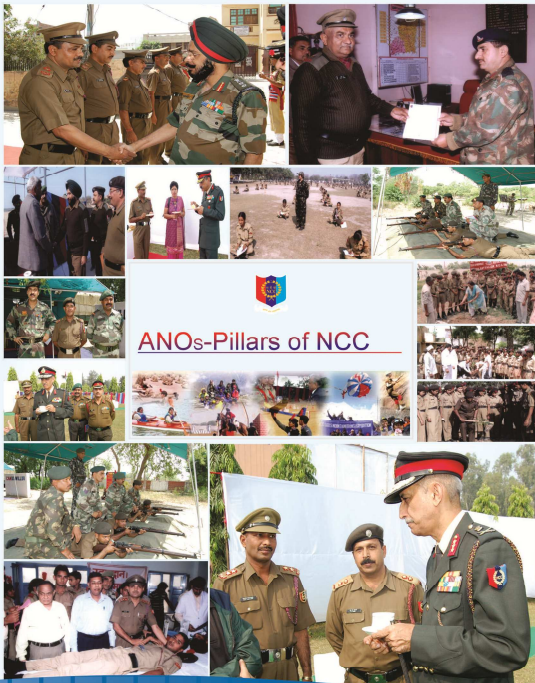


NCC GROUP AMBALA



ANOs HANDBOOK



NCC GROUP HEADQUARTERS AMBALA

1 HARYANA (GIRLS) BN NCC, AMBALA

2 HARYANA BN NCC, AMBALA

7 HARYANA BN NCC, KARNAL

10 HARYANA BN NCC, KURUKSHETRA

12 HARYANA BN NCC, SONEPAT

14 HARYANA BN NCC, YAMUNANAGAR

15 HARYANA BN NCC, JIND

NO 2 HARYANA AIR SQN, NCC, KARNAL

NO. 2 NCC COY SAINIK SCHOOL, KUNJPURA



Issued To

No. _____ Rank _____

Name _____

Unit/Coy/Tp/Pl _____

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NCC SONG

**Hum Sub BharatiyaHain, Hum Sub BharatiyaHain.
ApniManzilEkHai, Ha Ha, Ha, EkHai, Ho, Ho, Ho EkHai**

Hum Sub BharatiyaHain

**Kashmir Ki Dharti Rani Hai,
Sartaj HimalayaHai**

**Sadiyon Se HamneIskoApneKhoon Se Pala Hai
“Desh Ki Raksha Ki Khatir Hum ShamshirUthaLenge,
Hum ShamshirUthaLenge**

Bikhre- BikhreTareyHain Hum LekinJhilmilEkHai

Ha, Ha, Ha, EkHai

Hum sub BhartiyaHain

MandirGurdwareBhiHainYahan

Aur Masjid BhiHaiYahan

GirjaKaHaiGhadiyalKahin

Mullah Ki KahinHai-Azaan

**Ek Hi Apna Ram Hai, ek Hi Allah TaalaHai,
Ek Hi Allah TaalaHai, RangBirange Deepak Hain Hum.**

EkJagmagEkHai Ha, EkHai, Ho, Ho, EkHai

Hum Sub BharatiyaHain, Hum Sub BharatiyaHain

CHAPTER-I

WHO IS AN ANO?

1. **General.** Schools and colleges having NCC troops/platoons/companies which are under the command of a Teacher/Lecturer, who has got formal NCC training and is known as an Associate NCC Officer (ANO). If the same person has not gone for formal training and holds charge of a troop/company at the institution he is called a Care-taker. Therefore, an Associate NCC Officer is a Lecturer in a college and has received or undergone three months Army Training at OTA Kamptee (Earlier OTS Kamptee) and is considered as Officer Commanding. In schools, a Troop Commander is a teacher who teaches in that school. They also receive three months training at OTAKamptee.
2. **Eligibility Conditions For An ANO.** To be a part of the NCC as a lecturer / teacher the following conditions are to be fulfilled :-
 - (a) Permanent Teacher in the grade of Teacher/Lecturer teaching students in school/college are eligible for appointment as ANO. Workshop instructors and Astd. Lecturers of Technical Institutions are also eligible, provided they are teaching/imparting Tech. Education to students. PTIs, Yoga Teachers, DPEs and Demonstrators are also eligible for the appointment as ANO
 - (b) Temporary Lecturer/Teacher working in the grades mentioned above are also eligible for appointment as ANOs in the respective Division/Wing provided a certificate from the Principal of the institution is enclosed along with the application stating that the candidate is expected to continue for more than three years and is likely to be made permanent.
3. **Age Limit**
 - (a) Male candidates applying for SD and JD ANO should not be below 21 years of age and should not be above 42 years of age. But the upper age limit is extended up to 45 years vide DGNCC letter no. 0162/Del/Male/NCC HQ/MS (b) dated 29-08-03
 - (b) The age limit for grant of commission has been extended up to 45 years from the existing limit of 42 years vide letter mentioned earlier. In addition part time teachers may also be granted commission as ANO to overcome the deficiency. DGNCC letter No. 0162/selection policy/DGNCC/MS (D) dated 26 May 2003 refers.
4. **Other Conditions Of Eligibility.**
 - (a) Should be a citizen of India or a subject of Nepal.
 - (b) Should be medically fit. A certificate to this effect should be given by a doctor in requisite column of the application form.
 - (c) Should be having good moral character.
 - (d) Should not have been dismissed earlier from NCC, TA or the armed forces.
 - (e) Should not be a member of any communal organization.
5. **How to Apply ?**

(a) Application form as per format at Chapter VIII duly filled up and recommended by the Head of the Institution should be submitted to respective NCC Unit well before the last date of receipt of applications. The units will forward the same to respective NCC Groups, who will in turn/scrutinize and forward the same to NCC Dte.

(b) It should be ensured that the requisite certificates are enclosed with the application.

6. **Selection Process.**

(a) Eligible candidates are required to appear for interview before a selection board.

(b) The selected candidates will have to undergo a Pre-commission course of 12 weeks duration. DGNCC letter no. 0162/selection/policy/DGNCC/MS (D) dated 07 April 2003 refers.

(c) As per existing policy on the subject of the validity period for attending the PRCN course by the candidates is one year from the date of selection board. Due to limited course vacancies allotted to the Dtes candidates were unable to attend their course within the above mentioned time limit.

(d) In view of the above it was decided to extend the validity period of selection board for attending the PRCN course **by two years from the date of selection**. This came into effect from 01 April 2003.

7. **Responsibilities.** The ANO of a school or college is assigned the following responsibilities:-

(a) **Enrolment of Cdts.** The A.N.O. of the school/college in the beginning of the session has to enroll NCC Cadets after selecting them out of the regular students in the institution according to the strength authorized. He has to motivate the students to enroll themselves in NCC by means of Poster/Photos/Organizing lectures by services personnel, preferably the CO/ AO of the unit.

(b) **Training of Cadets.** An ANO has a major task of training the cadets by assisting the unit Permanent Instructional (PI) staff to hold regular parades for imparting military training to cadets regarding drill (with & without arms), map reading and Field Craft. It is also important to hold classes on topics like Indian History & Geography, Indian Military History, G.K., Leadership qualities, Man-Management as per Training Programme given in **Chapter VIII** and also to prepare the cadets for ceremonial parades which are conducted during Republic Day, Independence Day & NCC Day (Last Sunday of Nov. every year) with the help of P.I. Staff from three services. ANO is supposed to impart intensive coaching/training to cadets so that they can pass 'B' & 'C' certificate exams. at SD Level & 'A' certificate at school (JD) level.

(b) Always ensure that maximum No of cadets attend NCC parades and properly maintain the attendance register.

(c) An ANO will be responsible to submit attendance parade regularly to the unit through the PI staff.

(c) **Camps.** It is mandatory for an ANO to attend CATC/NIC/Trekking or any other camp for which he has been detailed.

(d) **Refreshment to Cadets.** At the end of each parade it is the responsibility of the ANO to provide healthy refreshments to the cadets at the prescribed rates.

8. **Privileges for ANOS in Own State and Other States.**

(a) **Honorarium.** After commission an SD ANO gets honorarium of Rs 900 to Rs 1100 per month depending on his rank. An SD caretaker gets Rs. 500/- and JD caretaker Rs 400/- per month as honorarium.

(b) **Rank Pay:** An ANO gets rank pay as per prescribed rates while attending camps or other duties while in uniform. The prevailing rates of Rank pay and honorarium are as under:-

Rank Pay (PM) Honorarium (PM)

Lt	8000/-	900/-
Capt	9300/-	1000/-
Maj	11300/-	1100/-
Third Officer	3250/-	700/-
Second Officer	4400/-	750/-
First Officer	5400/-	800/-
Chief Officer	6600/-	850/-

(c) CSD canteen facility for grocery items only.

(e) Associate NCC Officers of senior division and junior division are allowed to travel in AC-II tier while traveling on temporary duties in connection with NCC activities or for attending courses of instructions. However whilst escorting cadets/camp duties, the ANO must will travel in the same class as that of the cadets.

(f) **Period of Appointment:** A provision for extension of service beyond 55 years of age and up to 58 years of age can be made, provided the concerned ANO is physically fit, and meets the QR as laid down vide this Directorate General letter No. 0162/Policy/DGNCC/MS (D) dated 18 July 1994 & also it is felt necessary or expedient to do so. The authority granting him the commission i.e., the DGNCC, will solely exercise this discretion by granting one year extension at any one time (DGNCC Letter No. 0162/Del/GD/NCXC HQ/MS (D) dated 09 Nov 2000 refers) .Format for extension of service is given at CHAPTER IX.

CHAPTER-II

SELECTION/APPOINTMENT/DUTIES & PRIVILEGES OF ANOs

1. **Qualifications for Appointment.**.. No person offering himself for appointment as an NCC officer shall be appointed as such officer:-
 - (a) Unless he/she is of good character.
 - (b) Unless he/she satisfies the following requirements regarding his age:-

- (i) In the case of an appointment to the Senior Division/Wing of the Corps, he/she has attained the age of 21 years and has not attained the age of 42 years. It can be extended upto the age of 45 years under the purview of DGNCC as per policy amended from time to time.
- (ii) In the case of an appointment to the Junior Division/Wing of the Corps, he/she has attained the age of 21 years and has not attained the age of 42 years. It can be extended upto the age of 45 years under the purview of DGNCC as per policy amended from time to time.
- (c) Unless he/she satisfies such standard of physical fitness in height, chest measurement and other respects as may be specified by the Ministry of Defence, Government of India
- (d) Unless he/she is a permanent member of the teacher staff of the College or School providing the unit or part there of the Senior or the Junior Division, as the case may be.
- (e) If he/she has at any time been convicted of an offence involving moral turpitude and a sentence other than that of fine or of imprisonment in default of payment of fine has been passed in respect of such offences, such sentence not having been subsequently reversed or remitted or offence pardoned.
- (f) If he/she has been dismissed from the University Corps of the Indian Territorial Force or the National Cadet Corps or the Territorial Army or the Indian Armed Forces
- (g) If he/she is a member of any communal organization of the nature, specified in paragraph 1 of Schedule III.

Provided that:-

- (i) In case of an officer discharged from the University Corps of the Indian Territorial Forces the Ministry of Defence, Government of India may relax the age limit prescribed by clause (b)
- (ii) A person who is ineligible under clause (e) shall be eligible for appointment if he produces a certificate from the State Government that he is a fit person to be appointed:-.
- (iii) The Ministry of Defence, government of India, may authorize the appointment of any person who is not qualified for appointment under the rule.

2. **Application for Appointment.**

(a) A person desirous of being appointed as an officer in the Senior Division shall apply to the Principal of his College, who shall forward the application to the Vice-Chancellor of the University or the Director of Public Instruction, as may be specified in this behalf by the State Government.

(b) A person desirous of being appointed as an officer in the Junior Division shall apply to the Headmaster of his school who shall forward the application

- (i) Where there is a district inspector School, to such Inspector.

- (ii) Where there is no DistrictInspectorSchool, to such other educational authority may be specified in his behalf by state Government.
- (iii) The District Inspector of School or other Educational Authority as the case may be shall forward the application with his recommendation to the Director of public Instruction.
- (c) The Principal of the College to whom an application has been made shall cause the application to be filled up and signed in his presence.
- (d) The Headmaster to whom an application has been made shall cause the application to be filled up and signed in his presence.

3. **Verification.**

- (a) When an application is made to the principal of college or the headmaster, he will satisfy himself that the application is in order and that the applicants fulfill the condition of appt specified in rule III.
- (b) The Principal of a college or the headmaster shall fill up and sign the relevant part of a statement in form III and shall forward the application to the appropriate authority.
- (c) The Vice-Chancellor of the University or the Director of Public Instruction, on receipt of an application shall make such further inquiry regarding the suitability of the applicant for appointment as an Officer in the NCC as may be prescribed in this behalf by state Govt.

4. **Medical Examination.** If the Vice-Chancellor of a University or the Director of public Instruction is satisfied that the applicant fulfils the condition of appointment and that he is suitable for appointment as an Officers in the NCC ,he shall ask the applicant to be medically examined.

5. **Rejection.** If the Vice Chancellor of University or the Director of Public Instruction is not satisfied that the application is in order ,or that the applicant fulfils the condition of appointment ,or that he is suitable to be appointment as and reported to be Medically unfit for service in the NCC ,the Vice Chancellor or the Director of public Instruction shall reject the application and shall inform the applicant accordingly.

6. **Method of Appointment.**

- (a) If the Vice –Chancellor of a University or the Director of Public Instruction does not reject the application, the applicant shall be directed to appear before a selection board.
- (b) If the Selection Board recommend the applicant for appointment as an Officer in the NCC ,the applicant shall be required to sign a declaration in form III . The President of The Selection Board on being satisfied that the applicantunderstands thequestion put to him and consents to the condition of service, shall sign a certificate to that effect on the said Form.
- (c) The State Govt shall than direct the applicant to proceed to an Army Unit/Trg Academy for undergoing training for a period of 12 weeks.
- (d) On Completion of the training the application together with the course report shall be sent to the Minister of Defence Government of India.

