERSIGNED

Station :
Dated :

NOMIAL ROLL OF CADETS APPEARING FOR CERTIFICATE 'C' EXAMIANTION

UNIT:

GP HQ: NCC GROUP HQ

DTE:

Ser No	Regtl.No. & Rank	Name of Cadet & Name of her father	Date of Birth	Date of First Enrollment	Date of Discharge from SW where applicable	No. of Periods attended during enrollment in SW up to the time of Examination			Particulars of Certificate alrdy passed with dates& Grade	No of camps attended with dates	Remarks
						I Yr	II Yr				
1.						100%	100%		"B" Passed in 09		

(Signature of ANO)

SIZE ROLL – INSTITUTION**STRENGTH ENROLED** I Year _____ II Year _____ III Year _____

SNO	Name OF The Cadet	Shirt PWPC Khaki (G)*	Trouser PWPC Khaki (G)*	Salwar White Cotton *	Kamiz White Cotton *	Beret Dark Green*	Shoes Leather Black Derby	Shoes Canvas White
		(2/ CDT)	(2/ CDT)	(2/ CDT)	(2/ CDT)	(1/ Cdt)	(1/ Cdt)	(1/ Cdt)

SPECIMEN OF VISITOR's BOOK

SER NO	DATE	NAME OF VISITOR	DESIGNATION	REMARKS	SIGNATURE
---------------	-------------	------------------------	--------------------	----------------	------------------

POLICY LETTERS

/COPY/

REGISTERED

Tele : 011-26195681

Directorate General NCC
West Block-IV, RK Puram,
New Delhi-110066

No. 0162/Del/NCC HQ/MS(D)

20 Sep 2000

NCC Directorate
List 'A'**POLICY ELIGIBILITY OF PTIs,PETS/DPEs SPORTS OFFICERS AND
DEMONSTRATORS FOR GRANT OF COMMISSION AS ASSOCIATE
NCC OFFICER IN MALE DIVISION OF NCC**

1. Reference is invited to Rule-16(d) of NCC Rules 198, which stipulates one of the eligible conditions, amongst others for grant of Commission as an ANO in Males Division of NCC.
2. The interpretation of the Rule-16(d) of NCC Rules 1948 as amended vide SRO 14 dated 24 Jan 1996 (Copy enclosed) was the subject matter of a Court Case filed in the Allahabad High Court. In its judgement dated 30 Aug 2000 the Hon'ble High Court has held that after the issue of amendments to the said rule, the Note under Rule 16(d) stating that the term "Teaching Staff" does not include PTIs, PETs, DPEs, Sports Officers and Demonstrator employed in the educational institutions is not applicable now. As such PTIs, PETs, DPEs, Sports Officers and Demonstrator now onwards will be eligible for appointment as ANO, provided they are members of the teaching staff as per the orders of the concerned State Govt.
3. In view of the above, all NCC Directorates are requested to obtain a clarification in this regard from all the concerned State Govts that these categories are considered as a member of the teaching staff or not. A consolidated list may please be sent to this Dte General also for our reference please.
4. Since this clarification is being issued in pursuance of the orders of the Hon'ble High Court in respect of NCC Rules 1948 only, there will not be any similar change in the NCC Rules (GD) 1949. The subject matter is under consideration at this Dte General and orders will be issued in this regard, as and when a decision is taken.
5. Whenever a PTI/PET/DPE/Sports Officers or Demonstrator is selected for grant of Commission as an ANO in the male Division by the Board of Officers, a certificate to the effect that the selected category of personnel is considered to be a members of the Teaching Staff by the concerned Principal of College/School must be attached alongwith the proceedings of the Selection Board sent for approval of this Directorate General.
6. Please acknowledge receipt.

