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SPECIAL NATIONAL CADET CORPS ORDER

BY

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**DIRECTORATE GENERAL, NATIONAL CADET CORPS
MINISTRY OF DEFENCE, NEW DELHI**

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EXAMINATION- SENIOR AND JUNIOR
DIVISION/WINGS (ALL WINGS)**

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DIRECTIVE FOR CERTIFICATE EXAMINATION – SENIOR
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NATIONAL CADET CORPS
DIRECTIVE FOR CERTIFICATE EXAMINATION
SENIOR AND JUNIOR DIVISION/ WINGS (ALL WINGS)

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 DGNCC from time to time. The aim of this Directive is to consolidate all such instructions and revise these as necessary.

Type of Examinations

2. The following types of Certificate Examinations are held for NCC Cadets:-

<u>S N</u>	<u>Type of Certificate</u>	<u>NCC Units</u>
(a)	Certificate A	- Junior Division/ Wing NCC.
(b)	Certificate B and Certificate C	- Senior Division/ Wing NCC.

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

(a) **Certificate A.**

(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 of Junior Division/Wing NCC (All Wings).

(ii) In order to count his previous tenure, the 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.

(iii) In case the break exceeds 12 months the following procedure will be followed :-

(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 to appear for Certificate A examination.

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(ab) In all other cases, where above conditions are not fulfilled, the cadet must attend a minimum of 75% periods of the first and second years of training.

(iv) 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.

(iii) 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 to appear for Certificate B Examination.

(ab) 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.

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

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

(c) **Certificate C.**

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

(ii) The cadet must be in third year of Senior Division/Senior Wing NCC Training.

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

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(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.

(v) 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.

(ab) In other cases where above conditions are not fulfilled, the cadet must attend afresh minimum of 75% periods of the third year of training.

(vi) Must have attended one ATC and in addition one of the following in SD/SW 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). Ordered by HQ DGNCC.

(ad) Para Training Camp (PTC).

(ae) National Integration Camp (NIC) (When applicable for SD/ SW Cadets).

(af) All India Trekking Expedition (HQ DGNCC Organized).

(ag) All India Mountaineering Expedition (HQ DGNCC Organized).

(ah) Attachment Training with any one of the following:-

(i) Army Unit.

(ii) Air Force Station.

(iii) Naval Base/ Establishment/ Ship/ Sea Training.

(iii) Service Hospital.

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- (aj) Any one of the following Adventure Courses:-
 - (i) Mountaineering Basic Course.
 - (ii) Mountaineering Advance Course.
 - (iii) Water Skiing/Snow Skiing Courses.
 - (iv) Snow & Ice (Condensed) Course.
 - (ak) Sailing expedition with actual sailing exceeding 10 days, duly approved by HQ DGNCC.
 - (al) Participated in NRAI matches as part of HQ DGNCC/Directorate team.
 - (am) Scuba Diving Course.
 - (an) Youth Exchange Programme.
 - (ao) Foreign cruise (Navy or Coast Guard).
- (vii) Cadets will be allowed to appear for Certificate C examination only in the subsequent year of passing Certificate B examination.
- (viii) Air Wing Cadets should have flown minimum four Sorties in Micro light air craft. A waiver can be given by the ADG/DDG of the Dte in case of NO or Unserviceable micro light air craft in the unit.

4. Details 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 from NCC

5. Cadets who have ceased to be on the rolls 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.

6. 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.

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Permission to Appear in Certificate Examination on Extension

7. Cadets can be given extension of max one year to appear in Certificate Examination on the following grounds:-

(a) Has not completed the mandated camps, training and attendance to appear for the Examination.

(b) Could not give the certificate exam due to illness, exams, calamities or any other valid reason.

8. Cadets will give an application to their respective units for extension before the enrolment for the year. The units will scrutinise the applications and forward the same to concerned Group and Directorate HQ by 31 July. The extension will only be given on case to case basis by the ADG/DDG of State Directorates after verifying all details and circumstances. The extension in SD/SW will only be given to either B or C Certificate exam only once.

Inter Wing Transfers

9. 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 C Certificate will not be permitted to rejoin NCC in any of the Wings.

Cadets of Polytechnic , ITI, IIT and DAS Units for B & C Certificates

10. Cadets who join ITI, IIT, Polytechnics and DAS units after a varying period of school/university studies may also 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 C Certificate in the same manner as any other SD/SW Cadet.

(b) Those students who achieve Certificate B in any college may continue their NCC training after joining IIT/ITI/Polytechnic/DAS unit for one more year and appear for Certificate C examination.

(c) Those students who are not in possession of Certificate B on joining IIT/ITI/Polytechnics/DAS unit, but have attended one year training in NCC SD/SW 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).

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(d) Those joining IIT/ITI/Polytechnic/DAS unit without any previous NCC training and attending a two year course will be permitted to complete NCC Certificate B only.

(e) Students with non-matric entry into ITI will not be enrolled into Senior Division / Wing NCC.

(f) Other eligibility criteria as applicable will be complied with.

Composition of Examination Boards

11. (a) **Certificate A.**

Presiding Officer	-	OC Unit	
Members	-	Associate NCC Officer/CTO - 1	} Could be from same unit.
	-	JCO PI Staff -1	
	-	NCO PI Staff/GCI - 1	

(b) **Certificate B.**

Presiding Officer	-	OC Unit	} From different Units within the Group
Members	-	Adm Offr	
	-	Associate NCC Offr-1 (SD/SW)	} Could be from same unit.
	-	JCO PI Staff/ Equivalent-1	
	-	Lady ANO/GCI – 1 (In Case of Girl Cadets only)	

(c) **Certificate C.**

- (i) Presiding Officer - Col Equivalent
- (ii) Members
 - Col / Lt Col Equivalent
 - ANO/CTO - 02 (SD/SW-one each)
 - JCO PI / Equivalent – 01

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(For administrative reasons all members and Group Commander could be from same Group. However, it will be ensured by having different sets of boards that members are from units other than the Cadets being tested.

(iii) In case the Group has more than two exam centres than first exam centre will have presiding offr Group Cdr and second exam centre will have presiding offr of the rk of Col/Equivalent rk offr, rest no change in the composition of members of the board of officers.

12. In case of Naval Wing and Air Wing examinations, the composition of Board will be the same. However, the Board will comprise members from the same service, of which the cadets are being examined / tested. In case of non availability of Naval/Air Force Offrs, the Offrs will be detailed by HQ DG NCC based on the requisition from respective State Dte. Such request to be fwd to Trg/MS Dte at HQ DGNCC three months in advance from the date of commencement of exam.

13. The following guidelines will generally be applied:-

(a) The number of members may be increased depending upon the number of Cadets to be tested to cater to the conduct of Practical test.

(b) In case the Directorates face any difficulty in composing the board for Certificate C examination as laid down above, they may approach HQ DGNCC for incorporating changes in the composition of the board on case to case basis.