(e) If the Government of India is satisfied that the applicant is suitable and qualified for appointment as an Officer in the NCC, it will Commission him as an Officer in the National Cadets Corps.

7. **Period of Appointment.** Subject to the provision of Part VII of NCC Rules a person Commissioned in the NCC shall hold that Commission as an Officer in that Corps for a period from the date of his Commission until he reaches 55 years of age ,when he shall be discharged from Corps ,Provided that if in the opinion of the authority granting the Commission, person continues to be physically fit after he has reached the age of 55 year such authority may extend the period of the

commission upto a date not later than the date when such person reaches the age 58 years .Types and grant of commission are as under:-

(a) **General Candidates.** Those candidate selected as Associate NCC Officer by selection board they can join the duties after completing PRCN course. Papers will be submitted to NCC Dte in two months after Joining the duties in the institution.

(b) **Certificate Holders.** The Govt of India may grant any person without pre commission training commission as an associate NCC Officers:-

(i) In the SD, if he has rendered Commissioned Service in the Armed Forces , UOTC/TA/ J&K Cadets Corps or NCC (SD) or has passed Cert 'C' Examination of the NCC.

(ii) In the JD ,if he has rendered Commissioned Service as an Officer not below the Rank of a junior Commissioned officer or Viceroy's Commissioned Officer in the Army a chief petty Officer in the Navy or a Warrant Officer in the Air Force or a Commissioned Officer in the NCC or passed cert 'B' and 'C' examination of the NCC.

(c) **Regrant of Commission.** As per the HQ policy Letter No 0162/Policy//DG NCC /MS(D) dt 10 Aug 1992 and NCC Rules 1948 following extra privileges are admissible to the Ex –ANOs when they apply for Re-grant of NCC Commission as an ANO:-

(i) Condition of appearing before the selection Board is Waived off in respect of an EX-ANO candidate, if the case is recommended by the ADG for Re-Grant of Commission within one year with effect from the date of relinquishment of first commission .In case where regrant of commission is sought after one year of relinquishment of previous commission a candidate is required to appear before the selection board along with other candidates.

(ii) The age of Ex-ANO should be under the scheduled age limit .

(iii) Ex-ANOs who were granted commission after successful completion of PRCN course are not required to undergo the pre commission training course again.

8. **Notice for leaving College or School.**

(a) Where an officer appointed to the SD of the Corps desires to leave the college in which is located, the unit to which he is posted under he shall give six month notice in writing of his intention to do so to Principal of College.

(b) Where a person appointed to the JD of the corps desires to leave the school in which is located the unit to which he posted, he shall give three months notice in writing of the intention to do so to the Headmaster of the School.

Postings And Transfer

9. Posting.

(a) An Officer of the SD of the NCC shall be posted to a unit of that division by the ministry of defence, Government of India.

(b) An Officer of the JD of the NCC shall be posted to a unit of that division by state Government.

10. Transfer.

(a) The transfer to the another unit of the SD of An Officer who has been posted to a unit of the division shall be authorized by the Ministry Defence, Government of India.

(b) If the proposed transfer is to a unit of the SD in another State, The Ministry of Defence Government of India shall consult the State Government in whose jurisdiction the unit is located and obtain their concurrence to the transfer.

(c) The transfer to another unit of JD of an Officer posted to a unit of that division shall be authorized by the State Government or by such Officer as may be specified in this behalf by the State Government.

(d) An Officer of the SD who desires be transferred shall submit his application in writing through the principal of the College ,to the Vice –Chancellor of the University or the Director of the public Instruction as may be specified in the behalf by the State Government and shall ,in the application, State his reason for desiring the transferred .The Vice –Chancellor or the Director of the Public Instruction shall than fwd the same through the state government to the ministry of defence ,government of India ,together with his recommendation .

(e) An Officer of the JD ,who desires to be transferred shall submitted his application in writing through the headmaster , to the director of publicinstruction andshall , in the application state his reason for desiring the transfer and the unit to which he desires he desires to be transferred

Discipline : ANOs.

11. Service obligations.

(a) An Officer shall have no liability to render active service in any of the Armed Forces of the union.

(b) Every Officer shall, when undergoing training will obey the order and carry out the direction of any person who is placed in command over him.

12. **Offences.** An Officer posted or appointed to a unit or part thereof of the SD or JD or an applicant for appointment as an Officer attached to an Armed Forces unit for preliminary training ,when undergoing training ,commits an offence ,if he does any of the following acts, namely.

(a) When on parade engaged on any service duty or wearing uniform:-

(i) Strikes, or uses violence to, or uses threatening or insubordinate language to or behaves with contempt towards his superior Officer or.

(ii) Disobeys or neglect any standing, general or unit order of, made specially applicable to the NCC by the Officer Commanding the unit to which he belongs or

(iii) Is in a state of intoxication or.

(iv) Being an officer or Cadets non –commissioned Officer strikes or ill-treat any person subject to any law relating to the armed forces or the Act ,who is his subordinate in rank or position.

(b) Without sufficient cause fails to appear at the place of parade at the time fixed or to attend at any place in his capacity as a member of the NCC, when duly required so to attend or when on parade without sufficient cause quit the Ranks.

(c) Without sufficient cause fails to perform any part of the training which by or under the Act he is required to perform.

(d) Strike or uses or Offers violence to any person whether subject to any law relating to the Armed Force or in whose custody he is placed ,and whether such person is or is not his superior Officer.

(e) Resists an escort whose duty it is to arrest him or detain him in custody.

(f) Being under arrest or detention or otherwise in lawful custody escapes or attempts to escape.

(g) When in charge of any property belonging to any Government In India or to a unit or Part thereof the NCC ,makes away with ,or is concerned in making away with any such property.

(h) Willfully injures or by culpable neglect loses or causes injuries to any such property as is specified in clause (g) or to property belonging to an Armed Forces unit, institute or mess.

(j) Knowingly furnishes a false return or report of the number or state of men under his Command or charge, or of any money, arms or ammunition, clothing, equipment, stores or other property in his charge.

(k) Through design or culpable neglect omits to make or send any return of any matter mentioned in clause (j) which it is his duty to make or send.

- (l) When it is his Official duty to make a declaration respecting any matter, makes a declaration respecting such matter which he either knows or believes to be false or does not believe to be true.
- (m) Knowingly makes against any person subject to any law relating to the Armed Force or to the Act, an accusation which he either knows or believe to be false or does not believe to be true.
- (n) Falsely personates any other person at any parade or on any occasion when such other person is required by or under the Act to do any act of presentation.

13. **Disposal of Offence.**

(a) A charge made against an Officer or an applicant for appointment as an Officer for any Offence specified in Para 12 shall after investigation by the OC of an Armed Force unit to which the Offender is attached for training or by the OC the unit to which the offender belong or by the Headmaster of the School which is providing the unit or part thereof the JD to which the offender belongs ,be dealt with by him in one or other of the following ways ,that is to say ,he may:-

- (i) Dismiss the charge if no Offence is disclosed by the evidence or if in his opinion the charge ought not to be proceeded with or.
- (ii) Dispose of the case summarily or.
- (iii) Take steps for bringing the offender to trail by a criminal court or.
- (iv) Refer the matter to superior authority for instruction and act in accordance with the instructions so received.

14. **Summary Reduction and Punishment.**

(a) The secretary, Ministry of defence, Government of India may award any of the following punishment to an Officer or an applicant for appointment as an Officer :-

- (i) Dismissal from the corps
- (ii) Reduction to a lower rank
- (iii) For feature of seniority or service for the purpose of promotion for a period not exceeding twenty four month.
- (iv) Severe reprimand or reprimand.
- (v) Forfeiture in the case of an Officer punished with dismissal of arrears of pay and allowance and other public's money due to him at the time of such dismissal.
- (vi) Stoppages of pay and allowance until any proved loss or damage occasioned by the offence of which the offender is charged is made good,.
- (vii) Fine not exceeding Rs Fifty.

CHAPTER-III

INCENTIVES PROVIDED BY NCC TO CADETS

Cadets Welfare Society

1. **Overview.**

(a) NCC Cadets Welfare Society was established in Feb 1985 under the Societies Registration Act 1860 in order to provide financial relief to cadets who sustain injury during organized NCC activities or financial assistance to the nominees of the cadet in the event of death during such activities.

(b) The Society started with a one-time grant from Central Govt and State Govt. It levies obligatory membership fee on cadets which is a one time payment at the time of enrolment in any Wing/Div of NCC.

2. **Membership.**

(a) The membership of the Society is open to only those NCC Cadets who have paid the one time membership fee at the time of enrolment in the NCC at the rate fixed by the Governing Body. Such cadets as have paid their membership fee shall be the beneficiaries of the Society during their cadetship in the Division/Wing in which they are enrolled. The cadets who have discontinued their membership and seek re-enrolment shall be treated as fresh cadets and membership fee shall be charged from them at the time of re-enrolment.

(b) Present membership fee is Rs 10/- per cadet.

3. **Nomination Form.**

Each cadet on becoming a member of the Society shall fill in a Nomination Form as per the approved Performa as given at Chapter VIII . It is an important document and should be filled in carefully without any alteration/cutting. Financial assistance is payable only on production of the original nomination form. COs of Units scrutinize the nomination forms to ensure that the nominees are only the parents or other close relatives such as brothers or sisters. Only in very rare cases where the cadets do not have parents or other close relatives living, will they be allowed to nominate other persons as their nominees.

4. **Aims and Objective of the Society.**

The present aims & objectives of Cadets Welfare Society are :-

(a) To give financial assistance and relief to cadet NOK/Nominee in case of a demise/injury during NCC activities.

(b) To conduct sports and adventure activities which cannot be funded by Public Funds.

(c) To hold rallies/ campaigns /road shows as social awareness programmes.

(d) Any other training and welfare activity or activity beneficial to cadets.

5. **Financial Assistance/ Relief.**

NCC related Activities	Death Case	Permanent Disability	Temporary Disability
(a) High Risk Activities	Rs. 3,00,000/-	UptoRs. 3,00,000/-	UptoRs. 1,75,000/-
(b) Normal/ other activities	Rs. 2,50,000/-	UptoRs. 2,50,000/-	UptoRs. 1,75,000/-

6. **Procedure for Claims.**

Requests from the cadet/nominee of deceased cadet for grant of financial assistance will be forwarded to the member Secretary, Managing Committee, NCC Cadets Welfare Society accompanied by the following documents within two months of the causality:-

(a) **Death Cases .**

- (i) Application from the nominee for financial assistance.
- (ii) Nomination form in original, submitted by the deceased cadet at the time of enrolment.
- (iii) Enrolment Form in original.
- (iii) Certificate from the ADG that the deceased was a bonafide NCC cadet, his/her death occurred during a NCC related activity and that the death was not caused as a result of the Cadets breach of law or of a criminal act.
- (iv) Post Mortem Report.
- (v) Court of Inquiry Proceedings.
- (vi) Certificate from the nominee as per specimen, in which he states that they will have no claim on the NCC Cadet Welfare Society other than the amount, if any, sanctioned by the Managing Committee with regard to quantum of financial assistance.
- (vii) Recommendations of the OC unit, Gp Commander and Dy DG NCC in the format specified.

(b) **Permanent Disability Cases .**

- (i) Application from the Cadet for financial relief.
- (ii) Nomination form in Original.
- (iii) Enrolment Form in original.
- (iv) Injury Report / Medical certificate from a Govt/ ServiceHospital.

(vi) Court of Inquiry Proceedings.

(vii) Certificate from the Cadet/guardian (if the cadet is minor), as per format specified which states that he will have no claim on the NCC Cadet Welfare Society other than the amount, if any, sanctioned by the Managing Committee with regard to quantum of financial assistance.

(viii) Recommendations of the OC unit, Gp Commander, Dy DG NCC as per format specified.

(c) **Temporary Disability Cases .**

(i) Application from the Cadet for financial relief.

(ii) Nomination form in Original.

(iii) Enrolment Form in original.

(iv) Injury Report / Medical certificate from a Govt/ Service Hospital.

(v) Medical Bills (original).

(vi) Court of Inquiry Proceedings.

(vii) Certificate from the Cadet/guardian (if the cadet is minor), as per format specified which states that he will have no claim on the NCC Cadet Welfare Society other than the amount, if any, sanctioned by the Managing Committee with regard to quantum of financial assistance.

7. Recommendations of the OC unit, Gp Commander, Dy DG NCC as per format specified.

(d) **Immediate Financial Assistance** .In case of death of a cadet during a NCC related activity, immediate interim financial assistance not exceeding Rs. 50,000/- is granted by DGNCC. For the interim payment of Rs 50, 000/-, the following information/documents will be dispatched to the society within 48 hours of the occurrence, if necessary by a special courier:-

(i) Institution/Unit of the cadet with date of his/her joining NCC.

(ii) Nature of NCC activity during which the death has taken place.

(iii) Death and cause of death.

(iv) Whether an FIR has been filed with local police and post-mortem of the dead body carried out.

(v) Has the Court of Inquiry been ordered, if so, the details thereof?

(vi) Nomination Form in original.

(vii) Enrolment Form in original.

(viii) Address of the Nominee and the branch of State Bank of India or Syndicate Bank or which is nearest to the residence of the nominee.

(ix) A certificate from the ADG that the deceased was a bonafide NCC cadet, his/her death occurred during a NCC related activity and that the death was not caused as a result of the cadet's breach of law or of a criminal act.

8. **CWS Scholarship For Meritorious Cadets.** The Society grants 750 scholarships of Rs. 6,000/- each to NCC Cadets who excel in academics. The vacancies are allotted to all states based on the enrolled strength of cadets in each state. The Cadets should timely fill in the Application Form given at Chapter IX .

9. **The Eligibility Conditions for award of Scholarship are as under:-**

(a) **Junior Division/Wing Cadets.** The cadet should have passed his VIII or IX examination in the preceding year with min 70% marks as prescribed. They should have undergone training for at least 1 year with a minimum of 80% attendance and exemplary discipline

(b) **Senior Division/Wing Cadets.** The cadet should have obtained min of 70% marks in the aggregate in case of science stream and 60% in the case of Arts/Commerce stream in class XII or 2nd year of graduation or diploma in Polytechnic if NCC was not available at 10+2 level in the preceding academic year. The cadets if joining SD/SW in class XI will be eligible for CWS Scholarship based on their scoring in class X exam in the preceding year. The cadet should have done atleast one year in NCC with 80% attendance and exemplary discipline.