Sd/-xx xx xx
(PK Jolly)
Lt Col
DD MS (D)
For DDG (MS)

/COPY/

REGISTERED

Tele : 011-26195681

Government of India
 Ministry of Defence
 NCC HQ
 West Block-IV
 RK Puram,
 New Delhi-110066

No. 0162/Policy/NCC HQ/MS(D)

08 Jun 2005

List 'A' & 'B'

APPOINTMENT OF LADY ANOs IN SD/JD BOYS BN IN MIXED UNIT CONCEPT

1. Please refer to point XXI of DDsG Conference Mar 05 forwarded vided this HQ letter No. 15102/I/NCC HQ/Coord dated 10 Mar 05.
2. Lady ANOs can be appointed in boys Bn/Mixed Bn in case a suitable male ANO is not available in the school/college. The Lady ANO will be governed by NCC Act and Rules (Girls Division) 1949.
3. **UP & UA Dte Only.** Please treat this HQ letter No. 5722/NCC HQ/MS(D) dated 25 Apr 05 as cancelled.

Sd/-xx xx xx
 (R Akhoury)
 Lt Col
 AD MS (D)
 For DDG MS

Copy to :-

OTS, Kamptee }
 WOTS, Gwalior }

-For information please.

/COPY/

REGISTERED

Tele : 011-26195681

Government of India
Ministry of Defence
NCC HQ
West Block-IV
RK Puram,
New Delhi-110066

No. 0632/Policy/NCC HQ/MS (D)

21 Oct 10

List 'A' & 'B'

**POLICY: SELECTION AND APPOINTMENT OF
ASSOCIATE NCC OFFICERS**

1. Reference this HQ Policy letter No 0162/Selection/Policy/DGNCC/MS(D) dated 26 May 2003.

2. It is further clarified that Principal/Headmaster of any institution can also be appointed or continue as ANO if he/she is certified as a member of teaching staff by concerned Staff Govt, Education Department. In this connection, a certificate of the fact that the individual is a member of teaching staff duly certified by State Govt, Education Department must be attached alongwith Selection Board Proceedings in future.

3. For information & compliance please.

Sd/-xx xx xx
(Anoop Mahajan)
Lt Col
ADMS (D)
For DDGMS

/COPY/

REGISTERED

Tele : 011-26195681

Ministry of Defence
Directorate General NCC
West Block-IV, RK Puram,
New Delhi-66

No. 0162/Policy/NCC HQ/MS(D)

15 May 13

List 'A' & 'B'

**RELAXATION IN THE AGE OF RETIREMENT OF ASSOCIATE NCC OFFICER UNDER
NCC ACT & RULES, 1948 AND NCC (GD) RULES, 1949**

1. Under the powers vested with the Min of Def, Govt of India under Para 13 of NCC Act 1948 and delegated to the DGNCC in pursuance of Rule 44 of the NCC Act & Rules, 1948 vide Govt of India, Min of Defence letter No 0162/53/NCC/1754/B/D (IS&MED) dated 09 Apr 1953 and Para 13 of NCC (GD) Rules, 1949 and delegated to the DGNCC in pursuance of Rule 40 of the NCC (GD) Rules, 1949 vide Govt of India, Ministry of Defence letter No 0385/53/NCC/3612/B/D/(IS&MED) dated Aug 1953 as amended from time to time, sanction of the Director General NCC is hereby accorded to relax the age limit laid down under NCC Act & Rules, 1948 & NCC (GD) Rule 1948 in the National Cadet Corps.

2. **Enrolment & Retirement Age Limit under NCC Act & Rules 1948.**

(a) **Rule 16 (b).** No Change in existing maximum enrolment age limit i.e. 42 years extendable upto 45 years.

(b) **Rule 22.** Existing age limit for discharge from service be increased from 55 years to 56 years. Subsequent Extension of two years in one stretch, maximum upto 60 years.

3. **Enrolment & Retirement Age Limit under NCC (GD) Rules 1949.**

(a) **Rule 13 (c).** No change in existing maximum enrolment age limit ie 42 years extendable upto 45 years.