Action prior to the Examinations

14. At least six weeks before an examination is proposed to be held, the officer commanding unit/Troop 'Commander will apply to his NCC Group Headquarters/Officer Commanding Unit, respectively, stating:-

(a) Suitable dates for Certificate Examination.

(b) Place of Examination.

(c) Approximate number of Officers available to act as members of the Board of Examiners with details of their qualifications.

(d) Approximate numbers of cadets to be examined certificate wise and their Nominal Roll.

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Convening and Countersigning Authority

15. Convening and Countersigning authority for various Certificates/examination will be as under:-

Certificate Exam	Authority to Convene exam	Authority to approve results & counter sign Board Proceeding	Authority to sign the certificates duly filled	Authority to physically hand over certificate
A	Group	Gp Cdr	OC. In case OC's appointment is lying vacant, certificates will be signed by Gp Cdr.	OC Unit
B	Gp Cdr	Gp Cdr	Gp Cdr. In case Gp Cdr's appointment is lying vacant or for any other reason permanent incumbent is not available, the certificates will be signed by ADG/Dy DG of the State.	OC Unit
C	NCC State Directorate (Draft to be sent by NCC Gp HQ)	ADG/Dy DG state	ADG/DyDG. In case ADG's appointment is lying vacant Dy DG to sign. In case of Directorates headed by Dy DGs and the appointment is lying vacant, Offg Dy DG to sign with prior concurrence of DG NCC.	OC Unit

16. NCC Directorate/NCC Group HQ concerned will appoint a Board of Examiners for different types of examinations in accordance with Para 11 above. The names of the Presiding Officers and Members of the Boards of Examiners along with the final dates of examination will be intimated to the Officer Commanding of the concerned NCC Unit 30 days prior to the commencement of the examination. While deciding on the date of examinations, care should be taken that there is no clash with other major activities in Schools/Colleges/Universities, especially with examinations.

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Detailment of Officers for Examinations

17. In the event of regular officers not being available within the NCC Directorate for conduct of certificates examination, the following procedure will be adopted for requesting the services of a regular officer from another directorate:-

- (a) In case directorate does not have any competent Officer, it will make a request accordingly to the MS Directorate, HQ DGNCC at least 12 weeks in advance.
- (b) Move sanction for Inter-Directorate moves of officers will be issued by MS Directorate, HQ DGNCC.

Conduct of Examination

18. The Question Paper will be set and printed as under:-

- (a) A Certificate - Unit level.
- (b) B Certificate - Group level.
- (c) C Certificate - Dte level.

19. The following points will be borne in mind while conducting certificate exams:-

- (a) Separate boards will be assembled for Certificates A B and C (All Wings) examinations. It will be ensured that in no case the cadets appearing for Certificate A are made to travel long distances and that the examinations are held at locations suitable to form a cluster of schools.
- (b) Certificate Examinations may be preferably held during an Annual Training Camp or at pre-decided centres approved by the respective directorates for eligible cadets only.
- (c) Certificate A & B examinations will be conducted during the first and second week of Feb respectively. Certificate C examination will be conducted during the month of Feb/Mar positively.

20. Associate NCC Officer/Officer Commanding of the Unit, as the case may be, will arrange for the reception and accommodation of the Presiding Officer and members of the Board, where necessary. He will also provide the following information/documents to the Presiding Officer:-

- (a) Scope and Syllabus of Examination.

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(b) The layout of Board proceedings for Certificate A, B & C will be as given in **Appendices B and C** respectively.

(c) Nominal Roll cum Result Sheet will be prepared by respective OC Units and signed before handing over the same to the Presiding Officer. Detailed breakdown of marks in each paper will be prepared and entered by the respective Presiding Officers in the Nominal Roll cum Result Sheet as given in following Appendices:-

(i) Nominal Roll cum Result Sheet Cert A Exam - **Appendix D.**

(ii) Nominal Roll cum Result Sheet Cert B Exam - **Appendix E.**

(iii) Nominal Roll cum Result Sheet Cert C Exam - **Appendix F.**

21. Before cadets are allowed to appear for certificate examinations, the Troop Commander/ Coy Commander/Officer Commanding of the Unit/Camp Commandant ATC will ensure that all eligibility conditions as laid down above, are fulfilled by each cadet. A certificate to this effect will be endorsed on the Nominal Roll before it is handed over to the Presiding Officer of the Board duly signed by the concerned Unit OC of the cadets appearing for the examination.

22. An Admit card will be issued by the OC Unit to all cadets who would be appearing in the exam. A specimen format is enclosed as **Appendix G.**

23. The Troop/Company Commander/Officer Commanding of the Unit will be responsible for making all the administrative arrangements for the examination. He will also ensure that candidates are present at the scheduled time and place of examination. Necessary drill squad will be provided by him, which will not be made out of the candidates for the said examination.

24. The Board of Officers will examine cadets in individual subjects for the conduct of the examination. Special attention will be paid to the following points:-

(a) The examination must be conducted in the right atmosphere without allowing any indiscipline or slackness. However the cadets should be made to feel at ease while being examined.

(b) The time table together with sets of questions of each subject must be worked out before hand.

(c) No books/précis or notes of any kind will be allowed during the examinations.

(d) Where large number of cadets are to be examined, chest numbers may be issued to them so that there is no mistake as to the individual's identity.

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(e) The Practical test should be comprehensive in nature and not be based on one question only. Testing should be as practical as possible and cadets should be asked to do practically rather than just explain.

(f) The practical test for specialized subjects should be carried out in the open over suitable ground.

(g) No candidate will be allowed to take the written test in case he/she arrives after 30 minutes of commencement of the examination.

25. Each member of the Board will be entrusted with the testing of the candidates in one particular subject to ensure that all the candidates are tested on the same set of questions. This method will ensure that a common standard is applied to all candidates and also enable the examiners to place them in order of merit in accordance with their performance.

26. Indexing of answer sheets will be done for all written examinations. An Index slip will be attached to all answer sheets which will contain all details of the cadet appearing in the exam. The same will be detached after marking of index numbers on index slip and first sheet of answer book and kept in the custody of the Presiding Officer prior to commencement of the correction work. The answer key will be released only after receipt of confirmation from the Presiding Officers regarding completion of indexing.

Assessment and Allotment of Marks

27. Evaluation Board. A separate evaluation board for correction of answer sheets will be detailed as under:-

- (a) A Certificate by OC Unit/CO.
- (b) B Certificate by Group Cdr/Brig.
- (c) C Certificate by DDG/Brig.

28. **Guidelines for Setting Question Paper.**

(a) The examination will be conducted as written and practical in the ratio 70:30.

(b) The Question paper for all Certificate Examinations will comprise objective and subjective questions. The guidelines to be followed in setting the paper are given out at as under:-

- (i) Certificate A - **Appendix H.**

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(ii) Certificate B - **Appendix J.**

(iii) Certificate C - **Appendix K**

29. 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:-

- (a) Grading A - Cadets obtaining 75% marks and above.
- (b) Grading B - Cadets obtaining 60% and above but below 75%.
- (c) Grading C - Cadets obtaining 50% marks and above but below 60%.
- (d) Fail - Cadets obtaining less than 45% in any paper or less than 50% on aggregate.