(c) **Concession for SC/ST/OBC Cadets.** Relaxation of 5% marks to the minimum laid down for each category is given. Such cadets are also eligible for a bonus of 10% marks while making the merit list.

(d) An extra concession of 5% marks to cadets belonging to J&K, NER and Sikkim.

10. **Best Cadet Awards.** The Society grants two Best Cadet awards in each category i.e. JD, JW, SD, and SW at group level. The Application Format is given at Chapter VIII . The amount of award is Rs. 3,500/- for Best Cadet and Rs. 2,500/- for 2nd Best Cadet. The selection is done by every GP HQ by holding competitions in the following subjects:-

- (a) Written test (General Knowledge) to include current affairs and sports.
- (b) Service Subjects to include drill and firing.
- (c) Interview.
- (d) Participation in various NCC activities.

CHAPTER-IV

HELPFUL INFORMATION FOR CAREER SELECTION BY CADETS

Career Options for NCC Cadets

1. **Commission In The Army Through IMA.**

- (a) 64 Vacancies reserved for NCC 'C' Cert holders who have passed entrance examination and have been declared successful by SSB.
- (b) These 64 NCC Cadets will be selected irrespective of position in general merit list.
- (c) Reamaining selection procedure and qualification is same.

2. **SSC in The Army (NCC SplEntryScheme).**

- (a) NCC 'C' Cert holders are exempted from appearing in the written Combined Defence Services examination conducted by the UPSC.
- (b) They have to directly appear for SSB interview.
- (c) 100 vacancies are allotted for NCC 'C' Cert holders(i.e 50 per course)
- (d) Minimum 'B' grade in NCC 'C' Cert examination required.
- (e) They should be graduate with minimum 50% Marks.
- (f) They should have two years service in NCC Senior Division.
- (g) Cadets will be detailed for SSB interview after screening by Group Commander, Addl DG and DG NCC.
- (h) Format of application as per Chapter VIII .

3. **Commission In The Navy (NCC Spl Entry Scheme).**

- (a) Naval Wing NCC 'C' Cert holders are exempted from appearing in written Combined Defence Service Examination conducted by UPSC.
- (b) They have to appear directly for SSB interview.
- (c) Six vacancies reserved for NCC Cadets irrespective of merit.
- (d) They should be holding BSC Degree (Phy and Math).

4. **Commission in The Air Force (NCC Spl Entry Scheme).**

- (a) Air Wing NCC 'C' Cert holders are exempted from appearing in written Combined Defence Services examination conducted by UPSC.
- (b) They have to appear directly in SSB interview.

- (c) 10% Vacancies for direct entry pilots are reserved for NCC, irrespective of merit.
- (d) 10% vacancies for other vacancies are also reserved for NCC, irrespective of merit.
- (e) They should be holding B.Sc Degree.

Methodology of Conduct of SSB Interview

17. Services Selection Board Follow a Prism Concept of Selection.

- (a) GTO-Kriya (Verbal /Non Verbal)
- (b) IO-Vak (Verbal)
- (c) Psychologist –Mansa (Mind)

18. SSB Looks for good citizens, motivated leaders, who can accomplish any task during war & peace with sincerity of purpose, honesty & originality of thought ,ideas and action.

19. Screening Test.

(a) Psychology :-

- (i) Thematic Application Test.
- (ii) Word Association Test.
- (iii) Situation Reaction Test.
- (iv) Self Description Test.

(b) Group Testing Officers Test (GTO):-

- (i) Group Discussion.
- (ii) Lecturette.
- (iii) Military Planning Exercise.
- (iv) Group Task

(c) Interview.

Enrolment in Services as OR

20. Recruitment in the Army (Soldier GD Category).

- (a) NCC 'C' Cert holders are exempted from written examination but have to fulfill other laid down criteria.
- (b) 'A' Cert holders are awarded 5% bonus marks based on total marks secured in the written examination.
- (c) 'B' Cert holders are awarded 8 % Bonus marks based on total marks secured in the written examination

21. **Recruitment in the Army (Soldier Tech/Clk/SKT).**

- (a) NCC 'C' cert holders are exempted from Part-I of the written examination but have to fulfill other laid down criteria.
- (b) 'A' cert holders are awarded 5% bonus marks based on the total marks secured in the written examination.
- (c) 'B' Cert holders are awarded 8% bonus marks based on the total marks secured in the written examination.

22. **Recruitment in the Navy.**

CERTIFICATE	% WEIGHTAGE OF ADDL MARKS	% WEIGHTAGE OF ADDL MARKS
	Direct Entry Sailor	Artificer Apprentices
A	2	5
B	4	10
C	6	15

23. **Recruitment in the Air Force.**

CERTIFICATE	% WEIGHTAGE OF ADDL MARKS
A	3
B	4
C	5

24. **RequirmentIn The Military Nursing Service.** One seat is reserved for BSc (Nursing) and 24 for probationer nurse courses for NCC SW Cadets holding 'C' certificates.

Recruitment Procedure in The Army

25. **The Following is Process of Selection in the Army.**

- (a) Checking of documents.
- (b) Physical Measurement.
- (c) Physical fitness test.
- (d) Medical Examination.
- (e) Written Examination.
- (f) Preparation of Merit List.
- (g) Enrolment and Dispatch of selected candidates in the order of Merit to Centers.

Physical Standards For Recruitment

26. **The Physical Standards for Recruitment is as Under:-**

Ser No	Category	Height (Cms)	Weight (Kgs)	Chest (Cms)
(a)	Sol (GD), Sol (Tech) and (NA)	169	50	77
(b)	Principal of TL	172	50	77

	Guards			
(c)	Med Arty	170	50	77
(d)	Corps of Military Police	173	50	77
(e)	Clerks (GD)/(SKT)	162	50	77
(f)	Soldier Tradesmen	Normal physical standards given above minus 2 Cms in Height 1 cm in Chest and 2 Kgs in Weight		

Dispensation Of Physical Standards

27.. The dispensation of Physical Standards is as under:-

Ser No	Category	Height (Cms)	Weight (Kgs)	Chest (Cms)
(a)	Candidates between 16-18 years of age	1	2	1
(b)	Sons of servicemen/Ex Servicemen/War Widows/ Widows	2	2	1
(c)	Adopted Son/son-in-Law of a War Widow, if she has no son	2	2	1
(d)	Outstanding Sportsmen (National/State Leven sportsmen and those who have represented District/College/School in State/University/Board Championship and earned 1 st &IInd position).	2	5	1

Categories of Entry and their Eligibility Conditions

28. Categories of Entry and their Eligibility Conditions are as Under:-

Ser No	Category	Education	Age (Years)
(a)	Soldier (General Duty)	SSLC/Metric	16-21 years
(b)	Soldier (Tech)	SSLC/Metric (English, maths and Science)	16-23 years
(c)	Soldier (Clerk)/SKT)	SSLC/Metric (English and Maths)	16-23 years
(d)	Soldier (NA)	SSLC/Metric (English, Maths & Biology)	16-23 years
(e)	Soldier Tradesman (GD)	Non Metric	16-20 years
(f)	Soldier Tradesman Specified Duties	Non Metric	16-25 years
(g)	Surveyor Auto Cartographer	BA/B, Sc with Maths having passed Metric & 12 th (10+2) with Math & Science	20-25 year
(h)	JCO (Religious Teacher)	Graduate in any discipline and Additional Qualification in his own religious denomination	27-34 years
(j)	JCO (Catering)	10+2 with Science & One year cooking Diploma/Certificate from a recognized Food Craft Institute	21-27 years
(k)	HAV (Education)	Group X. Post Graduates/Trained Graduates Group Y BA/B Sc Matriculation with English and Maths	20-25 years

Tests To Determine Physical Fitness Standards

29. To determine the physical fitness, the following tests carrying 100 marks are held :-

- (a) 1-Mile Run
- (b) Pull Ups.
- (c) Balance
- (d) 9 Feet Ditch

30. **Marking system is as follows:-**

(a) 1 Mile Run

- (i) 5.40 Mins and below 60 Marks
- (ii) 5.41 Mins to 5.50 48 Marks
- (iii) 5.51 Mins to 6.05 36 Marks
- (iv) 6.06Mins to 6.20 24 Marks

(b) **Pull Ups.**

- (i) 10 and above 40 marks
- (ii) 9 and above 33 Marks
- (iii) 8 and above 27 Marks
- (iv) 7 and above 21 Marks
- (v) 6 and above 16 Marks

(c) Balance and 9 feet ditch. These are compulsory for qualifying and no marks are awarded.

Written Examination

(a) The written tests carry 100 marks.

Recruitment in ThePara Military Forces.

31. **BSF.**Following additional marks are given to the NCC cadets for recruitment in the BSF :-

CERTIFICATE EXAM	% PERCENTAGE BONUS MARKS AWARDED
A	4
B	6
C	10

32. **CRPF.** Following additional marks are given to the NCC cadets for recruitment in the CRPF:-

CERTIFICATE EXAM	% PERCENTAGE BONUS MARKS AWARDED
B	1
C	3

33. **CISF.** Eligibility for gazetted post is second class bachelor's degree , however cadets having NCC `B' & `C' Certificate with third class bachelor's degree are also considered for these posts.

34. **Coastguard.** 15 Bonus marks are given to NCC Cadets holding `C' certificate both for officer entry and sailor entry .

Recruitment in Department of Telecommunications.

35. Bonus marks as shown below are awarded to the NCC Cadets with following trade for the cadres mentioned against each:-

TRADE	BONUS MARKS			CADRE
	A Cert	B Cert	C Cert	
NCC Cadets trained in SD Army Wing (Signal Unit) (Boys)	Nil	7	10	Telecom Tech
NCC Cadets trained in SW Army Wing (Signal Unit) (Girls)	Nil	7	10	Tele Oprs&telegraphists

Employment in Sahara Group of Companies.

36. 54 Vacancies are available with Sahara India Parivar for employing girl cadets as Ground Duty Staff at airports in India in pay scale of Rs 4000-7000. The qualifications required are:-

- (a) **Priority I.** Attended RDC and selected for Youth Exchange Programme.
- (b) **Priority II.** Attended RDC and selected Best Cadet

37. Selection is carried out by Interview.

38. Applications duly approved by OC, CO, Group Commander and Addl DG are to be forwarded to DG MS (Co-ord)

Employment Opportunities in NCC

39. **WTLO.** Girls cadets holding NCC `C' Cert can apply for whole Time Lady Officers. The written test is conducted every year by UPSC followed by an interview at DGNCC.

40. **GCI.** Girls Cadet Instructors are selected by DGNCC. Girls Cdts holding NCC `C' can apply for GCI.

CHAPTER- V

ADMINISTRATIVE GUIDANCE FOR ANOs

Cadets Entitlements

1. **Clothing.** As per new system the clothing and necessities issued to Cadets are in four parts as under:-
 - (a) Retention Clothing items
 - (b) Life cycle clothing items
 - (c) Special or camp issue items
 - (d) Accoutrement items.
2. **Retention Clothing Items.** These items should be issued on enrolment at the authorized scale and will not be withdrawn even after completion of NCC training of the cdt. These items (for Army wing) are :-

Item	SD	JD	SW	JW
Shirt PWPC Khaki	2	2	2	2
Short PWPC Khaki	1	2	-	-
Trouser PWPC Khaki	2	-	2	2
Salwar White	-	-	2	2
Kamij White	-	-	2	2
Beret Rifle green	1	1	1	1
Socket NTP Black	2 Pairs as per year	2 Pairs as per year	2 Pairs as per year	2 Pairs as per year
Shoe Lather Black	-	1	-	1
Boot Ankle DVS	1	-	1	
Shoe Canvas Brown	1	1	-	-
Shoe Canvas White	-	-	1	1

3. **Life Cycle Clothing Item.** These Item are issued to cadets on loan and will be returned to unit on completion of training period i.e. 2 years for JD/JW and SD/SW .These item if lost will be paid for by the cadets as per the depreciated cost item .These items are

Item	SD	JD	SW	JW	Life In Month	Remarks
Belt Waist Web	1	1	1	1	168	-
Overall Combination	1	-	-	-	36	For Arty & Armoured Only

4. **Special or Camp Issue Items.** These item will be issued only for camps and course duration to cadets and ANOs and will be returned immediately after the termination of camp/course .These items will not be issued or retained in the institution .Loss if any will be paid for by the drawer .Authorization of these items is as under:-

Ser No	Item	Authorization	Life in months
1.	Bagkit Universal	15% of SD, JD & JW CdtStr	120
2.	Blanket Barrack	3% of total CdtStr	120
3.	Cap FS Disruptive	10% of SD & JD minus Sikh CdtStr	72
4.	Durries IT	9% of total CdtStr	120
5.	Coat Combat	2% of Sd& JD CdtStr	168
6.	Ground Sheet	6% of total CdtStr	120
7.	Water Bottle	15% of total CdtStr	60
8.	Anklet Web	10% of SdCdtStr	240
9.	Cape waterproof	15% of total CdtStr	240
10.	Net Mosquito	15% of total CdtStr	60
11.	Jersey P/O Woolen Khaki	25% of total CdtStr	60
12.	Shirt Angola Drab	100% of total CdtStr	60
13.	Trouser Serge Khaki	100% of total CdtStr	60
14.	Scarf Maroon	100% of SW & JW CdtStr	

5. **Accoutrement Items.** These items are once issued can be replaced on conditioning by condemnation board on yearly basis. These items are procured by local purchase with the funds allotted every year under Major head 2076, Minor Head 113 (NCC), Sub Head D-Store Code Head 1/543/01. These items are:-

Ser No	Item	Authorization
1.	Arms Title	100% of total CdtStr
2.	Badges of Rank CSUO	100% of SD & SW Coy
3.	Badges of Rank SUO	3 Per SD & SW Coy
4.	Chevron Three Strip	1 Per Sgt
5.	Chevron 2 Strip	1 per Cpl
6.	Chevron 1 Strip	1 Per L/Cpl
7.	Hackle Red	100% of SD & SW CdtStr
8.	Cap Badges White	100% of Total Str
9.	Lanyard NCC colour	11% of JD, 19% of SW, 24% of JD CdtStr
10.	Laces Nylon Black	100% of Total CdtStr

Recovery Procedure Of The Value of Retainable & Life Cycle Clothing Items

6. Recovery of value of retainable and life cycle clothing items will be calculated as per the formula given below.

Calculation for Retainable clothing item.