(b) **Rule 19.** Existing age limit for discharge from service be increased from 55 years to 56 years. Subsequent Extension of two years in one stretch, maximum upto 60 years.

4. The extension of service beyond 56 years of age will be granted subject to the condition that ANO is medically fit and meets the required QRs as laid down vide this HQ Policy letter No 0162/Policy/NCC HQ/MS(D) dated 18 July 1994 (Copy attached) & also it is felt necessary or expedient to do so. It will be solely at the discretion of DG NCC HQ to grant extension of two years at any one time.

5. **Methodology for extension from 57-60 years.** Following method will be followed :-

(a) BOO at state level for extension from 57 to 58 years. To be approved by ADG(B) after scrutiny by MS Dte, HQ DGNCC.

(b) BOO at DGHQNCC for 60 years to be approved by DGNCC.

(c) QR for extension from 58 to 60 years will also be the same as laid down vide this Dte General letter No 0162/Policy/NCC HQ/MS(D) dt 18 July 1994.

(d) The recommendation of the Dte should reach this HQ before expiry of previous sanction/extension.

6. The above relaxation has been necessitated to enable organization utilize the services of the ANOs for a longer period and also aimed at reducing the existing acute deficiency of ANOs.

7. The relaxation in respect of period of appointment will extend to :-

(a) All ANOs who have not attained the age of 55 years on the date of issue of this letter.

(b) All ANOs who are serving on extension on the date of issue of this letter.

(c) All ANOs who are meeting the QRs for extension of service and their cases are under process at any level on the date of issue of this letter, provided extension is cleared by this Directorate General.

(d) For the purpose of grant of extension beyond 56 years of age, extension granted earlier on attaining the age of 55 before issue of this letter will have no cognizance.

8. This order shall take effect from the date of issue of this letter.

9. This letter should be given wide publicity.

10. Please acknowledge.

Sd/-xx xx xx
(HK Sethi)
Col
Dir MS
For DDG MS

Tele : 690451/40

National Cadet Corps
Ministry of Defence
Government of India
West Block No 4
RK Puram New delhi — 110022

0301179/DGNCC-PERS (A)

03 Mar 79

LIST 'A'

TRANSFER OF NCC PART—TIME OFFICERS FROM ONE WING TO ANOTHER

1. Refer to item XXIX (part VIII) of the 455 Directors NCC Conference forwarded vide our No 15117/45/DGNCC/COORD (D) dated 22 Sep 78 and further to Dte Gen letter No 0301/72/NCC-pers (A) dated 30 Sep 73.

2. The necessity to lay down a policy for transferring officers from one wing to another was discussed during the 45th Directors NCC Conference and it was decided that hence forth the following procedure will be adopted:-

(a) Only these serving officers will be eligible for transfer who are likely to serve in the new wing for a minimum period of three years before they attain the age of 45 years.

(b) Applications for transfer will be screened by the Directors NCC and forwarded to Dte gen with their recommendations alongwith the yearly ACR gradings of the concerned officer for the last five years.

(c) After approval of Dte Gen for transfer of the officer is communicated to the NCC Dte, the officer will be taken on the strength of new unit. He will be detailed on the first available opportunity to undergo a conversion course, on the same pattern as for pre commission training of fresh candidates, of the wing to which he is to be transferred.

(d) During training the officer will draw rank pay of the commissioned rank already held by him.

(e) Officer on transfer after conversion course will be given corresponding rank and seniority as previously held by him.