30. **Bonus Marks for Certificate A,B & C.** 5% Bonus marks will be awarded at certificate A, B and C examination to the cadet participating in an international event. The event will be approved by DGNCC on case to case basis. Bonus marks under this policy will be awarded only at the first certificate exam appeared by the NCC cadets after the event. The total additional marks allotted including existing provisions of SNCCO for certificate B and C will not exceed 10% in any exam.

31. **Bonus Marks for C Certificate.** The cadets participating in under mentioned activities will be awarded additional marks as Bonus towards Certificate C examination in addition to para 28 above:-

- | | | | |
|-----|---|---|-----|
| (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 bonus marks towards Certificate C examination will not exceed 10% of maximum marks (500) for any cadet .i.e. 50 marks including those at Para 30 above at certificate C stage. Bonus marks will be awarded only for improvement in grading and not for passing exam.

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32. **Allotment of Marks.** Paper-wise/subject-wise allotment of marks of Certificates A,B and C examinations for all Divisions/Wings are as under:-

- | | | | |
|-----|------------------------------------|---|---------------------|
| (a) | Common Syllabus JD/JW | - | Appendix L. |
| (b) | Specialized Syllabus JD/JW Army | - | Appendix M. |
| (c) | Specialized Syllabus JD/JW Navy | - | Appendix N. |
| (d) | Specialized Syllabus JD/JW Air | - | Appendix O. |
| (e) | Common Syllabus SD/SW | - | Appendix AA. |
| (f) | Specialized Syllabus SD/SW Army | - | Appendix AB. |
| (g) | Specialized Syllabus SD/SW Navy | - | Appendix AC. |
| (h) | Specialized Syllabus SD/SW Air | - | Appendix AD. |
| (j) | Specialized Syllabus SD/SW (R & V) | - | Appendix AE. |

Permission to Reappear / Re evaluation in NCC Certificate A, B & C Exam

33. **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 reappear for test only once, within one year of having appeared earlier in the Certificate A, B or C examination.
- (b) Cadets will have to reappear in the complete examination.
- (c) 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 to reappear candidates for these classes/parades/retest.
- (d) Cadets who have obtained a C grade in the NCC certificate B and 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 will retain the better 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. The Gp HQ/Directorate will destroy and maintain a record of the same.

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34. **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 totalling of marks.
- (c) In case of change in grading, a fresh certificate will be issued.

Compilation of Result Sheet and Board Proceedings

35. **Board Proceedings.** Board Proceedings along with Nominal roll cum Result sheet will be marked "CONFIDENTIAL" by the Presiding Officer. Results of Certificate examinations will not be announced either by the Board of Examiners or NCC unit until these are checked and found correct by the NCC Group HQ or NCC Directorate and intimation to this effect is received in writing from the NCC Directorate/NCC Group HQ by the unit concerned. Any cadet allowed to take the examination by the unit and later found ineligible or any cadet shown as passed although he fails either in any one subject or in the aggregate, will be declared as "FAILED" by NCC Directorate/Group Headquarters. Passport size coloured photographs of all cadets who have appeared in the exam will be stuck on the reverse of the board proceedings along with their names endorsed under it. The photograph will be in uniform without headgear.

36. **Result Sheet.** Unit-wise Nominal roll cum Result Sheet prepared will be attached to the proceedings of the examination Board and will be maintained at followings HQ/Offices for a period of **Three** years:-

- (a) **Certificate A.** Unit will prepare three copies of the Result/Board Proceedings. One copy will be kept in the Unit. Two copies (original & duplicate) will be sent to the Groups HQ for the perusal & approval of the Group Commander. Having approved, one copy (Original) will be sent back to the originating unit and one copy (duplicate) to be retained at the Group HQ for records.
- (b) **Certificate B.** Units will prepare four copies of Board proceedings/Result Sheet. Three copies will be forwarded to the Group HQ for approval. After approval, copies will be maintained at Unit and Group HQ. A copy will be forwarded to NCC Directorate by 30 Jun every year.

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(c) **Certificate C.** Four copies of Result/Board Proceedings will be prepared. Three copies will be forwarded to the NCC Directorate for approval. After approval, copies will be maintained at Directorate, Group HQ and Unit HQ.

Note: - Answer sheets of Certificate Exams will be retained for a period of **Three** years.

37. **Signing of Board Proceedings and Result Sheet.** Board proceedings and Nominal Roll cum Result Sheet will be signed by the Board of Officers. In addition the following will also sign the document:-

- | | | |
|--|---|--|
| <p>(a) Clerk filling the form.</p> <p>(b) Superintendent/Head Clerk checking the Correctness</p> | } | <p>Name & Appointment of each will be indicated in Block Capitals.</p> |
|--|---|--|

Note: All pages of the board proceedings will be stamped and signed by the OC Unit and Presiding Officer at the bottom of each page.

Publication of Results

38. Unit Commanders will be responsible for publishing the result. Publication of results will be on receipt of the approval of results. In addition the same will be posted on the Directorate Website.

Accounting and Issue of NCC Certificates

39. **Accounting and Safe Custody of Blank Certificates.**

(a) **Printing.** Printing of Cert will be carried out at Dte level as per letter issued vide HQ DG NCC letter No 17401/A&B/DGNCC/Trg(B) dt 24 Oct 2018. A written report will be fwd by all State Dtes by 01 Jul every yr giving out the No of cert printed , issued and destroyed of unused cert for proper acctg duly countersigned by ADG/DDG of respective dte.

(b) **Enfacement of Serial No.** Enfacing of serial numbers will be done at the time of printing. Serial number will be enfaced on the right top corner of the certificate. Record of issue will be maintained at Dte level. Directorates will enfaced the letter prefix and examination code on each blank certificate before the serial number prior to issue.

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(c) **Colour Code of Certificates.**

- (i) Certificates A & B Army Wing - Red.
- (ii) Certificates A & B Naval Wing - Navy Blue.
- (iii) Certificates A & B Air Wing - Sky Blue.
- (iv) Certificate C All Wings - White.

(d) **Safe Custody.** It will be ensured that certificates are stored under lock and key and accounted for in unit ledger. Receipt, issue and destruction of certificates will be recorded on proper vouchers. Loss will be investigated by C of I ordered by Group HQ for A and B Certificate and directorate for C Certificate.

40. **Signing and Issue of Certificates.**

(a) Prior to signing by the competent authority, certificates will be enfaced with letter prefixes and examination code as indicated at **Appendix AF**. The certificate will be kept in the personal custody of officers nominated below and will be treated as classified documents for all purposes and will be properly handed/taken over:-

- (i) Certificate A & B - Training officer at Group HQ.
- (ii) Certificate C - AD (Training) at NCC Directorate.

(b) Certificates will be handed over to Officer Commanding unit once the results are finalized for preparation in accordance with instructions laid down.