(a) **Central purchase rate.** - Monthly Value

24 Month (JD/JW &SD/SW)

(b) Value to be recovered – Monthly value x Balance terms of the Cdt in Months.

Calculation for Life Cycle clothing item.

(a) Central purchase rate - Monthly Value
Life of the item in months

(b) Value to be recovered - Monthly value x Balance life of the item in terms of Months

7. **Action at Unit /Institution.** Once the enrolment and CWS nomination form are submitted and regimental and CWS subscriptions are deposited, newly enrolled cadets will become eligible to receive clothings and necessities. Following procedure will be followed for issue of clothing to cadets:-

(a) `Q' Branch clerk will prepare.

(i) Individual Clothing Card in triplicate. One copy will be kept in Unit, One with ANO and one copy with cadet.

(ii) All items will be endorsed on the above clothing card prior to issue of any type of clothing ie retainable, Life cycle/camp/ special/ accoutrement items. Except retainable clothing items, all items will be returned by the cadets after termination of camp/training.

(c) The ANO will prepare issue ledger as per Para (a) (i) and (ii) on pattern of ledgers Prepared by `Q' Clerk.

(d) On the given date, the JQM assisted by Coy/Troop PI Staff and lascars will carry the clothings in unit presence of ANO and head of institution.

(e) Record of issue will be made in the ledgers to be maintained by `Q' Branch and the ANO as above. The record of issue to each cadet will be signed by the cadets receiving clothing, ANO and the JQM

(f) All vouchers will also be signed by ANO. He will keep one copy of each voucher and return two copies to the Bn HQ for record.

(g) Clothing card will also be signed by cadet and maintained in triplicate. One copy with unit, one with ANO and the third copy will be with cadet.

8. All above documents are auditable and will be produced for audit when required by ANO and 'Q' clerk of the Bn HQ.

9. School leaving certificate and NCC discharge certificate to NCC cadets are to be given only after obtaining clearance from ANO and Bn HQ. Losses of loan items if any will have to be paid by the cadets at the depreciated rate available at unit HQ

Guidelines for Issue of Retention Clothing and Maintenance of Individual Cadet Clothing Record

10. Individual cadet clothing record (ICCR) will be maintained in triplicate for each cadet.

11. Record of issue of all type of clothing to cadets will be maintained in (ICCR)

12. Cadets will be issued clothing as per authorization and record of each issue will be maint. Signature of cadet as per specimen signatures register will be obtained for issue of each item of clothing.

13. A specimen of Individual Cadet Clothing Record is att at should be displayed in the NCC Room of the Institution. '

14. Under no circumstances retainable clothing issued to cadets will be withdrawn at end of the Trg year. Also no old items of retainable clothing will be issued to cadets.

15. On completion of trg, ICCR in respect of all cadets along with summary will be submitted to unit based on which the retention clothing on charge of the ANO will be reduced.

Guidelines For Maintaining Records Of Issued Of Life Cycle Concept Clothing

16. A register will be maintained to record the issue of life cycle concept clothing to cadets.

17. The following details will be entered in the register:-

(a) Ser

(b) Regt

(c) Name

(d) Type of clothing

(e) Qty of clothing issued

(f) Date of issue and signature of cadet.

18. The date of issue will be marked with making entry by the unit at the time of issue.

19. Once item becomes unserviceable due to fair wear and tear the same will be deposited to unit every March for condemnation bd to held in apr.

20. Based on condemnation bd proceeding the items will be charged off and demanded.

21. The item will be issued to ANO in bulk on issue voucher as per str of his subunit.
22. **Marking of Life cycle Items.** Since items are on life cycle, it is essential to maintain a record of issue to cadets to ascertain its life. Towards this a new policy of marking of clothing items has been implemented.
23. **Allowances Auth to the Cadets.** Following allowances are authorized to cadets:-
- (a) **Refreshment Allowance.** Rs 6/- per head per parade (ie three periods of 40 minutes each). A case has been taken up for revision of the same.
- (b) **Washing Allowance.** Rs. 10/- per month for six (6 months for Senior Division and Eight (8) months for Junior Division.
- (c) **TA (Traveling Allowance).** Actual bus fare or II class train fare whichever is lesser via shortest route for firing and conduct of cert examination, and conduct of various COCs and ATCs.
- (d) **TADA (Train Journey DA)** Rs 30/- per day for journey exceeding 12 hours per day.
24. **The Fee charged from Cadets is as Under:-**
- (a) **Regimental Subscription.** Rs 4/- (once a year)
- (b) **Cadets Welfare Society Subscription.** Rs 10/- (for 1st year cadets only)
- (c) **Cadets Benevolent Fund Subscription.** Rs 15/- for 1st year cadets and Rs 3/- for 2nd year and 3rd year cadets.
- (d) **Cost of Enrolment Form.** Actual, but not exceeding Rs 2/3 per cadet
- (e) **Unauth collection.** Collection of cash from cadets other than specified above, for any reason, what so ever will be deemed to be unauth collection. However in case any requirement of collection of cash other than above, permission will be obtained from higher headquarters.

Misc

25. **Auth Of Cadet Appts: NccUnits .** ANOs must select and recommend the Cadet Appointments as per the under mentioned scale :-

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

<u>SD/SW UNIT- 160 Cdts</u> (Coy – 160 Cadets, with 3 Pls -53, 53, & 54 Cadets)									
Ser No	Unit	Coys /Sqn	SUO	UO	WO	Sgt	Cpl	L Cpl	Total
1.	Inf Unit	Bn HQ	2	0	2	2	2	0	8
		Coy HQ	1	0	2	1	0	0	4

		Pl	0	1	0	1	3	6	11
		5 Coys	7	15	12	22	47	90	193
2.	Girls Pl	Coy HQ	1	0	2	0	1	0	4
		Pl	0	1	0	1	3	6	11

JD/JW TP- 100 Cdts

Ser No	Troop	CSM	Sgt	Cpl	L Cpl	Total
1.	Boys Tp	1	2	3	5	11
2.	First ½ Boys Tp	1	1	1	3	5
3.	Second ½ Boys Tp	0	1	2	2	6
4.	Girls Tp	1	3	8	12	24
5.	First ½ Girls Tp	1	1	4	6	12
6.	Second ½ Girls Tp	0	2	4	6	12

26 **Refreshments To NCC Cadets.** Refreshments to cadets should consist of following items only:

- (a) Milk
- (b) Shakarpara biscuits.
- (c) BesanLaddoos
- (d) Bananas
- (e) Buns and butter
- (f) Eggs
- (g) Iddlies made of urad dal and rice
- (h) Masala Dosa
- (i) Vada – Made of chana dal
- (j) Poori and potatoes
- (k) Coffee/tea/cool-drinks
- (l) Kara Bhath
- (m) KesariBhath
- (n) Rice puddings

Auth-NCCO-08/67.

CHAPTER- VI

STANDARD OPERATING PROCEDURE- YEP

Selection Of Cadets For Youth Exchange Programme

1. Youth Exchange Programme (YEP) with friendly foreign countries is an annual feature. The selection of cadets has to be stringent, fair and transparent so that only suitable individuals are selected to represent the country. There are constant efforts to extend these programmes to additional countries so that maximum numbers of cadets are given this exposure.
2. The selection of cadets is based on the relative overall performance of the Cadets who are selected to attend the Republic Day Camp and having duly volunteered have been recommended by State Directorates. This SOP will remain in force unless superseded.

Aim

3. The aim of these instructions is to lay down policy guidelines for selection of cadets for YEP.

Qualitative Requirement (QR) for Selection of Cadets

4. Cadets volunteering for selection must fulfill the following criteria:-
 - (a) Should have been selected for the Republic Day Camp in Delhi, for proceeding on YEP during the succeeding year.
 - (b) Not involved in any indiscipline or misconduct during NCC tenure.
 - (c) Should not have any personal/academic requirement of leaving the NCC mid-way once selected for the YEP.
 - (d) Be medically fit to undertake international air travel and participate in various physical activities.
 - (e) Continue to remain in NCC till he/she proceeds for the YEP.
 - (f) Cadet can proceed for only one YEP, if selected. In case of rendering an unwilling certificate for a particular YEP, he will forfeit all future chances.
 - (g) Would be debarred from selection process, if a cadet tries to use any unfair means or external influence

Current Programmes

5. NCC has Youth Exchange Programmes with foreign countries as under :-

Ser.No.

Country

- | | |
|-----|------------------------------|
| (a) | Singapore (Army, Navy & Air) |
| (b) | Vietnam |
| (c) | Sri Lanka |
| (d) | Bangladesh |

- | | |
|-----|--------------|
| (e) | Nepal |
| (f) | Bhutan |
| (g) | Maldives |
| (h) | Russia |
| (i) | Kazakhstan |
| (j) | Turkmenistan |
| (k) | Naval Cruise |

Selection Process

6. The selection of cadets will be based on the relative overall performance of the nominated cadets based on written test, interview by a board of officers chaired by Addl DG NCC (A) and followed by DG's interview.
7. First the overall merit will be made, thereafter State wise list will be drawn. The number of cadets who proceed for YEP is finite and only the best cadets must represent the country alongwith adequate representation from all states. To ensure that under developed and remote regions are adequately represented, there will be an overall restriction on the number of cadets who can proceed from a particular state. This has been done to ensure that cadets from better and progressive states do not monopolies on this scarce and limited opportunity. It will be ensured that the selection is on merit, transparent and representative of all regions/states.
8. To ensure a just and equitable opportunity to boys and girls, one SD cadet and one SW cadet from each and every state/union territory of the country would be selected to proceed for YEP. The most meritorious cadets would be selected to represent their respective state. The composition of the YEP would be mixed from all States to ensure true national representation. This is to ensure the following :-
 - (a) All states and regions get an equal opportunity to send their cadets for YEP. All states will find representation in the YEP.
 - (b) Cadets from under-developed, remote region and rural background can aspire to visit foreign countries. This will also bring them into the mainstream of life.
 - (c) Merit will be the sole criteria for selection.
 - (d) The richness of the cross cultural representation of our country would be projected in a unified manner to the YEP countries.
 - (e) Cohesive bonds would be created within the peer group being for YEP, which will pay long term dividends.
 - (f) Boys and girls will be equally represented in the states.
9. Once the initial selection of cadets representing each and every state and UT has been made, the balance selection would confirm solely to the merit and allocation of the overall vacancies on a pro-rata basis as per approval of MoD. Factors like Boy/Girl ratio, inter service strength of cadets and special contribution/achievements during NCC tenure would be part of this policy. The maximum number of cadets representing a particular state would be as per policy stipulation laid out by the MoD. Details are att as Appendices A& B.

10. Since there is a need to cater for adequate reserves, the list would contain additional cadets to cater for dropouts. The overall merit list would have selected Cadets and the shortfall will be catered from the 'Reserve List' as and when the need arises, depending on the position of cadets in the merit list.

11. The complete list would be submitted to the MoD, for approval. Once approved by MoD, the selected cadets would be informed and process of YEP would commence.

CHAPTER-VII

INCENTIVES AND AWARDS FOR CADETS – AT A GLANCE

1. **Cash Incentives:-** Cadets who excel or participate at national level camps are awarded cash prizes. These include:-

	Events	Amt (Rs)
(a)	All participants in RDC	1000/-
(b)	Selected for Guard of Honour	500/-
(c)	Selected for RD Parade	300/-
(d)	Para Jumping	300/-
(e)	Completion of ParaTrg (05 SD & SW)	500/-
(f)	Kit Allowance for YEP Cadets	3000/-
(g)	Participants of Mountaineering Expedition	500/-
(h)	Participants of Mountaineering Expedition who reached at summit	1000/-
(j)	Winner of Competitions of TSC	500/-
(k)	Position Holder in RD Competition other than Best Cadet Competition	1000/- for 1 st posn 600/- for 2 nd posn 400/- for 3 rd posn
(l)	Cadet Recognition in any Adventure Activities at National level	500/-
(m)	Winner of competition at Centrally Organized Camps other than RDC/TSC	500 for 1 st posn 250 for 2 nd posn 100 for 3 rd posn
(n)	Participants in TSC (Boys & Girls)	1000/-
(o)	Participants in VSC	1000/-
(p)	Participants in NSC	1000
(q)	Governor's Gold Medal	3000/-
®	Governor's Silver Medal	2000/-
(s)	Chief Minister Gold Medal	3000/-
(t)	Chief Minister's Silver Medal	2000/-

2. **Honours and Awards.** In addition to para 1, meritorious Cadets are also awarded the following Honours and Awards :-

(a) Best Cadet Award at Group Level

Category	Qualification	Tentative Date of Application to Gp HQ	Scholarship Amount
SD/SW	(i) Should be from 2 nd /3 rd year of training in SD/SW (ii) Attendance a minimum of 75% of parades conducted during the year (iii) Attendance a minimum of one camp (iv) Should not have Best Cadet Award (SD/SW) Previously	Gp HQ 01 Oct each year NCC Dte 30 Oct each year	Winner of the Best Competition will be awarded as under (a) First Best Cadet Rs 3000/- each One – SD One – SW One – JD One – JW
JD/JD	(i) Must have completed minimum of one year of JD/JW NCC Trg (ii) Attended a minimum of 75% of parades conducted during the year (iii) Attended a minimum of one camp (iv) Should not have won the Best Cadet Awards (SD/SW) previously		(b) Second Best cadet Rs 2000/- each One – SD One – SW One – JD One – JW Format at Chapter VIII

(b) RakshaMantriPadak

(c) RakshaMantri Commendation Card

(d) Governor's Gold Medal

(e) Governor's Silver Medal

(f) Chief Minister's Gold Medal

(g) Chief Minister's Silver Medal

(h) DG Commendation Card

3. Sahara Scholarships.

(a) In 2002 the Sahara Group introduced an Annual Sahara Scholarship Scheme with a corpus fund of Rs 3 Crores..Rs 1 Crores is to be given annually as scholarships to academically brilliant cadets.