3. Please ack.

(AN Sharma)
Director of Personnel

Copy to:-
List 'H'

Tele:26169040

Directorate general NCC
West Block IV
RK Puram New Delhi-110066

NO: 1596/Gen/DGNCC/Trg(B)

Jun 2004

List 'A'

POLICY: DETAILMENT ON REFRESHER COURSES

1. Please refer to the following letters:-
 - (a) MS Dte letter No 0162/Policy/NCC HQ/MS (D) dated 11 May 04.
 - (b) Trg Dte letter No 15964/Gen/DGNCC/Trg (B) dated 31 Mar 2000.
2. Consequent to abolishment of Second Lieutenant rank, ANOs are being commissioned as Lieutenant wef 12 Jan 04. Policy on the subject has already been disseminated to all NCC Dtes vide MS Dte letter quoted at para 1 above.
3. Presently ANOs are attending PRCN and thereafter three Refresher courses during span of their entire service. In view of change of policy after due deliberation at this HQ and obtaining views of the State Dtes, it has been decided to reduce the number of courses to two refresher courses in entire span in entire span of service. These courses are being adequately spaced out to give proper benefit to ANOs to acquire and sustain proficiency in imparting instructions thus accruing maximum benefits from refresher courses
4. With immediate effect (Trg Year 2004-05) all state Directorates/ Groups will detail ANOs on Refresher courses as per the schedule given below:

<u>S.No</u>	<u>Course</u>	<u>Remarks</u>
(a)	Ref Pt - I (Lt tp Capt)	(i) Qualified at PRCN Course (ii) Ake: completion of 4 yrs commissioned service and up to a max service of 8 years
(b)	Ref Pt -II	(i) Qualified at Ref Part-I Or Qualified at Ref Part -I (Direct entry) (ii) After completion of 10 yrs service and up to max of 15 years.

5. These instructions will be conveyed to all units under your command for strict compliance with immediate effect.
6. This supersedes all previous instructions on the subject.

7. This being a policy letter, sufficient copies are forwarded for record in the compendium of policy letter and for distribution upto level of NCC Gp HQ.

(Sunil Bali)
Col
Dir Trg (B)
For DGNCC

Copy to:-

NCC OTA, Kamptee and Gwalior - Please reschedule the course being planned for the year 2004-05 and fwd changes by 05 Jul 04 positively

MS (D)

- You are requested to issue suitable instructions.

EXTRACT OF NCC ACTS & RULES 1948 : PARAS 3 & 4 (last page)**RAISING OF A UNIT**

3. Conditions for raising a unit of the Senior Division. – A unit or part thereof of the Senior Division may be raised in a college subject to the following conditions:-

(a) The college shall provide from among the members of its staff officers for the unit at the scale of :-

2 Officers per Naval Unit

5 Officers per Infantry company

3 Officers per Armoured Corps Unit

2 Officers per Artillery, Engineer, Signal, Medical and E.M.E unit.

2 Officers per Air Force unit

(b) The college shall give an undertaking that it can enroll and maintain upto strength the unit or part thereof which may be allotted to it.

(c) The college shall provide for the unit or part thereof which may be allotted to it a store room for storage of clothing and equipment and provide accommodation for an office.

(d) The college shall arrange for the use of a suitable parade ground.

(e) The college shall provide a suitable short range or arrange to obtain the use of such a short range.

Provided that the Central Government may, in any case, on the recommendation of the State Government, relax wholly or in part, the provision of clauses (c), (d) and (e) if it is satisfied that requisite facilities are provided by colleges located in the same place.

4. Condition for raising a unit of the Junior Division – A unit or part thereof the Junior Division may be raised in a school subject to the following conditions:-

(a) The school shall provide from among the members of its staff officers at the scale of 1 officer per sub-unit of 30 cadets.

(b) The school shall give an undertaking that it can enroll and maintain upto strength the unit or part thereof which may be allotted to it.

(c) The school shall provide for the unit or part thereof which may be allotted to it a store room for the storage of clothing and equipment.

(d) The school shall provide a suitable miniature rifle range or arrange to obtain the use of such a miniature rifle range.

(e) The school shall be in a position to supplement from its own funds the financial grants made by the State Government for the unit or part thereof, which may be allotted to it.

Provided that the State Government may, in any case, relax wholly or in part of the provisions of clause (e), or if it is satisfied that the requisite facilities are provided by schools located