(c) Directorates, Group HQs and Units, will open a register with numbered pages in which the officer signing the certificates will record and initial the machine number of the certificates issued to individual cadets. The register will have columns as given out at **Appendix AG** and will be checked by the ADG/Dy DG NCC and Group Commanders. The register will also be shown to DG/ADGs during their visits.

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(d) Directorates, Group HQs and Units will ensure that the Presiding Officers of various examination boards submit the proceedings and results within the stipulated timeframe (D day being the date of conduct of examination) as under:-

Ser No.	ACTIVITY	TIMELINES
(i)	Evaluation of Answer Sheets	D plus 12 days
(ii)	Preparation of Result Sheet and Board Proceedings	D plus 17 days
(iii)	Scrutiny & Approval of Board Proceedings at Group/Directorate level	D plus 25 days
(iv)	Preparations of certificates	D plus 32 days
(v)	Signing of certificates	D plus 37 days
(vi)	Issue of certificates	D plus 45 days

(e) It will be ensured that all cadets receive their certificates by 31 May every year positively.

(f) No alteration/deletion, or over typing is permitted on the certificate. The details of successful cadets will be either typed or computer printed and not hand written on the certificates.

(g) Proper year-wise records of all NCC Cadets who qualify in Certificate C examination will be maintained at Directorate level as per format given at **Appendix AH**. Entries will be serially numbered. This record will be retained by the State NCC Dtes.

(h) **Competent Authority for Signing of Certificates.**

(i) **Certificate A.** The OC Unit will sign in own hand and affix name, rank and appointment stamp affixed underneath his signatures. In addition to the above, unit seal will also be affixed and the OC will initial the same with date.

(ii) **Certificate B.** The OC will carry out actions as for Certificate A on the reverse side of the certificate. The Group Commander will sign the certificates. His appointment stamp and Group Headquarter seal will be affixed on the certificate.

(iii) **Certificate C.** The OC and Group Commander will carry out actions as for Certificate A and B above on the reverse side of the certificate. The ADG/Dy DG will sign the certificates. His appointment stamp and Directorate seal will be affixed on the certificate.

Note: - All certificates will be ink signed by all signatories. Rubber stamp signatures will not be used in any case.

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41. **Issue of Duplicate Certificate.** Duplicate certificates will be issued only in rare cases on specific request from the cadet concerned, in writing. The duplicate certificate will be signed and issued by the officers authorized to sign the original certificate, after ascertaining the result from the available records. Proper records will be maintained for all certificates which are lost/ destroyed. Such certificates will be enfaced with '**Duplicate**' stamp on the top of the certificate. Following procedure will be adhered to when dealing with issue of duplicate certificates:-

- (a) The candidate will submit a proper application stating the reasons for obtaining a duplicate certificate duly countersigned by the ANO of the Institution.
- (b) In case of loss of certificate the candidate will also submit an 'FIR' and an 'Affidavit' as per specimen given at **Appendix AJ**.
- (c) All documents will be scrutinized by all concerned in chain before it is recommended for issue.
- (d) A record of issue of duplicate certificate will be maintained.

Reports/Returns of NCC Certificates

42. In order to obviate cases of fake/forged certificates all Directorates will forward the following Returns as on 01 Apr so as to reach DGNCC (Trg Directorate) by 30 Apr every year:-

- (a) Annual Statistical Return - **Appendix AK**.
- (b) Annual State of NCC Blank Certificates - **Appendix AL**.
- (c) Annual certificate covering the following aspects:-
 - (i) Correctness of holding blank certificates.
 - (ii) Issues made to successful candidates only.
 - (iii) Proper record of issue of each certificate has been made and kept in the register for issue.
 - (iv) Signature of cadet has been obtained in the presence of the CO.
 - (v) In case of dispatch by regd post, sign of the cadet on "Ack Due" recd has been tallied with the specimen sign held in unit records.

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Disposal of Old Pattern/Damaged /Misprint/Torn/Deficient Certificates

43. All cases of old pattern/damaged/misprint/torn/deficient NCC Certificates will be decided on the recommendations of Board of Officers convened by the concerned NCC Directorates. A copy of these board proceedings will be forwarded to the Director Training (B), HQ DGNCC for information.

Periodicity of Certificate B Examination

44. In order to assist cadets who have missed the first Certificate B examination due to unforeseen circumstances a second Certificate B examination may be planned. This will enable these cadets to be eligible for appearing in Certificate C examination. However this will be an exception and not a routine practice. Prior sanction of DGNCC will be obtained.

Conduct of Cert Exam for Cadets taking NCC as Elective/Additional subject

45. Procedure for conduct of certificate examination for cadets taking NCC as elective subject/additional subject is at **Appendix AM**.

46. This SNCCO supersedes SNCCO 2015 and all other policy letters issued previously on the subject covered herein.

-Sd/-

(xxxxxxx)

Col

Col Trg B

HQ DGNCC

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Appendix A
(Refers to Para 3 & 4 of SNCCO)

ELIGIBILITY CONDITIONS FOR CERTIFICATE EXAMINATIONS

Ser No	Certificate applicable	Division/ Wing	Total Tenure allowed	Periods per year	Eligibility Conditions for Appearing in Certificate/Examination				
					Yr of NCC Tenure	No of camps to be attended	Certificate	Attendance of periods during the yr	Max break in tenure allowed
1	'A'	JD-Boys JW-Girls	Two years	120	2nd yr of JD/JW Training	One	Nil	75%	12 Months
2	'B'	SD-Boys SW-Girls	Two years extendable by one year.	1st yr- 79 2nd yr-66	2nd yr of SD/SW training	One	Nil (10 marks bonus for Certificate 'A' holders)	75%	18 Months
3	'C'	-do-	Three years extendable by one year. (including two years of certificate B)	3rd Year 66	3rd yr of SD/SW training	Two (One should be an ATC)	Certificate 'B'	75%	18 Months

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Appendix B

(Refers to Para 20(b) of SNCCO)

**LAYOUT OF BOARD PROCEEDING FOR
CERTIFICATE 'A' (JUNIOR DIVISION/WING)**

The proceedings of the Board held at _____ (Station) on _____
(Date) authorized by _____ vide letter No. _____ dated _____ to
test the cadets of _____ (Unit) under NCC Directorate _____ for Certificate
'A' of the National Cadet Corps.

(a) The board examined the cadets shown in the Nominal Roll cum Result
Sheet attached as _____ (Ref Appendix'D'for format) and the following
are the results:-

No. of cadets tested _____

No. of cadets passed _____

No. of cadets failed _____

(b) The individual results of cadets are shown in Nominal Roll cum Result
sheet attached as _____ (Ref Appendix'D'for format)

Signature of:-

Presiding Officer _____
Rank and Name _____

Member-1 _____
Rank and Name _____

Member-2 _____
Rank and Name _____

Member-3 _____
Rank and Name _____

COUNTERSIGNED

Approved/Not Approved

Station:

Date:

GpCdr

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Appendix C

(Refers to Para 20(b) of SNCCO)

**LAYOUT OF BOARD PROCEEDING FOR
CERTIFICATE B/C (SENIOR DIVISION/WING)**

The proceedings of the Board held at _____ (Station) on _____
_____ (date) authorized by _____ vide letter No _____
_____ dated _____ to test the Cadets of _____ (Unit) under
NCC Directorate _____ for Certificate B/C _____ Wing of the National
Cadet Corps.