(b) A total of 1016 scholarships are awarded ,their relevant details pertaining to ANOs are:-

Category	Qualification	Tentative Date of Application to Gp HQ	Scholarship Amount
SD/SW	(i) Class XII (10+2 passed	01 August	Rs 12,000/- each (Annual)
	(ii) 80% attendance in NCC and should have completed at least one year of NCC in SD/SW		
	(iii) 65% marks in aggregate in Science Stream.		
	(iv) 60% marks in Commerce stream		
	(v) 55% marks in Arts Stream.		
	(vi) Marks of Class XII or equivalent to be considered to form the merit.		
	(vii) SC/ST/OBC candidate are given 5% Bonus Marks for merit list.		
JD/JW	(i) Passed class VIII, IX or X	01 Aug	Rs 5,000/- each (annual)
	(ii) Should obtained 65% marks in aggregate		
	(iii) 80% attendance for two Continuous years.		
	(iv) SC/ST/OBC candidate given 5% Bonus Mark for merit list.		
	(v) Should have done at least one year in NCC in 8",9" or 10th		
	(vi) If passed X class, they could be an ex- cadet		
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Higher Studies Professional Courses	(i) Should have done 2 years of NCC	31st Aug	Rs 30,000 each (Annual)
	(ii) Should have been admitted in any of the professional courses recognized by govt& UGC viz-Engineering Medical Business & Hotel management Fashion Designing, Journalism, Mass Media etc.		
	(iii) 80% attendance in NCC		
	(iv) Other criteria are as applicable for SD/SW given above.		

4. Incentives by HaryanaState.

- (a) **Employment Field** . Preference is given to National Cadet Corps cadets (Certificate C holders) in the recruitment to Home Guard Deptt and State Police Force in Haryana.
- (b) **Academic Field.**(i) Kurukshetra University gives weightage of 5% marks to C certificate holders.
(ii) MD University gives 2% weightage marks to 'C' certificate holders for admission to B.Ed., MA, M.Sc.
- (d) Best Cadet (All Wings) at Republic Day Camp
(i) 1st position ____ Rs. 1000/-
(ii) 2nd position ____ Rs. 500/-
(iii) 3rd position ____ Rs. 400/-
- (e) Cross Country/Drill Competition at RD Camp
(i) 1st to 10th position ____ Rs. 1000/-
(ii) 11th to 20th position ____ Rs. 500/-
(iii) 21st to 30th position ____ Rs. 300/-
- (f) Republic Day Competitions less Ser(a) & (b)
(i) 1st position ____ Rs. 500/-
(ii) 2nd position ____ Rs. 300/-
(iii) 3rd position ____ Rs. 200/-
- (g) Guard of Honour - Rs. 500/- per cadet selected for Guard of Honour at Republic Day Camp.
(h) Participation in Republic Day Parade - Rs. 300/- per cadet selected for participating in Republic Day Parade.
(j) Mountaineering Expeditions - Cash award of Rs. 500/- to all participants of mountaineering expeditions and additional Rs. 1000/- for reaching the summit.
(k) Para training – Cash award of Rs. 100/- per jump to cadets completing para training at Agra.

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- (l) Adventure Activities - Cash award per cadet of Rs. 500/- for recognition at national level in any adventure activity like para sailing, helicopter slithering, rafting, microlight flying, hang gliding, kayaking etc.

5. **Miscellaneous Benefits –Haryana State**

- (a) 42 scholarships of Rs. 100/- to each cadet as announced by Hon'ble Chief Minister on the occasion of NCC Day.
- (b) NDA/IMA/OTA Kit - Allowance Rs. 1000/- as kit allowance for each NCC cadet selected for NDA/IMA/OTA/Air Force and Naval Academy. Amount applicable to cadets of poor parents and whose income does not exceed Rs. 24000/- per year.
- (c) Kit allowance to cadets selected for Youth Exchange Programme- Rs.3000/- to equip each cadet selected for participation in Youth Exchange Programme.
- (d) Mufti to Cadets participating in Republic Day Camp and Adventure Activities at National Level- Blazer with badge, shirt, trouser, NCC tie, socks, shoes for boys & footwear for girls at a cost not exceeding Rs.1750/-per head.

7. **Chief Minister's Scholarship.** For academic excellence there are the following Scholarships awarded by the Chief Minister :-

<u>Category</u>	<u>Qualification</u>	<u>Tentative Date of</u>	<u>Scholarship Amount</u>
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		HQ	
SD/SW	(i) Passed class XII or equivalent	10 Nov	Gp Level Sd/SW 200/- pm for one year
	(ii) 60% marks in Science Stream		One
	(iii) 50% marks in Arts and Commerce		
	(iv) SC/ST/OBC allowed 5% concession in minimum qualifying aggregate marks and 5% Bonus marks while making merit list		Unit level SD/SW 100/- pm for one year
	(v) Undergone two years continuous NCC Trg with 80% attendance		
JD/JW	(i) Pass class X or equivalent	10 Nov	Gp level JD/JW 100/- pm for one year
	(ii) Should obtain 60% marks		
	(iii) SC/ST/OBC allowed 5% concession in minimums qualifying aggregate marks and 5% bonus marks while making merit list		
	(iv) Undergone two years continuous NCC Trg with 80% attendance		Unit level JD/JW 50/- for one year

CHAPTER-VIII

BLOCK AND DETAILED SYLLABUS FOR INSTITUTIONAL TRG NCC UNITS

(ARMY WING)



INSTITUTIONAL TRG - GENERAL GUIDE LINES FOR ANOs

1. The success of any training programme will depend on the effective and time bound delivery system.
2. Concerned PI Staff and respective ANO/Caretaker must prepare well for the classes well in time so that the target audience drives full benefit of the subject lecture.

3. Programme like Range firing, Obstacle course may not be conducted as per planned schedule due to certain extraneous situations. The same will be rescheduled suitably considering the availability of ground support etc.
4. When ever any lecture cannot be conducted as scheduled, revision of the lessons missed out or conducted previously, will be carried out.
5. Attention will be paid especially to Punctuality and Turn out of cadets and no short cut will be accepted.
6. Any cadet not turned out properly should not be allowed to attend the parade and be marked absent instead. It will encourage the punctual cadets and discourage the late arrivals.
7. All cadets not meeting the obligatory attendance parameters of 75% must be warned periodically, so that the system is not blamed for debarring such cadets to sit for certificate exam at the end of training year.
8. Obligatory attendance of camps must be ensured for all cadets as under: -
 - (a) Certificate 'A' Examination for JD/JW - One ATC.
 - (b) Certificate 'B' Examination for SD/SW - One ATC or any centrally organised Camp
 - (c) Certificate 'C' Examination for SD/SW - One ATC in addition to 'B' for 2nd year cadets.
9. Annual Sports schedule is also being given alongside to facilitate selection of teams in a planned and timely manner.

SCHEDULE OF SPORTS EVENTS

Ser No.	Event	Schedule	Loc	Resp 2009
<u>Shooting</u>				
1.	Zonal Shooting Coaching Camps			
	(a) South Zone	May	Coimbatore	TNP & AN
	(b) East Zone	May/Jun	Asansol	WB & S
	(C) North Zone	May/Jun	Chandigarh	PHHP&C
	(d) West Zone	Jun/Jul	Baroda	GUJ
2.	Pre Mavlankar Selection Cum Coaching Camp	Aug/Sep	#	#
3.	All India GV Mavlankar Shooting Competition	Oct	#	#
4.	Pre NSCC Coaching Camp	Nov	#	#
5.	NSCC	Nov/Dec	#	#

<u>Football</u>				
6.	Inter Dte Hockey Competition	Jul	#	NER
7.	Subroto Cup Football Tournament	Sep	#	NER
<u>Hockey</u>				
8.	Inter Dte Hockey Competition	Aug	#	BIH&J
9.	Jawaharlal Nehru Cup Hockey Tournament	Oct/Nov	#	BIH&J

To be decided on intimation of the location of the main event, by the organization

BLOCK SYLLABUS-COMMON SUBJECTS: ARMY

SENIOR DIVISION/WING (BOYS & GIRLS)

<i>Ser No.</i>	<i>Subject</i>	<i>1st Year</i>	<i>2nd Year</i>	<i>Total Periods</i>
1.	The NCC	2	-	2
2.	National Integration	8	6	14
3.	Drill	25	20	45
4.	Weapon Training	16	18	34
5.	Leadership	10	13	23
6.	Disaster Management	5	7	12
7.	Social Service	8	8	16
8.	Health and Hygiene	8	7	15
9.	Adventure Activities	2	2	4
10.	Environment and Ecology	2	3	5
TOTAL		86	84	170

BLOCK SYLLABUS-SPECIALISED SUBJECTs: ARMY**SENIOR DIVISION BOYS**

<i>Ser No.</i>	<i>Subject</i>	<i>1st Year</i>	<i>2nd Year</i>	<i>Total Periods</i>
1.	Armed Forces	3	2	5
2.	Map Reading	12	12	24
3.	Field Craft and Battle Craft	8	11	19
4.	Introduction to Infantry weapons and equipments	5	5	10
5.	Military History	3	4	7
6.	Obstacle Training	3	2	5
TOTAL		34	36	70

BLOCK SYLLABUS-SPECIALISED SUBJECT: ARMY**SENIOR WING (GIRLS)**

<i>Ser No.</i>	<i>Subject</i>	<i>1st Year</i>	<i>2nd Year</i>	<i>Total Periods</i>
1.	Armed Forces	3	2	5
2.	Map Reading	12	12	24
3.	Field Craft and Battle Craft	9	7	16
4.	Military History	3	4	7
5.	Home Nursing	5	9	14
6.	Obstacle Training	2	2	4
TOTAL		34	36	70

DETAILED SYLLABUS - COMMON SUBJECTS: ARMY**SENIOR DIVISION /WING**1. **The NCC (N)**Aim: To acquaint cadets with the NCC.Scope: Introduction and general information about NCC.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	N-1	Aims and objectives of NCC	1	L			1
2.	N-2	Organisation of NCC & NCC Song	1	L/P			1
TOTAL			2				2

2. **National Integration (NI)**Aim: To teach and motivate cadets to contribute towards nation building.Scope: The concepts of nation state, national interests, objectives and integration, unity in diversity, and cultural heritage of India.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	NI-1	Nation state, national interests and objectives	1	L	1	L	2
2.	NI-2	Indian History & Culture	1	L	1	L	2
3.	NI-3	Religions, traditions and customs of India	2	L	1	L	3
4.	NI-4	National integration and its importance	1	L	1	L	2
5.	NI-5	Unity in diversity	1	L	1	-	2
6.	NI-6	Contribution of youth in nation building	2	L	1	L	3
TOTAL			8		6		14

3. **Drill**Aim: To inculcate a sense of discipline, improve bearing, smartness, and turnout and to develop the quality of immediate and implicit obedience of orders.Scope: All important basic aspects of drill including ceremonial drill, drill with arms and words of command.**Foot Drill (FD)**

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	FD-1	General and words of command	1	L/P	-	-	1
2.	FD-2	Attention, stand at ease and stand easy, turning and inclining at the halt	1	L/P	-	-	1
3.	FD-3	Sizing, forming up in three ranks and numbering, open and close order march and dressing	1	L/P	-	-	1
4.	FD-4	Saluting at the halt, getting on parade, dismissing and falling out	1	L/P	-	-	1
5.	FD-5	Marching, length of pace and time of marching in quick time and halt, slow march and halt	1	L/P	-	-	1
6.	FD-6	Side pace, pace forward and to the rear	1	L/P	-	-	1
7.	FD-7	Turning on the march and wheeling	2	L/P	-	-	2
8.	FD-8	Saluting on the march	2	L/P	-	-	2
9.	FD-9	Marking time, forward march and halt in quick time	1	L/P	-	-	1
10.	FD-10	Changing step	1	L/P	-	-	1
11.	FD-11	Formation of squad and squad drill	2	L/P	-	-	2
TOTAL			14				14

Drill With Arms (AD)

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist</i>	<i>Type</i>	<i>2nd</i>	<i>Type</i>	<i>Total Periods</i>
			<i>Year</i>		<i>Year</i>		
12.	AD-1	Attention, stand at ease and stand easy	2	L/P	-	-	2
13.	AD-2	Getting on parade with rifle and dressing at the order	1	L/P	1	L/P	2
14.	AD-3	Dismissing and falling out	1	L/P	1	L/P	2
15.	AD-4	Ground/take up arms	1	L/P	-	-	1
16.	AD-5	Present from the order and vice-versa	1	L/P	-	-	1
17.	AD-6	Gen Salute, Salami Shastra	2	L/P	5	L/P	7
18.	AD-7	Squad Drill	1	L/P	5	L/P	6
19.	AD-8	Short/long trail from the order and vice-versa	1	L/P	-	-	1
20.	AD-9	Examine arms	1	L/P	1	L/P	2
		<u>TOTAL</u>	<u>11</u>		<u>13</u>		<u>24</u>
21.	CD-1	Guard mounting	-	-	2	L/P	2
22.	CD-2	Guard of honour	-	-	2	L/P	2
23.	CD-3	Platoon/coy drill	-	-	1	L/P	1
24.	CD-4	Instructional practice	-	-	2	L/P	2
		TOTAL	-		<u>7</u>		<u>7</u>
GRAND TOTAL DRILL			25		20		45

4. Weapon Training (WT)

Aim: To give elementary knowledge about .22 /SLR/5.56 INSAS.

Scope: Basic knowledge about rifle and firing.

<i>Ser</i>	<i>Code</i>	<i>Subject</i>	<i>Ist</i>	<i>Type</i>	<i>2nd</i>	<i>Type</i>	<i>Total Periods</i>
<i>No.</i>			<i>Year</i>		<i>Year</i>		
1.	WT-1	Characteristics of a rifle/ rifle ammunition and its fire power.	1	L/P	1	L/P	2
2.	WT-2	Stripping, assembling, care and cleaning and sight setting	1	L/P	1	L/P	2

3.	WT-3	Loading, cocking and unloading	1	L/P	-	L/P	1
4.	WT-4	The lying position and holding	2	L/P	1	-	3
5.	WT-5	Trigger control and firing a shot	2	L/P	1	L/P	3
6.	WT-6	Range procedure and safety precautions	1	L/P	2	L/P	3
7.	WT-7	Aiming II alteration of sight	1	L/P	1	-	2
8.	WT-8	Theory of group and snap shooting	2	L/P	-	-	2
9.	WT-9	Short range firing	5	L/P	6	L/P	11
10.	WT-10	Characteristics of 7.62 mm SLR and 5.56 mm INSAS	-	-	5	-	5
TOTAL			16		18		34

5. Leadership (H)

Aim: To develop leadership qualities in cadets.

Scope: Basic subjects with emphasis on leadership.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>1st Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	L-1	Values/code of ethics	-	-	1	-	1
2.	L-2	Perception	-	-	1	-	1
3.	L-3	Communication including inter-personal communication	-	-	2	-	2
4.	L-4	Motivation	2	L	2	L	4
5.	L-5	Discipline and duties of a good citizen	2	L	2	L	4
6.	L-6	Leadership traits	1	L	1	L	2
7.	L-7	Types of leadership	2	L	1	L	3
8.	L-8	Character/personality development	1	L	1	L	2
9.	L-9	Effects of Leadership with	1	L	-	-	1

Historical Examples							
10.	L-10	Customs of Services	1	L	-	-	1
11.	L-11	Importance of a Group/Team Work	-	-	2	L/P	2
TOTAL			10		13		23

6. **Disaster Management (DM)**

Aim: To train cadets in helping the civil administration in performance of selected duties during occurrence of National Disaster.

Scope: Basic information about civil defence organisation and its duties, maintenance of essential services and providing assistance to civil administration in various types of emergencies during National Disaster.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Period</i>
<i>Year</i>							
1.	DM-1	Civil Defence organisation and its duties	1	L	-	-	1
2.	DM-2	Types of emergencies	-	-	1	L	1
3.	DM-3	Fire fighting	1	L/P	-	-	1
4.	DM-4	Traffic control during Disaster under Police supervision	1	L	-	-	1
5.	DM-5	Essential services and their maintenance	1	L	-	-	1
6.	DM-6	Types of Natural Disasters	-	-	1	L	1
7.	DM-7	Disaster Management during Flood/ Cyclone	-	-	1	L	1
8.	DM-8	Disaster Management during Earth Quake	-	-	1	L	1
9.	DM-9	Setting up of relief camp during Disaster management	1	L	-	-	1
10.	DM-10	Assistance in removal of debris	-	-	1	L	1

11.	DM-11	Collection & Distribution of Aid material			1	L	1
12	DM-12	Messenger Service	-	-	1	L	1
TOTAL			5		7		12

7. **Social Service (SS)**

Aim: To teach cadets the values of and skills involved in providing voluntary social service to the weaker sections of society.

Scope: Understanding of social service and its need, knowledge about the weaker sections of our society and their requirements, about NGOs and contribution of youth towards social welfare.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>1st Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	SS-1	Weaker sections of our society and their needs	1	L	-	-	1
2.	SS-2	Basics of social service and its need	1	L	1	L	2
3.	SS-3	Drug Trafficking and crime.	-	-	1	L	1
4.	SS-4	Contribution of youth towards social welfare	1	L	1	L	2
5.	SS-5	Family planning	1	L	1	L	2
6.	SS-6	Causes of HIV AIDS	1	L	-	-	1
7.	SS-7	Prevention of HIV AIDS	1	L	1	L	2
8.	SS-8	Contribution of youth towards prevention of AIDS	-	-	1	L	1
9.	SS-9	What is cancer and what are its causes	1	L	1	L	2
10.	SS-10	Early detection of cancer and its preventive measure	1	L	1	L	2
TOTAL			8		8		16

1. Separate time will be allocated for actual social service to the needy in local areas.

2. Social service carried out on ground will be in addition to the periods specified above.

8. **Health and Hygiene (H)**

Aim: To make cadets aware about important aspects of health and hygiene.

<i>Ser</i>	<i>Code</i>	<i>Subject</i>	<i>1st</i>	<i>Type</i>	<i>2nd</i>	<i>Type</i>	<i>Total</i>
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Scope:	No.		Year	Year	Periods			
	1.	H-1	Structure and functioning of the human body	1	L	-	-	1
	2.	H-2	Hygiene and sanitation	1	L	-	-	1
	3.	H-3	Preventable diseases	1	L	-	-	1
	4.	H-4	Physical and mental health	1	L	-	-	1
	5.	H-5	First aid in common medical emergencies	1	L	2	L	3
	6.	H-6	Fractures, types and treatment	-	-	2	L	2
	7.	H-7	Dressing of wounds	-	-	1	L	1
	8.	H-8	Yoga Introduction & exercise	2	L/D/P	2	L/D/P	4
	9.	H-9	Evacuation of Casualties	1	L	-	-	1
	TOTAL			8		7		15

Basic information about the human body, maintenance of health, hygiene and sanitation, preventable diseases and rendering of first aid.

Note: Except H-8 Health and hygiene is not relevant for Medical units' Cadets.

9. **Adventure Activities (ADV)**

Aim: To develop confidence, courage and determination.

Scope: To enable cadets to overcome fear, develop self confidence.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	ADV-1	Introduction to Para Sailing & Slithering including Eqpt	1	L/D	1	L/D	2
2.	ADV-2	Introduction to Mountaineering & Rock Climbing including Eqpt	1	L/D	1	L/D	2
TOTAL			2		2		4

Note: - 1. Additional adventure activity may be undertaken by Dtes/Gps/Units in addition to the ones mentioned above.

2. Practical Trg carried out on ground will be in addition to the periods specified above.

3. Separate Nodes exist for Para Sailing, White Water Rafting & Scuba Diving.

10. **Environment and Ecology (E)**

Aim: To sensitise and train cadets on conservation of environment and ecology.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	E-1	What is environment?	1	L	-	-	1
2.	E-2	What is ecology?	1	L	-	-	1
3.	E-3	Conservation of environment and ecology	-	-	1	L	1
4.	E-4	Pollution and its control	-	-	1	L	1
5.	E-5	Forest Ecology and pollution and Wild Life	-	-	1	L	1
TOTAL			2		3		5

Note: Separate time will be allocated for actual performance of environment related activities like tree plantation, area cleaning campaigns and so on.

ETAILED SYLLABUS-SPECIALISED SUBJECTS

SENIOR DIVISION BOYS

1. **Armed Forces (AF)**

Aim: To acquaint cadets with the Armed Forces.

Scope: Introductory and general information about the Armed Forces.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
					<i>Year</i>		
1.	AF-1	Command and control	1	L	-	-	1
2.	AF -2	Basic organisation of the Armed Forces	1	L	-	-	1
3.	AF-3	Badges and Ranks	1	L	-	-	1
4.	AF -4	Honours and Awards	-	-	1	L	1
5.	AF -5	Concept of combined defence services	-	-	1	L	1
TOTAL			3		2		5

2. **Map Reading (MR)**

Aim: To teach cadets elementary map reading.

Scope: Basic understanding of map sheets and map reading instruments and development of capability to use them to carry out simple map reading.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	MR-1	Introduction to map and conventional signs	1	L	-	-	1

2.	MR-2	Scales	1	L	-	-	1
3.	MR-3	Topographical forms and technical terms	1	L	-	-	1
4.	MR-4	The grid system	1	L	1	L	2
5.	MR-5	Relief, contours and gradients	1	L	1	L	2
6.	MR-6	Cardinal points and finding north	1	L/P	1	L/P	2
7.	MR-7	Types of bearings and use of service protractor	1	L/P	1	L/P	2
8.	MR-8	Prismatic compass , its use and intro to GPS	1	L/P	-	-	1
9.	MR-9	Setting a map, finding north and own position	1	L/P	1	P	2
10.	MR-10	Map to ground	1	L	2	L/P	3
11.	MR-11	Ground to map	1	L	2	L/P	3
12.	MR-12	Pt to Pt March	1	L	3	P	4
TOTAL			12		12		24

3. **Field Craft and Battle Drill (FC & BD)**

Aim: To teach cadets elementary field craft and battle craft.

Scope: Basic field craft and battle craft.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	FC & BD-1	Introduction	1	L	-	-	1
2.	FC & BD-2	Judging distance	1	L/P	1	L/P	2
3.	FC & BD-3	Description of ground and indication of landmarks	2	L/P	-	-	2
4.	FC & BD-4	Recognition and description	1	L/P	-	-	1
5.	FC & BD-5	Observation and concealment	1	L	1	L	2
6.	FC & BD-6	Field signals	1	L/P	1	L/P	2
7.	FC & BD-7	Section formations	1	L	1	P	2
8.	FC & BD-8	Fire control orders	-	-	1	L/P	1
9.	FC & BD-9	Fire and movement	-	-	2	L/P	2
10.	FC & BD-10	Types of patrols	-	-	1	L/P	1
11.	FC & BD-	Role of scouts	-	-	1	L/P	1

11							
12.	FC & BD-12	Section battle drill	-	-	2	L/P	2
TOTAL			8		11		19

4. **Introduction to Infantry weapons and equipments(INF)**

Aim: To introduce cadets with the existing Infantry weapons.

Scope: Cadets will visit nearest Inf unit where feasible:

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	R-1	Characteristics of .22 rifle, ammunition & its fire power stripping, assembling & cleaning.	1	L/D	1	L/D	2
2.	R-2	Characteristics of 7.62 mm rifle, ammunition & firepower, stripping, assembling & cleaning.	1	L/D	1	L/D	2
3.	R-3	Characteristics of 5.56 mm INSAS, ammunition, its fire power, stripping assembling & cleaning.	2	L/D/P	1	P	3
4.	R-4	Characteristics of LMG, its ammunition, fire power, stripping, assembling & cleaning.	1	L/D/P	2	P	3
TOTAL			5		5		10

5. **Military History (MH)**

Aim: To provide knowledge of famous Military Generals of Second World War and famous Indian Generals and their strategies.

Scope: Cadets will be acquainted with the biography of second world war and Indian Generals and leaders and will study their strategies.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	MH-1	Biography of successful Generals (Gen Slim/ Paten/ MacArther/Sam Manekshawetc)	2	L	1	L	3
2.	MH-2	Biography of Indian Historical leaders (i.e. Shivaji/ MaharanaPratapetc)	1	L	1	L	2
3.	MH-3	Study the Battles of Indo Pak war 1971 &Kargil	-	-	2	L	2
TOTAL			3		4		7

6. **Obstacle Training (OT)**

Aim: To make cadets capable of crossing a standard obstacle course in an efficient manner.

Scope: Training on a standard obstacle course.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	OT-1	Obstacle course	3	L/D/P	2	L/D/P	5
TOTAL			3		2		5

DETAILED SYLLABUS: SPECIALISED SUBJECTS**SENIOR WING GIRLS**1. **Armed Forces (AF)****Aim:** To acquaint cadets with the Armed Forces.**Scope:** Introductory and general information about the Armed Forces.

<i>SerNo.</i>	<i>Code</i>	<i>Subject</i>	<i>1st Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	AF-1	Command and control	1	L	-	-	1
2.	AF -2	Basic organisation of the Armed Forces	1	L	-	-	1
3.	AF-3	Badges and Ranks	1	L	-	-	1
4.	AF -4	Honours and Awards	-	-	1	L	1
5.	AF -5	Concept of combined defence services	-	-	1	L	1
TOTAL			3		2		5

2. **Map Reading (MR)****Aim:** To teach cadets elementary map reading.**Scope:** Basic understanding of map sheets and map reading instruments and development of capability to use them to carry out simple map reading.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>1st Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	MR-1	Introduction to map and conventional signs	1	L	-	-	1
2.	MR-2	Scales	1	L	-	-	1
3.	MR-3	Topographical forms and technical terms	1	L	-	-	1
4.	MR-4	The grid system	1	L	1	L	2
5.	MR-5	Relief, contours and gradients	1	L	1	L	2
6.	MR-6	Cardinal points and finding north	1	L/P	1	L/P	2
7.	MR-7	Types of bearings and use of service protractor	1	L/P	1	L/P	2
8.	MR-8	Prismatic compass , its use and intro to GPS	1	L/P	-	-	1

9.	MR-9	Setting a map, finding north and own position	2	L/P	-	-	2
10.	MR-10	Map to ground	1	L	2	L/P	3
11.	MR-11	Ground to map	1	L	2	L/P	3
12.	MR-12	Pt to Pt March	-	-	4	L/P	4
TOTAL			12		12		24

3. **Field Craft and Battle Drill (FC & BD)**

Aim: To teach cadets elementary field craft and battle craft.

Scope: Basic field craft and battle craft.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	FC & BD-1	Introduction	1	L	-	-	1
2.	FC & BD-2	Judging distance	1	L/P	1	L/P	2
3.	FC & BD-3	Description of ground and indication of landmarks	2	L/P	-	-	2
4.	FC & BD-4	Recognition and description	1	L/P	-	-	1
5.	FC & BD-5	Observation and concealment	1	L	1	L	2
6.	FC & BD-6	Field signals	1	L/P	1	L/P	2
7.	FC & BD-7	Section formations	1	L	1	P	2
8.	FC & BD-8	Fire control orders	-	-	1	L/P	1
9.	FC & BD-9	Fire and movement	-	-	2	L/P	2
10.	FC & BD-10	Types of patrols	-	-	1	L/P	1
11.	FC & BD-11	Role of scouts	-	-	1	L/P	1
12.	FC & BD-12	Section battle drill	-	-	2	L/P	2
TOTAL			8		11		19

4. **Military History (MH)**

Aim: To provide knowledge of famous Military Generals of Second World War and famous Indian Generals and their strategies.

Scope: Cadets will be acquainted with the biography of Second World War and Indian Generals and leaders and will study their strategies

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	MH-1	Biography of successful Generals (Gen Slim/ Paten/ MacArther/Sam Manekshawetc)	2	L	1	L	3
2.	MH-2	Biography of Indian Historical leaders (i.e. Shivaji/ MaharanaPratapetc)	1	L	1	L	2
3.	MH-3	Study the Battles of Indo Pak war 1971 &Kargil	-	-	2	L	2
TOTAL			3		4		7

5. **Home Nursing (HN)** Aim: To provide training of home nursing to girls cadets.