(a) The board examined the cadets shown in the Nominal Roll cum Result
Sheet attached as _____ (see Appendix E/F) and the following are the
results:-

No. of cadets tested _____

No. of cadets passed _____

No. of cadets failed _____

(b) The individual results of cadets are shown in Nominal Roll cum Result
Sheet attached as _____ (See Appendix 'E'/'F').

Signature of:-

Presiding Officer _____
Rank and Name _____

Member-1 _____
Rank and Name _____

Member-2 _____
Rank and Name _____

Member-3 _____
Rank and Name _____

COUNTERSIGNED

Approved/Not Approved

Station:

Date:

GpCdr/ADG /Dy DG NCC
(For Cert B /For Cert C)

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Appendix D
(Refers to para - 20 (c) (i) of SNCCO)

NOMINAL ROLL CUM RESULT SHEET FOR CERTIFICATE 'A' EXAMINATION:.....

WING : Army/Navv/Air

Unit:-

Group:-

Directorate:-

Held at :-

Held on :-

SrNo	Regimental / CBSE Roll No	Rank	Name	Father's Name	Date of Birth	Date of Enrollment	Date of Discharge	Details of Camps Attended	Parade Attendance %		MARKS OBTAINED										Grand Total	Grading
											Paper-I:Drill			Paper-II:WT			Paper-III: Misc	Paper-IV: Spl Subjects				
											Year-I	Year-II	Written 10	Practical 80	Total 90	Written 35		Practical 25	Total 60	Written 200		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)

Certified that I have personally checked the particulars of the Cadets mentioned above with reference to ser (a) to (l) and found them eligible in all respects to appear for Certificate 'A' Exam

Officer Commanding

Presiding Officer

Note: Marks for Specialised Subjects for Army, Naval & Air Subjects will be as per their respective allocation.

Appendix E
(Refers to Para - 20 (c) (ii) of SNCCO)

NOMINAL ROLL CUM RESULT SHEET FOR CERTIFICATE 'B' EXAMINATION:.....

WING : Army/Navv/Air

Unit:-

Group:-

Directorate:-

Held at :-

Held on :-

Sr No	Regimental / CBSE Roll No	Rank	Name	Father's Name	Date of Birth	Date of Enrollment	Date of Discharge	Detail of Camps Attended	Parade Attendance %		MARKS OBTAINED										Bonus Marks	Grand Total	Grading	
									Year I	Year II	Part-I: Drill			Part-II: WT			Part-III: Misc		Part-IV: Spl Subjects					
											Written 10	Practical 80	Total - 90	Written 35	Practical 25	Total-60	Written 200	Written 105	Practical 45	Total 150				
																								Total-10
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)	(y)	

Certified that I have personally checked the particulars of the with reference to ser (a) to (l) and found them eligible in all respects to appear for Certificate B Exam

Officer Commanding

Presiding Officer

Note: Marks for Specialised Subjects for Army, Naval, Air and R & V Subjects will be as per their respective allocation.

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Appendix F
(Refers to Para 20 (c)(iii) of SNCCO)

NOMINAL ROLL CUM RESULT SHEET FOR CERTIFICATE 'C' EXAMINATION:.....

WING : Army/Navy/Air

Unit:-

Group:-

Directorate:-

Held at :-

Held on :-

Sr No	Regimental /University Roll No	Rank	Name	Father's Name	Date of Birth	Date of Enrollment	Date of Discharge	Date of passing Certificate 'B' Exam	Detail of Camps Attended in three year tenure	Parade Attendance % in third year	MARKS OBTAINED										Grand Total	Bonus Marks (Max 50)	Final Grand Total	Grading
											Paper-I: Drill			Paper-II: WT			Paper-III: Misc		Paper-IV: Spl Subjects					
											Written 10	Practical 50	Total - 60	Written 10	Practical 55	Total- 65	Written 225	Written 105	Practical 45	Total 150				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)	(t)	(u)	(v)	(w)	(x)	(y)	(z)

Certified that I have personally checked the particulars of the Cadets with reference to ser (a) to (l) and found them eligible in all respects to appear for Certificate C Exam

Officer Commanding

Presiding Officer

Note: Marks for Specialised Subjects for Army, Naval, Air and R & V Subjects will be as per their respective allocation.

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Appendix G
(Ref para 22 of SNCCO)

ADMIT CARD: NCC A/B/C CERTIFICATE EXAM

Admit Card No

Photo of cadet in
uniform without
headgear duly
attested by OC

1. Unit _____
2. (Attach extension paper, if applicable) _____
3. Number/CBSE No _____
4. Rank _____
5. Name in English (Capital letters)
(As per High School Certificate)
6. Date of Birth
7. Father's/Mother's Name
(As per High School Certificate) :
8. School/College & Class in which studying _____
9. Year of passing Cert B if applicable
(Attach photocopy of B Certificate) _____
10. Whether Fresh/Failure _____
(If Failure, details of previous B Certificate exam)
11. Attendance in parade 1st Yr 2nd Yr
Total _____
12. Detail of camps attended (Attach photocopy of camp certificate)

No/Name of camp Attended	Date/Month/Yr	Location
(a) _____	_____	_____
(b) _____	_____	_____
13. Home Address for postal dispatch of Certificate _____

Notes:

1. Cadet must check particulars carefully and correction if any, be brought to the notice of OC immediately
2. This card will be submitted along with nominal roll for approval of Gp HQ after the attestation of photo by OC and signatures of all concerned.
3. Cadet must be in possession of this card on the day of the exam.

Signature of Cadet

Signature of ANO

Signature of OC

(_____)
Name

(_____)
Name & Stamp

(_____)
Name & Stamp

Approved / Not Approved

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Appendix H
(Refers to Para 28 (b) (i) of SNCCO)

GUIDELINES FOR QUESTION PAPER DESIGN : CERTIFICATE 'A' EXAMINATION

Sr No	Time	3 Hours				Max Marks		70
	Typology of Question	Very Short Answer (VSA) (1 Mark)	Short Answer-II (SA-1) (2 Marks)	Long Answer 1 (LA-1) (3 Marks)	Long Answer 2 (LA-2) (4 Marks)	Essay Type (6 Marks)	Total Marks	% Weightage
1	Remembering -Knowledge Based	2	1	1	1	1	17	25
2	Understanding - Comprehension	2	1	1	2	1	21	30
3	Application	3	1	1	2	1	22	31
4	High Order Thinking Skills (Analysis & Synthesis)	2	1	1	0	0	7	10
5	Evaluation and Multi Disciplinary	1	1	0	0	0	3	4
Total Marks		10	10	12	20	18	70	100
Estimated Time (Minutes)		10	20	32	60	48	170 Min + 10 Min for Revision	

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Appendix J

(Refers to Para 28 (b) (ii) of SNCCO)

GUIDELINES FOR QUESTION PAPER DESIGN : CERTIFICATE B EXAMINATION

Sr No	Time	3 Hours				Max Marks		70
	Typology of Question	Very Short Answer (VSA) (1 Mark)	Short Answer-II (SA-1) (2 Marks)	Long Answer 1 (LA-1) (3 Marks)	Long Answer 2 (LA-2) (4 Marks)	Essay Type (6 Marks)	Total Marks	% Weightage
1	Remembering - Knowledge Based	2	0	0	1	0	6	9
2	Understanding - Comprehension	2	1	1	1	1	17	24
3	Application	2	2	1	1	1	20	27
4	High Order Thinking Skills (Analysis & Synthesis)	2	1	1	1	1	17	24
5	Evaluation and Multi Disciplinary	1	1	1	1	0	10	16
Total Marks		10	10	12	20	18	70	100
Estimated Time (Minutes)		10	20	32	60	48	170 Min + 10 Min for Revision	

Appendix K

(Refers to Para 28 (b) (iii) of SNCCO)

GUIDELINES FOR QUESTION PAPER DESIGN: CERTIFICATE C EXAMINATION

Sr No	Time	3 Hours				Max Marks		70
	Typology of Question	Very Short Answer (VSA) (1 Mark)	Short Answer-II (SA-1) (2 Marks)	Long Answer 1 (LA-1) (3 Marks)	Long Answer 2 (LA-2) (4 Marks)	Essay type (6 Marks)	Total Marks	% Weightage
1	Remembering - Knowledge Based	2	1	0	0	0	4	6
2	Understanding - Comprehension	2	2	1	0	1	15	22
3	Application	1	3	1	1	1	20	28
4	High Order Thinking Skills (Analysis & Synthesis)	2	1	2	1	1	20	28
5	Evaluation and Multi Disciplinary	2	1	1	1	0	11	16
Total Marks		9	16	15	12	18	70	100
Estimated Time (Minutes)		15	25	25	45	60	170 Min + 10 Min for Revision	

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Appendix L
(Refers to Para 32(a) of SNCCO)

ALLOTMENT OF MARKS FOR JD/JW COMMON SYLLABUS

<u>SUBJECT</u>	<u>PERIODS ALLOTTED</u>				<u>CERTIFICATE A</u>		
	1st Yr	2nd Yr	Total	% WEIGHTAGE	Written	Practical	Total Marks
PAPER - I DRILL	19	21	40	16	10	80	90
PAPER - II WEAPON TRAINING	21	12	33	14	35	25	60
PAPER - III MISC							
NCC General	5	0	5	2	5	0	5
NATIONAL INTEGRATION & AWARENESS	4	5	9	4	30	0	30
PERSONALITY DEVELOPMENT	10	9	19	8	50	0	50
LEADERSHIP	6	6	12	5	20	0	20
SOCIAL AWARENESS & COMMUNITY DEVELOPMENT	14	16	30	12	30	0	30
HEALTH & HYGIENE	2	5	7	3	25	0	25
DISASTER MANAGEMENT	5	5	10	4	15	0	15
OBSTACLE TRAINING	2	2	4	2	5	0	5
ADVENTURE	1	0	1	0	20	0	20
TOTAL	89	81	170	70	245	105	350

Appendix M
(Refers to Para 32(b) of SNCCO)

ALLOTMENT OF MARKS FOR JD/JW ARMY SPECIALISED SYLLABUS

<u>SUBJECT</u>	<u>PERIODS ALLOTTED</u>				<u>CERT A</u>		
	1st Yr	2nd Yr	Total	% WEIGHTAGE	Written	Practical	Total Marks
<u>PAPER - IV (SPECIALISED SUBJECTS)</u>							
ARMED FORCES	3	3	9	4	25	0	25
MAP READING	9	9	24	10	20	20	40
FIELD CRAFT & BATTLE CRAFT	18	9	20	9	20	25	45
MILITARY HISTORY	6	10	11	5	25	0	25
COMMUNICATIONS	0	3	6	3	15	0	15
TOTAL	36	34	70	30	105	45	150

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Appendix N
(Refers to Para 32(c) of SNCCO)

ALLOTMENT OF MARKS FOR JD/JW NAVAL SPECIALISED SYLLABUS

Ser No	Subject	PERIODS ALLOTTED				CERTIFICATE A		
		1st Year	2nd Year	Total Periods	Weightage %	Written	Practical	Total
1	Naval Orientation	12	12	24	10	40	0	40
2	Seamanship	8	13	21	9	30	20	50
3	Naval Communication	6	9	15	7	15	5	20
4	Navigation	3	5	8	3	10	10	20
5	Ship Modelling	2	0	2	1	10	10	20
	Total	31	39	70	30	105	45	150

Appendix O
(Refers to Para 32(d) of SNCCO)

ALLOTMENT OF MARKS FOR JD/JW AIR SPECIALISED SYLLABUS

S No	Subject	First Year	Second Year	Total periods	Weightage %	Written	Practical	Total
1	General Service knowledge	6	5	11	5	20	5	25
2	Air Campaigns	3	6	9	5	20		20
3	Principles of Flight	6	3	9	5	25	10	35
4	ATC & Met	6	6	12	6	25	10	35
5	Aeromodelling	12	9	21	10	20	15	35
6	Flying	0	8	8	0	0	0	0
	TOTAL	33	37	70	31	110	40	150

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Appendix AA
(Refers to Para 32(e) of SNCCO)

ALLOTMENT OF MARKS FOR SD/SW COMMON SYLLABUS

SUBJECT	PERIODS ALLOTTED				CERTIFICATE B			PERIODS ALLOTTED		CERTIFICATE C		
	1st Yr	2nd Yr	Total	% WEIGHTAGE	Written	Practical	Total	3rd Yr	% WEIGHTAGE	Written	Practical	Total
PAPER - I DRILL	21	14	35	20.00	10	80	90	10	11	10	50	60
PAPER - II WEAPON TRG	13	6	19	10	35	25	60	6	6	10	55	65
PAPER - III MISC.				0					0	0	0	
THE NCC GENERAL	6	0	6	3	5	0	5	0	0	0	0	0
NATIONAL INTEGRATION & AWARENESS	4	3	7	3	30	0	30	0	0	0	0	0
PERSONALITY DEVELOPMENT	5	11	15	7	65	0	65	12	13	75	0	75
LEADERSHIP	3	4	7	3	8		8	5	5	10	0	10
DISASTER MANAGEMENT	7	3	10	4	15	0	15	4	4	20	0	20
SOCIAL SERVICE & COMMUNITY DEVELOPMENT	10	19	29	12	30	0	30	18	19	35	0	35
HEALTH & HYGIENE	5	4	9	4	25	0	25	1	1	35	0	35
ADVENTURE	1	0	1	1	15	0	15	0	0	0	0	0
ENVIRONMENT AWARENESS & CONSERVATION	0	0	0	0	0	0	0	3	3	20	0	20
OBSTACLE TRAINING	3	3	6	3	7	0	7	3	3	15	0	15
General Awareness	0	0	0	0	0	0	0	4	4	15	0	15
TOTAL	78	67	144	70	245	105	350	66	70	245	105	350