Scope: Use of various bandages and treatment of patients.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	HN-1	Introduction to Home Nursing	1	L	-	-	1
2.	HN-2	The Roller Bandage and its Application	1	L/D	-	-	1
3.	HN-3	The Sick Room, preparation cleaning and lighting, Ventilation	1	L	1	L	2
4.	HN-4	Pulse, Respiration and Temperature taking and recording	1	L	1	L/D	2
5.	HN-5	Observation of the Sick- Signs and symptoms to be noted	1	L	2	L/D	3
6.	HN-6	Feeding a Helpless Patient	-	-	1	-	1
7.	HN-7	Medicines and their Administration	-	-	1	L	1
8.	HN-8	Fever, Infection, Disinfection and Specific Infectious Diseases	-	-	1	L	1
9.	HN-9	Operation: After care, Dressing of wounds	-	-	1	L/D	1
10.	HN-10	Poisons and First Aid to be given	-	-	1	L	1
TOTAL			5		9		14

Note: - Maximum use will be made of available Nursing Assistants within the Dtes and local expertise available.

6. **Obstacle Training (OT)**

Aim: To make cadets capable of crossing standard obstacle course in an efficient manner. Scope: Training on a standard obstacle course.

<i>Ser No.</i>	<i>Code</i>	<i>Subject</i>	<i>Ist Year</i>	<i>Type</i>	<i>2nd Year</i>	<i>Type</i>	<i>Total Periods</i>
1.	OT-1	Obstacle course crossing	2	L/D/P	2	L/D/P	4
TOTAL			2		2		4

ANO PERSONALITY CARD

1. Rank, Name & NCC No. :

2. Name of Unit & Institution :

3. Date of Commission :

4. Date of Birth :

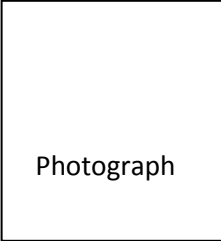
5. Date of promotion to present rank :

6. Qualification :

7. Number of years of Service in :

Present institution

8. Strength as assessed by the Commanding Officer:-


 Photograph

- (a) Cooperative
- (b) Take action immediate on points passed
- (c) Willingly takes additional responsibility
- (d)

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 CORPS**

Rank _____ 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 : _____

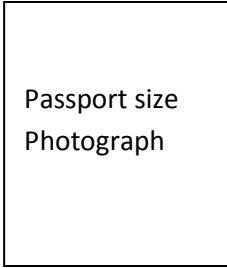
(e) Unit : _____

(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/2nd Offr :
(ii) Date Capt/1st Offr :
(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 COMMANDERFOR, NCC GROUP HQ, XXXXXX CANTT GRANT OF COMMISSION
IN R/O SH. OF INSTITUTION**

RECOMMENDED/NOT RECOMMENDED

Station :

Dated :

NCC Directorate :**Pb, Har, Hp&Chd, Chandigarh**

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

CONFIDENTIAL**ANNUAL CONFIDENTIAL REPORT FOR THE PERIOD****FROM** _____ **TO** _____.**ASSOCIATE NCC OFFICERS OF NATIONAL CADET CORPS****FOR OFFICE USE ONLY**

Directorate _____ Stamp

PART-I VALIDATION AND AUTHENTICATION DATA1. **Personal and Service Particulars**

- (a) Personal No. : _____
- (b) Rank : _____
- (c) Name (in block letters) : _____
- (d) Date- Assumption of : _____
present rank
- (e) Date- First NCC Commission _____
- (f) Date- NCC Seniority : _____
- (g) Date of birth : _____
- (h) Decoration and Awards _____

2. **Deployment Particulars**

(a) Institution and Place : _____

(b) Troop No. Designation

And place : _____

(c) Unit and Place : _____

(d) Directorate : _____

CONFIDENTIAL

CONFIDENTIAL

No. Rank, Name of the ANO
Initials

3. Medical Fitness for NCC Duties as ANO (Refer to Appendix 'C' to NCC Act & Rule and Appendix 'A' to NCC Act and Rules 1949 (GD)).

Signature, Designation and

Stamp of Medical Officer

Date_____

Place_____

COUNTERSIGNED**Signature of Head of Institution****Name**_____**Designation**_____**Date**_____ **Place**_____**Stamp of Institution****Signature of OC Unit****No.**_____ **Rank**_____**Name**_____**Date**_____ **Place**_____**Stamp of NCC Unit****CONFIDENTIAL**

CONFIDENTIAL

No. Rank, Name of the ANO

Initials

4. Initiating Officer (OC Unit)**Box****Overall Grading**

(a) **Brief Comments** (To include achievements, strong points, weaknesses and ratees
Performance during the period reporting.

(b) Has the ratee been given verbal or written guidance for improvement during the
reporting period, if so, given details.

(i) Verbal

(ii) Written

Signature_____

No._____Rank_____

Name_____

Appointment_____

Date_____

Note. In case the pen picture or sub para (b) contains any adverse remarks complete para 10 to be communicated to the rate by registered post. Give details of registered letter No. and date.

CONFIDENTIAL

CONFIDENTIAL

No. Rank, Name of the ANO

Initials

5. Reviewing Officer/(GpCdr)

Box**Overall Grading**

(a) **Brief Comments** (To include achievements, strong points, weaknesses and rates of performance during the period reporting.

(b) Has the rate been given verbal or written guidance for improvement during the reporting period, if so, given details.

(i) Verbal

(ii) Written

(c) Do you recommend any report of the IO to be expunged and if so, state such portions and reasons.

Signature_____

No._____Rank_____

Name_____

Appointment_____

Date_____

Note. In case the pen picture or sub para (b) contains any adverse remarks complete para 10 to be communicated to the rate by registered post. Give details of registered letter No. and date.

6. Superior Reviewing Officer (A DG State Dte)

(In case of Senior Division/ANOs only)

Box**Overall Grading**

--

CONFIDENTIAL

CONFIDENTIAL

No. Rank, Name of the ANO

Initials

7. Recommendation for Promotion, Extension of Service

(Indicate 'R' for Recommended and NR recommended)

IO

RO

(a) Recommendations for promotion to next higher rank

(b) Recommendations for extension of service (in case

the ANO is to attain the age of super numeration in next

three years or has already attained such age.

(c) Recommendation of Hony Rank

(last five years)

Signature of IO

Signature of RO

No. _____

No. _____

Rank _____

Rank _____

Name _____

Name _____

Unit _____

Unit _____

Date _____

Date _____

Stamp _____

Stamp _____

CONFIDENTIAL

CONFIDENTIAL**IMPORTANT INSTRUCTIONS**

1. The report must be initiated and endorsed by the officers as prescribed in the channel of reporting. Any deviations will render the report technically invalid.

2. The grading in para A, 5 & 6 will be filled in figures from 1 to 9 as under:-

(a)	9	-	Corresponds to	Outstanding
(b)	8-7	-	Corresponds to	Above Average
(c)	6-5	-	Corresponds to	High Average
(d)	4-3	-	Corresponds to	Average
(e)	1-2	-	Corresponds to	Below Average

3. Erasures, overwriting and paper slip pasted for the purpose of revising original assessments are not acceptable. Such reports will be technically invalid.

4. A cube must be drawn across unused space(s) and same authenticated by the reporting officer(s).

5. Details given under the heading validation and authentication data must be as per documents maintained in the Unit/Gp HQ.

6. The report must not contain reference to any disciplinary background.

7. The report must be objective and the assessment in various parts of the report by the same reporting officer must be consistent, Reasons for Negative recommendations (NR) if specified at para 7 must not reflect upon character qualities or demonstrated performances.

CONFIDENTIAL

AUTHENTICATION SHEET- COMMISSION ANOS GRANT**OF COMMISSION - NON CERTIFICATE HOLDERS****RULE 21(5) MALE ANOS**

Name of Unit: _____

Name of NCC Dte : _____

Name	Name of Educational institution	Designation	Permanent/ Temporary	Date of Birth/Date of Application date of selection board	Selection cleared by DG NCC Yes/No	Details of PRCN course	Grade Awarded

CARETAKER APPOINTMENT PROFORMA

Name of Unit : _____

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

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.

(c) Recommended/Not Recommended.

Date_____

RECOMMENDED/NOT RECOMMENDED

Station :XXXXXXCantt.

Dated :

GpCdr

NOMINAL ROLL OF NCC CADETS (To Be Submitted to the Unit after Enrolment Each Year)

UNIT: _____

NCC

GpHQ : _____

Institution : _____

NCC

Dte : _____

S.No.	Regt. No.	Rank	Name	Father's Name	Date of Birth	Address	Height	Shoe

Sig. of ANO/ NCC Care Taker

Sig. of the Principal



JUNIOR/SENIOR DIVISION /WING CADETS'

ENROLMENT FORM

(SEE RULES 7 And 11)

APPLICATION FOR ENROLMENT

Paste here
Passport
Size Photo

1. What is your Name ?

(in Block Capitals)

1. _____

2. What is your parent/guardian's name

and address

2. _____

Address _____

3. Are you a citizen of India, or a

subject of Nepal?

3. _____

4. What is your Village, Tehsil or Taluka

and District?

4. Village _____

Tehsil or Taluka _____

District _____

Pin Code _____

5. What is your Post Office?

5. _____

6. What is your Railway Station? 6. _____

7. What are your educational
qualifications?

7. _____

8. What is your age and @Date of Birth? 8. _____

9. Have you ever been convicted by a
criminal court and if so in what
circumstances and what was the
sentence?

9. _____

10. In which College are you now
studying?

10. _____

11. Are you willing to be enrolled under 11. _____
the National Cadet Corps Act, 1948?

12. In which unit do you desire to be
enrolled?

12. _____

13. Are you willing to undergo service
training as specified in the Act and
the rules made thereunder?

13. _____

14. Are you willing to serve in the
National Cadet Corps until
discharged as provided in the Act?

14. _____

15. Have you ever previously applied for
enrolment under the Act, and if so
with what result?

15. _____

16. Have you been dismissed from the
National Cadet Corps, the Territorial
Army or the Indian Armed Forces?

16. _____

17. Next of Kin with address.

(with relationship)

Telephone No (O)/(R) (as applicable)

17. _____

Place :

Date :

SIGNATURE OF THE
APPLICANT

DECLARATION ON ACCEPTANCE FOR ENROLMENT

1. I solemnly declare that the answers I have given to the questions in this form are true and that no part of them is false, and that I am willing to fulfil the engagement made.

2. I _____ promise that I will honestly and faithfully serve my country and abide by the Rules and Regulations of the National Cadet Corps that I will, to the best of my ability, attend all parades and camps as may be required by the Commanding Officer from time to time.

3. I _____ further promise that after enrolment, I will have no claim on authorities for any compensation in the event of injury or death due to accident during training camps, courses, travelling and while on YEP or any other such NCC events like RDC and IDC. I understand I have no service liability.

Place :

Date :

SIGNATURE OF THE

APPLICANT

DECLARATION BY PARENT/GUARDIAN

1. I solemnly declare that the answers given in this form are true and that no part of them is false, and that my son/daughter/ward is willing to fulfil the engagement made.

2. I _____ promise that after the enrolment of my son/daughter/ward, I will have no claim on authorities for any compensation in the event of injury or death due to accident during training camps, courses, travelling and while on YEP or any other such NCC events like RDC and IDC. I understand I have no service liability.

Place :

Date :

SIGNATURE OF THE

APPLICANT

CERTIFICATE

Certified that the applicant and his parent/guardian understand and agree to the conditions of enrolment.

Signature of Enrolling Officer

Place :

Date of Enrolment _____

(Unit Seal)

TO BE COMPLETED BY MEDICAL OFFICER BEFORE ENROLMENT

1. I have examined (Name)_____ on

(date) and consider him/her fit/unfit for enrolment as a Cadet in the National Cadet
Corps.

Place :

Signature

Date :

Designation

(Medical Officer)

TO BE USED FOR EXTENSION OF ENROLMENT

(See Rules 13)

A. I agree to extend my enrolment for one year and am willing to fulfil the engagement made.

Place :

Date :

Confirmed

Signature of the Applicant

Place :

Date :

Signature of Commanding

Officer

B. I agree to extend the enrolment of my son/daughter/ward for one year and am willing to fulfil the engagement made.

Place :

Date :

Signature of Parent/Guardian

CONFIRMED.

Place :

Date :

Signature of Headmaster

Place :

Date from which extensions starts _____

NOTE : This form will be retained in the school/college in which the unit is located.

Annexure to Form I

(Application for enrolment)

INDEMNITY BOND

To

The President of India

In consideration of my being nominated either by the NCC authorities or at my own request as a participant in any NCC camp (which includes Republic Day Camp and Independence Day Camp in Delhi), Course, Adventure Training (including Army, Navy and Air Wing Activities, as the case may be) and while travelling (in domestic/international surface, air and water transport) and attending Youth Exchange Programmes abroad, I undertake and agree that neither I, nor my executors or administrators or other legal representatives will make any claim against the Government or against NCC authorities including Officers, JCOs/NCOs or their equivalents from Navy and Air Force, civilians, MT drivers or against any other such person in the service of the Government, in respect of any loss or injury – to the property or person, including injury resulting in death, due to any reasons whatsoever which I may suffer, while or in consequence of my participation in the above activities and I understand that no compensation will be paid by the Government or NCC authorities including officers, JCO's/NCO's or their equivalents from Navy and Air Force or civilian MT drivers in respect of any such loss or injury and I agree as to bind myself, my executors and administrators and other legal representatives to indemnify the Government or NCC authorities including officers, JCO's/NCO's or their equivalents from Navy and Air Force or Civilian MT drivers in the service of Government against any claim which may be from any third party against them or any of them arising out of any act of default on my part during or in connection with the said camps, courses, adventure

training, travelling and while on Youth Exchange Programme or any other such NCC activities as may be organised from time to time within or outside the Union of India.