Appendix AB
(Refers to Para 32(f) of SNCCO)

ALLOTMENT OF MARKS FOR SD/SW ARMY SPECIALIZED SYLLABUS

SUBJECT	PERIODS ALLOTTED				CERTIFICATE B			PERIODS ALLOTTED		CERTIFICATE C		
	1st Yr	2nd Yr	Total	% WEIGHTAGE	Written	Practical	Total	3rd Yr	% WEIGHTAGE	Written	Practical	Total
<u>PAPER - IV</u>												
ARMED FORCES	3	3	6	4	20	0	20	3	2	10	0	10
MAP READING	9	9	18	8	25	15	40	6	8	30	15	45
FIELD CRAFT & BATTLE CRAFT	8	8	16	6	25	15	40	6	8	30	15	45
INTRODUCTION TO INFANTRY WEAPONS & EQUIPMENT	3	2	5	4	15	0	15	1	5	15	0	15
MILITARY HISTORY	7	8	15	4	15	0	15	8	4	20	0	20
COMMUNICATIONS	1	1	2	4	10	10	20	4	3	5	10	15
TOTAL	31	31	62	30	110	40	150	28	30	110	40	150

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Appendix AC
(Refers to Para 32(g) of SNCCO)

ALLOTMENT OF MARKS FOR SD/SW NAVY SPECIALISED SYLLABUS

Ser No	Subject	PERIODS ALLOTTED				CERTIFICATE B			PERIODS ALLOTTED		CERTIFICATE C		
		1st Year	2nd year	Total	Weightage (%)	Written	Practical	Total	3rd Year	Weightage (%)	Written	Practical	Total
1	Naval Orientation & Service Subjects	6	3	9	4	35	0	35	3	4	30	0	30
2	Naval Communication	3	3	6	3	10	10	20	3	1	8	10	18
3	Navigation	0	6	6	3	10	10	20	0	2	10	7	17
4	Seamanship	9	7	16	8	15	15	30	6	12	25	25	50
5	NBCD	0	0	0	0	15	0	15	2	2	7	8	15
6	Ship & Boat Modelling	6	6	12	6	15	10	25	9	4	5	5	10
7	Swimming	6	6	12	6	5	0	5	6	5	5	5	10
	Total	30	31	61	30	105	45	150	29	30	90	60	150

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Appendix AD
(Refers to Para 32(h) of SNCCO)

ALLOTMENT OF MARKS FOR SD/SW AIR SPECIALISED SYLLABUS

S.No.		I & II Year	Weightage (%)	Written	Practical	Total	III Year	Weightage (%)	Written	Practical	Total
1	General Service Knowledge	9	4.00	25	0	25	3	3.00	20	0.00	20
2	Air Campaign	3	2.00	10	0	10	9	10.00	60	0	60
3	Principles of Flight	6	3.00	15	0	15	0	0.00	0	0	0
4	Airmanship	7	3.00	15	0	15	0	0.00	0	0	0
5	Navigation	6	3.00	15	0	15	0	0.00	0	0	0
6	Aero Engines & Airframes	6	3.00	15	0	15	1	1.00	10	0	10
7	Basic Flight Instruments	3	2.00	5	0	5	0	0.00	0	0	0
8	Aero Modelling	15	7.00	10	25	35	20	10.00	20	20	40
9	Flying	7	3.00	0	15	15	0	6.00	0	20	20
TOTAL		62	30	110	40	150	33	30	110	40	150

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Appendix AE
(Refer to Para 32(j) of SNCCO)

ALLOTMENT OF MARKS FOR SD/SW R&V SPECIALISED SYLLABUS

Ser No	Subject	Periods Allotted		Certificate B			Periods Allotted		Certificate C		
		I & II Year	Weightage (%)	Written	Practical	Total	III Year	Weightage (%)	Written	Practical	Total
1	Org and functioning of RVC	2	1	10		10	0	0	0		0
2	Animal management and equitation	29	15	70	20	90	17	23	70	20	85
3	Shoeing	14	8	15	10	20	8	11	20	10	30
4	Saddle fitting	12	6	15	10	30	8	11	20	10	35
TOTAL		57	30	110	40	150	33	45	110	40	150

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Appendix AF
Refers to Para 40(a) of SNCCO

LETTER PREFIXES & EXAMINATION CODE FOR NCC CERTIFICATE

Certificate 'A'	Certificate 'B'	Certificate 'C'	Cert 'A'	Cert 'B'	Cert 'C'
AP/A Cert/Air/20/00001 (Indicates Cert 'A' of Air Wing Exam held in 2020)	AP/B Cert/Navy/20/0001 (Indicates Cert 'B' of Naval Wing Exam conducted in 2020)	AP/C Cert/Girls/20/0001 (Indicates Cert 'C' of Girls Wing exam conducted in 2020) (Similarly Air, Navy and Air Wing must be mentioned to clearly differentiate the service)	00001	0001	0001

Andhra Pradesh	: AP
Bihar & Jharkhand	: B & J
Delhi	: DEL
Gujarat	: GUJ
Jammu & Kashmir and Ladakh	: J & K and L
Karnataka & Goa	: KAR & G
Kerala & Lakshadweep	: KER & L
Madhya Pradesh & Chhattisgarh	: MP & CG
Maharashtra	: MAH
NER	: NER
Odisha	: ODI
Punjab, HP, Haryana & Chandigarh	: PHHP & C
Rajasthan	: RAJ
Tamil Nadu, Puducherry and Andaman & Nicobar	: TN, P & AN
Uttar Pradesh	: UP
Uttarakhand	: UK
WB & Sikkim	: WB & S

- Note :
1. Numbering of certificates will be enfaced during printing in serial orders and consist of five digits for 'A' Cert and four digits for 'B' and 'C' Cert as indicated above.
 2. Directorates will enfase letter prefix and examination code.

Appendix AG
(Refers to Para 40 (c) of SNCCO)

RECORD OF CERTIFICATE ISSUED TO NCC CADETS

Sr No	Machine letter Affix & Machine No. of Certificate	PARTICULARS OF CADETS TO WHOM ISSUED				Initial of officer signing certificate with date and Sub Unit appointment	Remarks: Date issued to the cadets & by whom (to be filled up by officer issuing the certificate)
		Regimental No.	Rank & Name	Father's Name	Unit/ Sub Unit		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

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Appendix AH
(Refers to Para 40 (g) of SNCCO)

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LIST OF SUCCESSFUL NCC CERTIFICATE C CADETS

Sr No	Regimental No.	Name of Cadet	Father's Name	Unit	Date of Birth	Grading obtained	Authority & date of approval of Board Proceeding	Machine No. of certificate issued	Signature of the officer
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)

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Appendix AJ

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(Refers to Para 41 (b) of SNCCO)

AFFIDAVIT

I, _____ Son/Daughter of Shri/Smt _____ resident of _____, do hereby state and declare on solemn affirmation as under:-

That I was enrolled as JD/JW/SD/SW NCC cadet on _____

That I completed my tenure of enrolment on _____

That I appeared for Certificate A/ B/ C examination conducted by NCC Group HQ _____ / NCC Directorate _____ on _____

That on successfully passing the said examination, I was issued with Certificate A/ B/ C on _____

That I have lost my Certificate A/ B/ C, I am now making this affidavit in order to seek a duplicate Certificate A/ B/ C from NCC Group HQ _____ / NCC Directorate _____. I am attaching a copy of FIR submitted at _____, Police Station, regarding the loss of original Certificate A/ B/ C.

Whatever is stated here in above is true and correct to the best of my knowledge and belief.

Solemnly Affirmed _____

On this _____ day of _____ (Month) (Year)

COUNTERSIGNED BY NOTARY PUBLIC

Appendix AG

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Appendix- AK
(Refers to para 42(a) of SNCCO)

ANNUAL STATISTICAL RETURN
(As on 01 Apr.....)

S No.	Certificate Examination	Authorised Strength		Present Strength		No. of cadets appeared		No. of cadets passed		Remarks
		JD	JW	JD	JW	JD	JW	JD	JW	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)
1	Certificate A Exam									
	(i) Army Wing									
	(ii) Naval Wing									
	(iii) Air Wing									
	Total									
		SD	SW	SD	SW	SD	SW	SD	SW	
2	Certificate B Exam									
	(i) Army Wing									
	(ii) Naval Wing									
	(iii) Air Wing									
	Total									
3	Certificate C Exam									
	(i) Army Wing									
	(ii) Naval Wing									
	(iii) Air Wing									
	Total									

Appendix- AL
(Refers to para 42(b) of SNCCO)

ANNUAL STATE OF NCC CERTIFICATES
(As on 31 Mar.....)

Name of NCC Unit/ Directorat

S No	Name of NCC Certificates	Colour of Certificate	Certificate held as per pervious records	Certificates printed during current year	Total balance (d+ e)	Certs issued to cadets during Training year	Balance as on 31 Mar (f- g)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	Certificates A & B for Army Wing	Red						
2	Certificates A & B for Naval Wing	Navy Blue						
3	Certificates A & B for Air Wing	Sky Blue						
4	Certificate C for all Wings	White						

Certified that: (a) The stock balance of blank NCC certificates as on 31 Mar..... shown under column (h) is correct.
(b) Blank certificates held in stock with NCC Directorate, Groups & Units have been taken into account.

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Dated:

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Appendix AM
(Refers to Para 45 of SNCCO)

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**CONDUCT OF CERTIFICATE EXAM FOR CADETS TAKING NCC
AS ELECTIVE/ADDITIONAL SUBJECT**

1. Procedure to be followed for conduct of Certificate A Exam in class X and Certificate B Exam in class XII for all CBSE Schools having NCC as an additional/elective subject will be as follows:-

(a) All Directorates will forward a consolidated list of CBSE Board Schools having NCC as Additional/ Elective Subject with number of students in Class X and Class XII taking exam in the subject to HQDGNCC by 31 Dec.

(b) The examination will be conducted in first week of Feb for Certificate A Exam and Second week of Feb for Certificate B Exam. The exact dates will be promulgated by CBSE in the Exam date sheet. Directorates will ensure that all Schools/ affected students are intimated well in time so that no cadet misses out on appearing for the exam.

(c) The Exam will be held on one date only throughout India and Directorates to ensure that all cadets appear in the Exams.

(d) The conduct of Exams will be as given below:-

(i) **Certificate A Exam.** The Exam Paper will be set at Directorate level by Board of officers. These papers will be sent to Group HQs where the BOO detailed for evaluation and checking of papers as per SNCCO will conduct the Examination on the specified date as intimated by CBSE in their date sheet including the practical Exam. The marks obtained by each student will be converted into grading as per CBSE notification and the result sheet sent to HQ DGNCC through the respective Directorates. The result sheet will be separate for each school and countersigned by ADG/DDG of the State. HQ DGNCC will fwd the consolidated result sheet to CBSE.

(ii) **Certificate B Exam.** The Exam paper will be set at HQ DG NCC level by a Board of officers. These papers will be sent to Directorates through special couriers and onwards to respective Group HQs. A BOO will be detailed at the Group level as per SNCCO for conduct of Exam including practical evaluation and checking of papers. The marks obtained by each student will be converted out of 100 marks and result sheet made accordingly. The result sheet of each school will be

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countersigned by ADG/DDG of the concerned directorate. A consolidated marksheet will be sent to HQ DGNCC who in turn will send it to CBSE for inclusion in the Board Certificate of each student.

(e) The written and practical exam for both the Certificate Exams will be held by the BOO on different days and results forwarded to this HQ by State Directorates within one month of the conduct of written exam. The practical exam is to be completed before 15 Feb and the written exam will be conducted on the dates promulgated by CBSE.

(f) These instructions will be applicable only for conduct of Certificate A and B Exams for students having NCC as Additional/Elective Subject in Class X and XII in CBSE Board.

2. For cadets who have not taken NCC as an additional/elective subject in Class X and XII, the certificate A and B exams will be held as per the SNCCO.

3. Directorates will ensure that the Exams are conducted on the scheduled date as promulgated by CBSE and all instructions are followed so that a student does not miss the Exam.

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Appendix AG
(Refers to Para 40 (c) of SNCCO)

RECORD OF CERTIFICATE ISSUED TO NCC CADETS

Sr No	Machine letter Affix & Machine No. of Certificate	PARTICULARS OF CADETS TO WHOM ISSUED				Initial of officer signing certificate with date and appointment	Remarks: Date issued to the cadets & by whom (to be filled up by officer issuing the certificate)
		Regimental No.	Rank & Name	Father's Name	Unit/ Sub Unit		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

Appendix AG
(Refers to Para 40 (c) of SNCCO)

RECORD OF CERTIFICATE ISSUED TO NCC CADETS

<u>Sr</u> <u>No</u>	<u>Machine letter</u> <u>Affix & Machine</u> <u>No. of</u> <u>Certificate</u>	<u>PARTICULARS OF CADETS TO WHOM ISSUED</u>				<u>Initial of</u> <u>officer signing</u> <u>certificate with</u> <u>date and</u> <u>appointment</u>	<u>Remarks: Date</u> <u>issued to the</u> <u>cadets & by</u> <u>whom (to be</u> <u>filled up by</u> <u>officer issu</u> <u>the certifi</u>
		<u>Regimental</u> <u>No.</u>	<u>Rank</u> <u>&</u> <u>Name</u>	<u>Father's</u> <u>Name</u>	<u>Unit/</u> <u>Sub</u> <u>Unit</u>		
<u>(a)</u>	<u>(b)</u>	<u>(c)</u>	<u>(d)</u>	<u>(e)</u>	<u>(f)</u>	<u>(g)</u>	<u>(h)</u>

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