Signature of Applicant

No _____

Name _____

Unit/Group _____

Witness

1. Signature

Signature of Parent/Guardian

Name

Name

Address

Address

2. Signature

Name

Address

Date

Place

FORMAT OF APPLICATION TO BE USED BY CDTs**DESIROUS OF REAPPEARING IN 'C' CERT EXAM**

NCC No. _____ Rank _____ Name _____

Address of the Cadet :- _____

Additional Director General

NCC Directorate Pb, Har, Hp&Chd

Sector-9, Chandighr.

(Through Proper Channel)

APPLICATION TO REAPPEAR FOR 'C' CERTIFICATE EXAM

Sir,

1. I, NCC No. _____ Rank _____
 Name _____ of _____, could not appear
 for 'C' Certificate exam which was held on _____ (date)
 because _____. Now I wish to appear in the
 'C' Certificate Exam being conducted in Feb 2010.

2. I obtained _____ grading in the subject Exam. I, now wish to improve my
 grading. Photocopy of my 'C' Certificate issued to me earlier is attached for reference.

3. In view of the above, permission to appear/reappear in the 'C' Certificate Exam
 being conducted in Feb 2010 by NCC Gp HQ, XXXXXX may please be granted to me.

Yours Faithfully

(Signature & Name of the Cadet)

RECOMMENDATION OF CO UNIT

1. Statement made by the NCC No. _____ Rank _____
Name _____ of _____ has been verified
and found correct.

2. Photocopy of 'C' Certificate in r/o the cadet is attached.

OR

The cadet could not appear for the previous 'C' Certificate Exam due to reasons
beyond his/her control.

3. It is recommended that No. _____ Rank _____
Name _____, may please be granted permission to appear/reappear for the
'C' Certificate Exam being held in Feb 2010.

FORMAT OF APPLICATION TO BE USED BY CDTs**DESIROUS OF REAPPEARING IN 'C' CERT EXAM- (For Improvement)**

NCC No. _____ Rank _____ Name _____

Address of the Cadet :- _____

Additional Director General

NCC Directorate Pb, Har, Hp&Chd

Sector-9, Chandighr.

(Through Proper Channel)

APPLICATION TO REAPPEAR FOR 'C' CERTIFICATE EXAM

Sir,

1. I, NCC No. _____ Rank _____
Name _____ of _____, had appeared for
'C' Certificate Exam which was held on _____ (date). I failed in the subject exam
and now I wish to reappear for the 'C' Certificate Exam.

2. In view of the above, permission to appear/reappear in the 'C' Certificate Exam
being conducted in Feb 2010 by NCC Gp HQ, Xxxxxx may please be granted to me.

Yours Faithfully

(Signature & Name of the Cadet)

RECOMMENDATION OF CO UNIT

1. Statement made by the NCC No. _____ Rank _____
 Name _____ of _____ has been verified
 and found correct.

2. Photocopy of 'C' Certificate in r/o the cadet is attached.

OR

The cadet could not appear for the previous 'C' Certificate Exam due to reasons
 beyond his/her control.

3. It is recommended that No. _____ Rank _____
 Name _____, may please be granted permission to appear/reappear for the
 'C' Certificate Exam being held in Feb 2010.

RECOMMENDATION OF THE GROUP COMMANDER

1. NCC No. _____ Rank _____ Name _____
 appeared in 'C' Certificate Exam held on _____ and obtained _____ grading/
 failed in the exam/ was absent for the exam.

2. Photocopy of the 'C' Certificate of the previous exam and authenticated extract
 of the Board proceeding of the 'C' Certificate Exam held on _____ are attached for
 reference.

3. It is recommended that NCC No. _____ Rank _____
 Name _____ may please be granted permission to appear/reappear for
 the 'C' Certificate Exam being held in Feb 2010.

Place :

(Round Stamp Gp HQ)

(Signature of GpCdr)

Date :

SANCTION OF ADDL DIR GEN, NCC DTE PB, HAR, HP & CHD

Permission to appear/reappear in 'C' Certificate Exam being held in -----2010 under the aegis of NCC Group HQ, xxxxx is granted / not granted.

Place :

Dated : 2010

NOMINATION FORM

FOR MEMBERSHIP OF THE NCC CADETS WELFARE SOCIETY

(TO BE RETAINED AT NCC GROUP HEADQUARTERS)

SECTION-1

1. I, _____ Cadet (Name in block letters) _____ Son / Daughter of (Name in block letters) Sh _____ a student of class _____ of School / College _____ On my enrolment with the NCC on (Date) _____ With -x Haryana Battalion NCC, xxxxx (Unit) apply for membership of National Cadets Corps Welfare Society and hereby subscribe a sum of Rs. 10/- (Ten only) towards its membership fee.

2. My father's _____ / Mother/Guardian's occupation is _____

and annual income of my family from all sources is Rs _____

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 originated NCC activity. I hereby accept that the decision of the Governing Body/Managing Committee with regards 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 persons in the event of my death while participating in and organized NCC activity.

Sr no	Name of Nominee /Nominees (In Block Letters)	Age	Relationship with the Cadets	Permanent address of the nominee	Percentage of financial assistance payable
1					
2					
3					
(To be filled by the cadets 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 cadets in the Division or Wing of the NCC to which I have been enrolled

Date :

Station :

(Full Sign of the Cadet)

SECTION –II

Date :

Place : (Sign Of ANO /Head of institute)

SECTION –III

I am willing to allow my Son /Daughter Ward

Name_____

to become a members of the NCC Cadets Welfare Society Under the term & condition and the rules in force of the society . I also approve of the nomination made in section –I (4)

Date :

Place : (Sign Of Father /Mother /Guardian)

With complete address

Witness : 1_____

2_____

(Signature)

(Signature)

Full name & address or office seal of the witness Full name & address or office seal of the witness _____

Note:- The witness should be either Gazetted officer /Head of institute/ANO/Sarpanch/Village Head

SECTION –IV

Received a sum of Rs 10/- (Ten Rupees Only) as one time subscription and enrolled as a member of the National Cadets Corps welfare society during the cadetship in the junior /senior division wing

Date:

Place: (Sign Of OC Unit with office seal)

SECTION –V

(To be filled by NCC Unit)

Date of dispatch of the Nomination form

CAMP DOCUMENTS-SD/SW/JD/JD CADETS**RISK CERTIFICATE**

This is to certify that INo.....
 Rank..... Unit..... volunteer to attend
 the_____Camp/Course to be held
 at.....fromto.....at my own risk.

Station :
 Applicant

Signature of

Name in block letter Address

Date :

PARENTS' CONSENT CERTIFICATE

This is to certify that I have no objection to spare my son/ward No _____ Rank _____ Name _____

College _____ Unit _____ to

attend the _____ Camp/Course to be held at

_____ from _____ to _____.

Station :
Parent/Guardian

Signature of
Name and address

Date :

MEDICAL FITNESS CERTIFICATE

Certified that I have examined No.....Rank.....

Name.....College/School.....

.....Unit ----- in accordance with the standard laid down in

NCC Act and Rules and found him fit to undergo training of Camp to be held

at..... from.....To.....

I also certify that the above mentioned cadet has been inoculated/Vaccinated.

Station :

Signature of Medical Officer
Name and block letter Address

Date :

COUNTERSIGNED BY CO UNIT

Station :

Date :

PERMISSION ATTESTED BY NCC OFFICER/PRINCIPAL

As the father/guardian has given the permission to his son/daughter/ward to attend the above NCC Camp. I therefore also permit him for the same.

Station : Counter Signature
Principal

Date : Sign of ANO

Seal

ARRIVAL SLIP

No _____ Rank _____ Name _____ has
been detailed to attend the _____ camp/course being held at
_____ from _____ to _____.

Station

Date _____

(Sign of CO Unit)

FORM OF INDEMNITY BOND

In consideration my being nominated at my request to undergo all types of training and participating in any camp/course/adventure training activities in/outside NCC and traveling, I undertake and agree, neither I nor my executor nor administrator will make claim against the Government of India or against any officer, JCO/OR, Armed Forces/Civilian MT Drivers or against any loss or injury to the property or person (including injuries resulting in death) which I may suffer while or in consequence of my being in training/participation of any camp/course/adventure training activities in/outside NCC and traveling and I understand that compensation will be paid by the Government of India or any officer, JCO/OR Armed Forces, Civilian MT Drivers or against any person in the services of the Government of India and in respect of any such loss or injury (including injury resulting in death) and I agree so as to bind my self executors and administrators to Indemnify the Government of India any officer JCO/Ors, Armed Forces/Civilian MT Drivers and any person in the service of Government of India against any claim which may be made by any third party against them or any of them arising out of any act of default on my part during or in connection of the said training course/camp/adventure training or journey by road/sea river and flight.

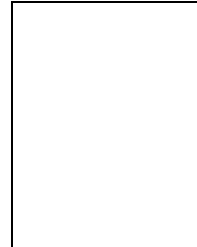
The Government has agreed to bear the stamp duty on this document.

Date.....

AWARD OF SCHOLARSHIP FROM NCC CADETS WELFARE SOCIETY

APPLICATION FORM

PART - I



((To be attested by
associate NCC Officer)

)

1. Name in full :

2. (a) Exact date of birth :

(b) Place, Dist 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 SC/ST/OBC :

(Attach Certificate in the format of
Annexure 4)

6. Total annual income of both parents :

(Income certificate in the format 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 name of Board/Univ.

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

8. Details of any other scholarship

Being received with amount and

date of receipt. :

9. Particulars of NCC Cadetship

(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 the documents enclosed alongwith 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 Caste/Scheduled Tribe/OBC Certificate issued by the State Govt. authority.

Signature of the applicant)

Date :

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 2 years and details of year wise training attendance are asunder :-

Academic Year Total Training Period Periods attended Percentage of attendance

(Signature of Associate NCC Officer)

Station :

Date :

PART III

(to be completed by the O.C Unit)

1. The particulars of Cadets 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.

(Signature of O.C Unit with 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 ADG)

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 S/O is 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.

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

Date :

Annexure – 4**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
 Caste/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

Signature

Place : Designation

Date : (with seal of the 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/st 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 Schedule 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 ships.

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 sources.

Date : Signature of Parent/Guardian of the applicant

BEST CADET COMPETITION

Unit : Wing : Army/Nary/Air Force

Div :SD/JD/SW/JW

Passport size
Photograph in
NCC Uniform

1. No. Rank & Name of Cadet :
- 2.. Institution :
3. Academic Qualification :
4. Father's/Guardian's Name &Profession :
5. Present Home Address :
6. Date of enrolment in :
(a) Senior Division /Wing :
(b) Junior Division /Wing :
7. Percentage of Attendance on Normal Parade during the Current training session :
8. No. of Camps attended :
9. Attended RDC/RD Banner/TSC/VSC/ NSC : Yes/No & (Details)
10. Participated in Mountaineering Expedition : Yes/No & (Details)
11. Participated in NCC Games : Yes/No-First/Second /Third

12. Medal/ Posn :
(a) Name of Camp :
(b) Medal /Posn :
13. Grading in Course/Camp
(a) Course :
(b) Grading :
14. Merit Certificate :
Camp /Courses :
15. Attended YEP :
16. Blood donation (details) :
17. Pen picture by OC unit (Not exceeding 10 lines) :

Notes :-

1. For every cadet separate sheet will be used and forwarded in triplicate.
- 2 R. Performance details should be previous trg year only.

FORMAT FOR APPLICATION

SHORT SERVICE COMMISSION IN THE ARMY
THROUGH NCC SPECIAL ENTRY SCHEME
SCHEME COURSE

1. Full Name (in capital): _____
(As per matriculation /equivalent certificate)

2. Father's Name (in capital): _____

3. Date of Birth: _____

4. Are you applying under the category of words of battle casualties?

Write Yes /NO: _____

5. Postal address with Telephone number at which interview call letter is to be send
: _____

Dist _____ State _____ Pin code _____

Email id _____

Contact No _____ Mobile

No _____

6. Permanent address

Dist _____ State _____ Pin code _____ Email

id _____

7. Nationality: (a) _____ (yes /no)

8. Qualification :(a) Aggregate marks of graduation Exams

ia) I yr Marks obtained _____ Out of _____

(b) II yr Marks obtained _____ Out of _____

(c) III yr Marks obtained _____ Out of _____

Total three year aggregate marks _____

Percentage of aggregate marks _____

(d) Grading in NCC "C" Certificate _____

(e) Dispatching from NCC _____

9. Sex- Male /Female

10. Marital status _____ write 1 if unmarried write 2 if married

11. Detail of all previous interviews in all three services: _____

(Write NA if not appeared earlier)

Type of commission i.e. NDA,TES,IMA,TGC,SSC, UES or any others	Selection centre	Batch/Chest No.	Date of reporting at SSB	If recommended write 'R' if screened out write S/O If not recommended write 'NR'

12. Document to be attached (no original please):

(a) Marks sheets of Graduation exam (all three years along with provisional /degree certificate)attested by class I Gazetted Officer (b) NCC "C' certificate duly attested (c) class X certificate (with date of birth)duly attested (d) in the case of wards of battle casualties attested copies of documents in support thereof.

DECLARATION:-

1. I here by declare that all the statement made in the application are true to the best of my knowledge and belief.
2. I will not avail any SSB interview for the same course (SSC (NT)-91) and SSC (NT) women 5TH as CDSE candidate for OTA commencing in Apr 2010.
3. I have never been with drawn from NDA, IMA, OTA, or any others services training academy on disciplinary ground /debarred from appearing at any examination or I have never arrested , prosecuted or convicted by criminal court or involved in any others case registered by the police station .
4. I undertake not to make any claim for compensation at any stage of my selection ,my ineligibility for the candidature is detected and my candidature is cancelled as result thereof
5. This is only application submitted by me on NCC entry (SSC) and if any duplicate application is detected, my candidature be cancelled and I may be debarred permanently from applying for commission in the armed forces.

6. Any willful misrepresentation of facts or concealment of information will result in cancellation of my candidature and may also dedar me either permanently or for a specified period from applying fpr future courses.

Place:

Yours faithfully

Date:

Signature of candidate

COUNTER SIGNATURE

Cdr NCC GP HQ

Place:

