

# JOINING INSTRUCTIONS

# INDIAN NAVY



.....**COURSE**  
**Permanent Commission**

**DIRECTORATE OF MANPOWER PLANNING & RECRUITMENT**  
**INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (NAVY)**  
**ROOM NO 204, C WING, SENA BHAWAN, NEW DELHI- 110011**

These Joining Instructions are guidelines only and the provisions mentioned herein may vary in accordance with the actual rules and regulations in force from time to time. Therefore, it cannot be quoted as authority.

**LETTER OF ACKNOWLEDGEMENT**  
**(Fax/Speed Post/ Courier)**

Name of the Candidate \_\_\_\_\_  
(In block letters)

Address \_\_\_\_\_

\_\_\_\_\_

Ph No: \_\_\_\_\_

The Commandant  
(for Training Captain)  
Indian Naval Academy  
Naval Academy PO, Ezhimala  
Kannur 670310, Kerala  
**Fax No: 04985-224165**

**SELECTION UNDER PERMANENT/ SHORT SERVICE COMMISSION**

**COURSE** \_\_\_\_\_

Sir,

1. I have the honour to acknowledge the receipt of Integrated Headquarters, Ministry of Defence (Navy) Letter OF/ \_\_\_\_\_ dated \_\_\_\_\_ selecting me for training as a cadet (Permanent Commission)
2. I confirm that I will report to the Commandant, Indian Naval Academy on \_\_\_\_\_ for the training commencing on \_\_\_\_\_.
3. I expect to reach Payyanur railway/ bus station at \_\_\_\_\_ (Time) on \_\_\_\_\_ (Date) by \_\_\_\_\_ (name and number of train/ bus).

Yours faithfully,

**Copy to: -**

The Director of Manpower Planning & Recruitment (OI&R Section)  
Integrated Headquarters, Ministry of Defence (Navy)  
Room No 204, C-Wing, Sena Bhavan  
New Delhi 110011

**By Post Only**

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**Note:** Send the original of the acknowledgement to Commandant, Indian Naval Academy immediately on receipt of the Joining Instructions. Duplicate copy is to be sent to The Director of Manpower Planning & Recruitment (OI&R Section) by post only.

## **EZHIMALA – GOD’S OWN LAND**

1. The name ‘Ezhimala’ is believed to have been derived from the seven hills (‘Ezhu’ means seven and ‘Mala’ means hill in Malayalam) that dominate the skyline of this area. The place was also known as ‘Elimalai’ meaning ‘Rat Hill’ (‘Eli’ in Malayalam means rat). Yet another legend has it that the name was derived from ‘Ezhil Malai’ meaning Land of Beauty (‘Ezhil’ means beauty). Folklore has it that the seven hills are parts of the ‘Rishabadri’ mountain that fell to earth when Lord Hanuman was carrying the mountain with Mrita Sanjivani and other herbs to Lanka for Lakshaman’s treatment after he was critically injured and lying in coma during the epic battle of Ramayana. As though, to substantiate this, the area has many rare medicinal herbs.

2. **History.** During the Sangam era, approximately 1500 years ago, ‘Ezhimala’ was known as ‘Ezhimalai’. Sangam literature gives us a vivid picture of the life of people at Ezhimala. In 500 AD there were three main kingdoms spanning the modern state of Kerala viz, Aynad in the South, Cheranad in the Centre and Ezhimalainad in the North. The modern districts of Kannur and Kasargode were part of Ezhimalai and ruled by ‘Nanan’. At its zenith Nanan’s rule extended up to Wynad and Gudalur in the foothills of the Western Ghats, bordering the present day Mysore district in Karnataka. It is believed that Nanan buried an immense treasure of coins in 491 AD in the foothills of Ezhimala. The Kolathiri Raja took over the reins of the kingdom from the Nanan dynasty in the 14<sup>th</sup> century AD. The Kolathiri Raja translated the name ‘Ezhimalai’ into ‘Saptasilam’ for the seven hills that dominate the area. In the 18<sup>th</sup> century Tipu Sultan captured the area and it fell into the hands of the British, after they defeated Tipu Sultan in the third Mysore War.

3. **Location.** Indian Naval Academy, Ezhimala is situated approximately 35 km North of Kannur (Cannanore) and 135 km South of Mangalore, on the West Coast of peninsular India.

4. **Accessibility.** Indian Naval Academy is well connected by rail and road. The nearest railway station is at Payyanur, a town located 10 km away from the naval base. Payyanur is situated along NH 17 between Mangalore and Kannur. The broad gauge railway line links Payyanur to Mumbai and other major cities in Western, Central and Northern India via the Konkan Railway. The broad gauge rail network also links Payyanur to Chennai and other major cities in Eastern India (via Chennai) and Southern India (via Palakkad). The nearest airport is located at Mangalore, about 135 km from Indian Naval Academy. An international airport is also situated at Kozhikode, 165 km south of the Academy. There is regular private bus service between Indian Naval Academy, Payyanur and Kannur.

5. **Climate.** Ezhimala has a tropical climate. Exceptionally heavy rainfall is experienced during monsoons, which last from May/June to December. The summer months ie from March to May/June are hot and humid. The period between January to March is mild. The average annual rainfall is about 350 cm and temperatures range between 21° to 31° C during November to February and 27° to 38° C in summers. The relative humidity in the area is fairly high through the year.

6. **Clothing.** Tropical clothes are worn throughout the year. Light woollens may however be carried for wearing while visiting Ooty/ Bangalore/ Wayanad during the course of training.

7. **Languages Spoken.** Malayalam is the lingua franca of the area. However English can be understood and spoken by majority of the local population. Hindi is understood, but not spoken by the people.

### **USEFUL ADMINISTRATIVE DETAILS**

8. **Postal Particulars.** The Indian Naval Academy has a full-fledged post office. The postal and telegraphic address during your stay at the Academy will be as follows:-

(a) **Postal Address.** Cadet \_\_\_\_\_  
Indian Naval Academy, Naval Academy PO  
Ezhimala, Kannur, Kerala 670310

(b) **Telegraphic Address.** Cadet \_\_\_\_\_  
Indian Naval Academy, Naval Academy PO  
Ezhimala, Kannur, Kerala 670310

(c) **Official Address.** All official letters must be addressed to The Commandant, Indian Naval Academy on the following address:-

The Commandant (for Training Captain)  
Indian Naval Academy, Naval Academy PO  
Ezhimala, Kannur, Kerala 670310

9. **Official E-Mail Address.**

**ina-navy@nic.in**

10. **Important Telephones/Fax.**

<b><u>Ser</u></b>	<b><u>Designation</u></b>	<b><u>Telephone</u></b>	<b><u>Fax</u></b>
(a)	Commander Training Team	04985-223700	04985-224165
(b)	Adjutant	04985-224164 9446400188	04985-224164
(c)	Flotilla Duty Officer	04985-222 786 9446507980	04985-222 482

11. **Travelling.** You are entitled to travel by train in Second Class Sleeper and are to travel at your own expense while joining the Indian Naval Academy. The amount expended on your journey to the Academy will be reimbursed on joining, after producing the journey ticket. The nearest railway station from the Academy is Payyanur. Trainees arriving from various destinations should preferably disembark at Payyanur Station. Payyanur station can be reached as follows:-

(a) **Rail.** All trains on the Konkan Railway route except Rajdhani Express (plying between Delhi - Thiruvananthapuram), Sampark Kranti Express (plying between Chandigarh – Thiruvananthapuram), Jodhpur Express (plying between Jodhpur – Thiruvananthapuram) and Jaipur Maru Sagar Express (plying between Jaipur – Ernakulam) halt at Payyanur. The nearest stop for Rajdhani, Sampark Kranti, Jodhpur and Jaipur Maru Sagar Express is Kannur.

(b) **Road.** NH 17 connects Payyanur with Kannur and Mangalore. There are regular state government and private bus services connecting Payyanur to Kannur and Mangalore. Trainees arriving by bus are to disembark at Payyanur bus stand (located within Payyanur town, about four km from railway station).

(c) **Air.** Payyanur does not have an airport. The nearest airport is located at Mangalore, 135 km from Payyanur. Indian Airlines, Jet Airways and a number of private airlines operate services to and from Mangalore. The other airport is at Kozhikode (Calicut), 165 km from Payyanur. Both, Mangalore and Kozhikode, are well connected to Payyanur by road and rail.

12. **Transport to Indian Naval Academy.** You are required to intimate your arrival particulars to Indian Naval Academy, Ezhimala, by fax/ telegram / speed post/ e-mail at the earliest. A reception cell would be set up at Payyanur Railway Station on the days mentioned on your call letter. A suitable transport would be provided to convey you from Payyanur railway station to the Academy. If you arrive by any other means, you are requested to reach the Payyanur railway station on your own. The Payyanur/ Kannur bus stand and railway station are well connected by bus service/ auto rickshaw service. If you arrive on any other day, you are to make your own arrangements to reach the Academy. In case of any difficulty or doubt you may contact the Training Office/ Flotilla Duty Officer/ Officer of the Day, Indian Naval Academy on telephone.

13. **Clothing.**

(a) **Personal Clothing.** A list of the minimum essential items required to be brought along by gentleman trainees and women trainees while reporting to the Indian Naval Academy is given at Appendix A. It is requested that all clothing/items indicated in the appendices mentioned ibid be necessarily carried while reporting for training. Additional clothing/items required thereafter shall be made available at the Academy.

(b) **Uniform.** Various naval uniforms will be stitched for you on arrival at the Academy. While most of the uniform would be issued to you, you will be required to pay for certain uniform items and the stitching charges as per laid down rates. On completion of the course you will be required to carry all the uniforms.

(c) **Miscellaneous Clothing.** You will be required to purchase/ stitch certain items of personal clothing at the Academy. These would include squadron vests, squadron shorts, squadron T-shirts, Academy T-Shirts, Academy Track Suit, Academy Blazer, a lounge suit, Academy Tie and Academy Muftis.

14. **Documents.** The candidates are to hand over the original and two unattested photocopies each of the under mentioned documents on arrival at Indian Naval Academy:-

- (a) Own Risk Certificate (Appendix B).
- (b) Declaration (Appendix C).
- (c) Bond (Appendix D - to be executed jointly by the parent/guardian and the selected candidate on non-judicial stamp paper of a value of Rs 100/- or as applicable to the state of your residence).
- (d) Indemnity bond (Appendix E - to be signed by the parent/guardian of the candidate selected to undergo training).

- (e) Appointment letter/telegram sent by Integrated Headquarters, Ministry of Defence (Navy) intimating selection of the candidate.
- (f) Class X passing certificate (matriculation certificate).
- (g) Class X mark sheet.
- (h) Class XII passing certificate.
- (j) Class XII mark sheet.

15. **Financial Aid.** The Government gives financial assistance upto Rs 400/- per month to those trainees whose parents/guardians have a monthly income below Rs 1500/-. This financial assistance will be available until the cadet is granted the rank of Midshipman. If you are eligible for this aid, you are to apply to Integrated Headquarters, Ministry of Defence (Navy) as per Performa at Appendix F, through the District Magistrate of your district indicating clearly the total monthly income of your parent/guardian from all sources (ie, pay and allowances, pension, income from property, agricultural land, business, etc). The District Magistrate will forward the application with his recommendation to Integrated Headquarters, Ministry of Defence (Navy). The recommendations of the District Magistrate must be signed personally by the District Magistrate himself with the seal of his office affixed on it. Unless you take prompt action, the sanction of this assistance may be delayed causing inconvenience. An advance copy of the application submitted to the District Magistrate should be forwarded to the Director of Manpower Planning and Recruitment, Integrated Headquarters, Ministry of Defence (Navy), DHQ PO, New Delhi 110011 directly. To facilitate early sanction of the aid, it is advisable that you bring this application fully recommended by the District Magistrate and hand it over at the Academy. It will then be forwarded to Integrated Headquarters, Ministry of Defence (Navy) for necessary action.

16. **Certificate for Continuation of Financial Aid.** If the financial aid applied for is granted, you will be required to produce a certificate as per Performa at Appendix G duly signed by your parent/guardian every six months for the period you are under training as a cadet. The particulars given therein are liable to be verified by the District Magistrate, and any inaccurate information will result in stoppage of the financial aid and any other action that may be considered necessary by Integrated Headquarters, Ministry of Defence (Navy).

17. **Deposit Money.** You have an option to open an account in the local branches of State Bank of India, Naval Academy Branch, Ezhimala, ICICI Bank, Payyanur or HDFC Bank, Kannur. You are required to bring a sum of 30000/- in the form of a Demand Draft drawn in favour of either of the above listed banks and will be deposited in your account. In addition, a sum of Rs. 12000/- would be required for each subsequent semester to cater for recurring expenditure. The deposit money is safety net to cater for the basic expenditures during training to meet the following expenditures: -

<b>Srl</b>	<b>Services</b>	<b>Charges</b>
(a)	Pocket/personal expenses	<b>Rs 5,000/- @ Rs 1,000/- per month</b>
(b)	Expenses on laundry, civilian bearer, hair cutting and other sundry services	<b>Rs 2000/- @ Rs 400/- per month</b>
(c)	Expenses on stitching/ purchase of Academy blazer, Pinstripe Suit, Uniforms, Academy tie, Academy mufti, formal wear including footwear, Academy sportswear, jogging shoes, jungle boots, bed sheets, towels, pillow cases, swimming trunk/suits,	<b>Rs 11,000/-</b>

	satchels and other stationery	
(d)	Travelling expenses for proceeding to next duty station or home station on leave on completion of the Naval Orientation Course (though you would be entitled to free journey warrants, you will have to meet other expenses enroute)	<b>Rs 2,000/-</b>
(e)	One time non-refundable term premium for an insurance cover of Rs 8 lakh during the first three years of training (cover thereafter will be governed by the same norms as applicable to commissioned officers)	<b>Rs 4,370/- @ Rs 750/- per month</b>
(f)	JNU enrolment and registration fees	<b>Rs 2,115/-</b>
(g)	Contingency	<b>Rs 3,500/-</b>

18. **Initial Settling Down.** When you report at Indian Naval Academy you will be entering a regimented and disciplined environment, which is quite different from civilian life. Not many of you would have experienced such an environment. The stresses and strains that you will feel initially are a part of the settling down process. The academic, physical, mental and moral training that you will undergo is designed to achieve certain minimum standards for your all round development, which is a prerequisite for every officer of the Indian Navy.

19. **Encouragement from Parents.** Parents/Guardians of trainees may note that the initial stresses and strains that the trainee is undergoing may be evident from his letters to them from the Academy after reporting. They are advised to encourage and guide their child/ward to help him/her in adapting to and settling down in this disciplined environment. One of the ways of taking a step in this direction is to allow your son/daughter to travel alone from home to the Academy and not accompanying them on this journey.

20. **Resignation.** Despite all our encouragement and help, should you feel that you are unable to adapt to the service environment, you may resign from the navy after paying the cost of training and allied charges as fixed by the Government of India from time to time. If you apply for resignation within a period of 14 days of reporting to Indian Naval Academy, you shall be sent on leave pending formal and final approval from the Government. If you resign after 14 days, you will be allowed to proceed on leave pending withdrawal only on approval from Integrated Headquarters, Ministry of Defence (Navy) subject to final and formal approval from Government of India and recovery of cost of training and allied charges.

21. **Prohibited Items.** You are not to bring any of the following to the Academy:-

- (a) Dogs or other pets.
- (b) Wireless sets (**mobile phones if carried** are to be deposited on arrival for safe keeping)
- (c) Car, motorcycle, bicycles.
- (d) Air guns, firearms and ammunition.
- (e) Private servants.
- (f) Wines, spirits, liquors, drugs and intoxicants.
- (g) Articles of value or jewellery.
- (h) Electric heaters.
- (j) Music system.

- (k) Eatables of any nature.
- (l) Stuffed toys, decorative items, posters, etc.
- (m) Cigarettes or other smoking material (smoking is prohibited at Indian Naval Academy).

22. **Discipline**. You would be subject to Naval Law in accordance with the Navy Act 1957 from the time you report to the Academy for the course.

23. **Leave**. Except for leave on medical or extreme compassionate grounds, no leave would be granted during the period of training. You may, however, be permitted to proceed outside the Academy premises on Sundays and holidays subject to meeting certain stipulations. The trainee would be granted leave on completion of each semester. While proceeding home on leave you are entitled to travel in III AC on free railway warrant.

### **FACILITIES AT INDIAN NAVAL ACADEMY**

24. **Sports and Games**. Sports and games are conducted every day to develop trainees' interest and proficiency in outdoor games as also sportsmanship. To this end, modern facilities exist for football, hockey, basketball, volleyball, tennis, badminton, squash, cricket, swimming and all water sports at the Indian Naval Academy.

25. **Extra-Curricular Activities**. Extra-curricular activities such as quiz, debates, snap talks, prepared talks and dramatics/ music competitions are conducted to improve the overall personality of a trainee. The trainees are also provided opportunity to take part and develop interest in various hobby club activities such as yachting, trekking, sailing, Para gliding, kite surfing, shooting archery, etc. which could be pursued by them during their leisure time.

26. **Cinema**. A modern auditorium cum cinema hall is being constructed in the premises of the Academy. At present various classics revealing the traits of military leadership and training documentaries are screened on Saturday evenings in the mini auditorium located within the Academy Main Building Complex (Aryabhata).

27. **Library**. The Indian Naval Academy has a well-stocked library with over 20000 books on various subjects including fiction and classics. Several leading periodicals and newspapers in English and Hindi also provide adequate reading material. Trainees are tasked to review books to inculcate the habit of reading in them and to help them hone their English writing skills.

28. **Canteen**. A Canteen outlet functions within the base for sale of toiletries, clothing and other items of common use. Specific timings are promulgated for trainees to avail the services of the canteen.

29. **Cafeteria**. A cafeteria functions within the training area of the Academy. It offers fast food, sweets, cold drinks and oriental as well as traditional menu at a reasonable price. The trainees can have meals and snacks against cash payment and also entertain guests and visitors at the cafeteria.

30. **Amenities**. The following facilities are also available: -

- (a) Tailoring service.
- (b) Stationery and General store.
- (c) Trainees Saloon.
- (d) Laundry.
- (e) STD booth.
- (f) Broadband Internet (this facility is available within the squadrons).
- (g) Cobbler facility.
- (h) ATM'S of SBI, ICICI, HDFC and Axis Bank.

31. **Transport**. Transport is provided to trainees for training purposes only. The trainees are not allowed to keep any form of private/personal transport.

32. **Medical Facilities**. A Medical Inspection Room (mini hospital) is available at Indian Naval Academy. A 64-bed hospital with state of the art facilities is under construction. There are many large military and civil hospitals in the vicinity of the Academy where trainees are referred for specialised medical treatment, if required. Medical treatment is provided free of cost to the trainees.

33. **Cultural and Social Activities**. These activities are conducted from time to time for all round development of the trainees. They include the following: -

- (a) Inter Squadron Dramatics.
- (b) Inter Squadron Debate.
- (c) Inter Squadron Quiz.
- (d) Academy Dinner Night.
- (e) Squadron Socials

34. **Guest Lectures and Practice Public Speaking**. Guest lectures by eminent personalities are organised periodically. Prepared talks and snap talks are also conducted regularly, wherein trainees are given the opportunity to develop their oratory skills.

35. **Messing**. While under training at the Academy, you will be messing in the Trainees' Mess. You will be provided with entitled messing and allied services (including light, water, and conservancy and part payment of laundry). Entitled messing or allowance in lieu, will not, however, be admissible during vacations, when you are permitted to leave the Academy premises.

36. **Accommodation**. You will be provided with free accommodation and would be obliged to live in the accommodation allotted. Permission to live out will not be granted in any case and you will have to be responsible for the upkeep of the accommodation allotted to you.

37. **Telephone Calls**. An STD booth with 12 terminals is located in the Cafeteria where Trainees are permitted to make STD calls. Trainees are not permitted to keep mobile phone at the Academy and deposit their mobile phones on arrival for safe keeping.

38. **Incoming STD Calls from Parents/Guardians.** Incoming calls from next of kin/guardians will be entertained only on the days and timings as below at designated phones located in the Squadrons: -

- |     |                      |               |
|-----|----------------------|---------------|
| (a) | All Saturdays        | 1700- 2200 h  |
| (b) | All Sundays/holidays | 1000 – 2200 h |

39. **Civilian Bearers.** Civilian bearers or orderlies are employed to carry out various chores, so that the trainees can focus on training activities.

40. **Internet.** A broadband internet facility operates from the Computer room in each Squadron and from the library during stipulated times.

41. **Bank.** A branch of the State Bank of India with an ATM facility is functional in the campus. In addition, ATM of HDFC and ICICI bank are available in close proximity to the trainees' accommodation area. You will be required to open a bank account on arrival (if not opened prior joining) and shall be given an ATM card immediately. Alternately, you may choose to open an account in either of these banks at your home town and carry along necessary documents/ATM card for transactions at Ezhimala. Trainees are not permitted to keep more than Rs 1000/- in cash within the Academy. Branches of all major banks and their ATM facilities are located at Kannur.

## **ORGANISATION AND TRAINING**

42. **Organisational Structure.** The Indian Naval Academy organisational structure is designed to provide optimum resources for the conduct of training. The main departments under The Commandant are Training Faculty, Academic Faculty, Administration (including base depot ship, INS Zamorin), Logistics and Medical (including Naval Hospital Navjeevani). All matters relating to trainees fall under the purview of the Training Faculty. The Training Faculty deals with professional training in naval service subjects, and all forms of outdoor training. All matters pertaining to trainees such as accommodation, messing, discipline etc are also dealt by the Training Faculty. The administration, logistics and medical departments provide vital support for the conduct of training.

43. **Decorum of Training.** Being the 'cradle' for all officer entrants of the Navy and Coast Guard, it is imperative that all trainees at the Indian Naval Academy maintain the highest standards of turnout and self-discipline.

44. **Training Schedule.** The trainees will undergo ab-initio training at the Academy spanning a four years period. The training would be covered in eight terms of 22 weeks each with leave of four weeks or less in between terms. On completion of ab-initio training, the trainees would be awarded B Tech in Mechanical Engineering/ Electronics & Communication Engineering from Jawaharlal Nehru University. The trainees would thereafter proceed for sea attachment/ specialist training in respective fields.

45. **Examination.** Examinations are conducted at various stages during the course and trainees are graded for performance based on a prescribed scale. Incentives for excellence in service subjects include book prizes, awards, trophies and medals.

46. **Outdoor Training.** The following outdoor activities form an important part of the curriculum: -

(a) **Physical Training (PT).** PT sessions are conducted in the early mornings and extra coaching is conducted in the afternoons. Beginning with simple exercises, the trainee is gradually conditioned for advanced exercises over a period of ten weeks. The trainee is required to clear the prescribed PT tests by the end of the course. Failure to clear the mandatory physical tests within the laid down period (including grace period) would entail relegation (repetition of the course). The PET standards expected to be passed are as follows: -

<b>Ser No</b>	<b>Test</b>	<b>Remark</b>
(a)	2.5 km run	Less than 12:00 Minutes
(b)	Bent knee sit ups	25 repetitions
(c)	Push ups	21 repetitions
(d)	Chin Ups	04 repetitions
(e)	100 m sprint	15 sec
(f)	<b>Swimming Test</b>	50 m (Breast Stroke), 03:00 min floating, 5m Jump. To be passed by the 3 <sup>rd</sup> semester.

(b) **Swimming.** Swimming is compulsory and all trainees are required to clear the basic swimming test before the end of the third semester, failing which the trainee may be relegated. The basic swimming test consists of swimming 50 m (any stroke) followed by floating for three minutes while wearing a full sleeve shirt and a pair of trousers. The trainees are also required to clear various advanced swimming tests during the course of the training, details of which would be intimated to the trainee on arrival.

(c) **Watermanship Training (WST).** Theoretical as well as practical instructions are imparted in watermanship. Sufficient practical classes are conducted, so as to enable the trainee to understand the parts of a boat rig the sails of a boat and handle the boats in water. Proficient trainees are also given the opportunity to sail in Enterprise Class dinghies as part of the hobby club activities. Watermanship activities include:-

- (i) Pulling/sailing training in 27 feet service whaler boat (rowing and sailing boat).
- (ii) Sailing (yachting) in Enterprise Class dinghy (sailboat).
- (iii) Power boat handling.

(d) **Drill & Small Arms Training.** Drill is the bedrock of discipline. Instructions in squad drill, as part of a contingent, are imparted from the beginning of the course till completion. Rifle and sword drill form an integral part of parade training. Trainees are also taught how to lead a contingent/ squad. Small Arms training are an integral part of the training curriculum. The trainees are taught to handle and fire a variety of small arms during their stay at the Academy.

(e) **Camps.** During the course, the trainees would proceed for an outdoor camp of four days duration. During the camp, trainee would be acquainted with aspects of map reading, land fighting and survival in hostile terrain as well as long distance sailing.

(f) **Sea Attachment.** During the course of training, the cadets would also be attached to ships of the Indian Navy to acquaint them with the life at sea and gain hands on practical experience.

(g) **Outbound Visits.** The trainees would also visit various civil/military establishments during outbound educational trips organised by the Academy.

47. **Passing Out Parade (POP).** A Passing out Parade is held at the end of the four year course wherein successful trainees pass out of the Indian Naval Academy and proceed for their next phase of training. At the end of four years, trainees will be commissioned in the Indian Navy. Parents of trainees as well as various dignitaries are invited to attend the grand function.

## LIST OF CLOTHING - MEN TRAINEES

### 1. Personal Clothing

- |     |  |                  |
|-----|--|------------------|
| (a) | Socks (plain black and white)  | : Six pairs each |
| (b) | Neck tie   | : One            |
| (c) | Pure white full sleeve readymade shirts with no pleats & front borders/ Half Sleeve shirts | : one/ Three     |
| (d) | Vests cotton (white sleeveless e.g. VIP Bonus)   | : Twelve         |
| (e) | Underwear (readymade white)  | : Twelve         |
| (f) | Towels (plain white Turkish large)   | : One            |
| (g) | Sleeping suits (Light Blue)  | : One            |
| (h) | Handkerchiefs (plain white)  | : Twelve         |
| (j) | Trousers (black colour with single pleat outwards)   | : Two            |
| (k) | Civil clothing   | : Four pairs     |
| (l) | Alarm clock  | : One            |
| (m) | Black shoes – Derby Pattern (without the toe piece, e.g. Bata Ambassador)                  | : One pair       |
| (n) | Torch pocket (size to suit carrying in shirt pocket)                                       | : One            |
| (p) | Black leather sandals with back strap  | : One pair       |
| (q) | Bathroom slippers  | : One pair       |
| (r) | White and black thread with buttons and at least two needles                               |                  |

### 2. Sports Clothing

- |     |   |               |
|-----|---|---------------|
| (a) | White T-shirts with collars (plain white half sleeves)    | : Two         |
| (b) | White shorts (plain white, single pleat, without elastic) | : Two         |
| (c) | Swimming cap (maroon colour for Sikh personnel only)      | : One         |
| (d) | Personal sports gear like racquets etc                    | : As required |
| (e) | White cotton sports socks                                 | : Four pairs  |
| (f) | Swimming trunk (dark sober colours)                       | : One         |
| (g) | White Sports (running) shoes (Reebok/Nike/Adidas)         | : One         |

**Note:** - Though an endeavor will be made to provide shoes of all sizes, difficulties have been experienced in procuring shoes of sizes other than eight to ten.

**OWN RISK CERTIFICATE TO BE SIGNED BY THE CANDIDATE**

I hereby certify that I fully understand that I will, if required, undergo training at the Indian Naval Ships/Establishments with my full and free consent and at my own risk and that I or my legal heirs shall **NOT BE ENTITLED** to claim any compensation or other relief from the Government in respect of any injury which I may sustain in the course or as a result of training given to me at the said Indian Naval Ships/Establishments whether due to the negligence of any person or otherwise.

Place: -

Signature of candidate

Date: -

(Name in Block Letters)

**DECLARATION TO BE SIGNED BY THE CANDIDATES SELECTED FOR TRAINING  
FOR GRANT OF COMMISSION**

1. I (Name) \_\_\_\_\_ hereby confirm that in the event of my being selected for another job, I shall not withdraw from the training at Indian Naval Academy/Ship/Establishments to join another post, even if I had applied for it before joining the Indian Navy.
2. **Liability to Refund Cost of Training.** I hereby confirm that in the event of my applying for withdrawal from the Indian Navy, for any reason, I will be liable to pay the entire cost of training that has been incurred by the Government as may be fixed by Integrated Headquarters, Ministry of Defence (Navy) from time to time.
3. **Living Out Privileges.** I fully understand that I will not be permitted to live out or to bring my family to the training establishment for the purpose of staying at the premises.
4. **Marital Status.** I declare that I am not married and shall not marry during the period of training.

**Note:** Candidates who marry whilst undergoing training will be discharged and will be liable to refund all expenditure incurred on them by the Government.

(Signature of Witness)  
(Name in Capitals)

Full Address

Date:

(Signature of the Candidate)  
Full Address

Date:

**BOND TO BE SIGNED BY THE PARENT/GUARDIAN AND THE CADET**  
**SELECTED FOR INITIAL TRAINING WITH A VIEW TO BEING**  
**COMMISSIONED IN THE INDIAN NAVY**  
**(EXECUTED ON NON-JUDICIAL STAMP PAPER)**

1. This agreement made on *(day)* of *(month and year)* between *(Guarantor's full name)* resident of *(Guarantor's full address)* (hereinafter called 'the guarantor' which expression shall include his personal representative when the context so admits) and *(Officer's full name)* son/ward of the aforesaid guarantor (hereinafter called 'the Officer') of the one part and The President of India (hereinafter called 'The Government' which expression shall include his successor and assigns where the context so admits) of the other part.
2. Whereas the Officer has been selected by the Government on the terms hereinafter appearing for the purpose of receiving initial training with a view to being commissioned as an officer in the Indian Navy, provided he is considered by the Government to be suitable in all respects and if there is any vacancy.
3. Now it is agreed between the parties referred to above that in consideration of the Officer being selected by the Government for the purpose of the aforesaid training, the guarantor covenants with the Government that the Trainee will attend the aforesaid training as the Government may determine from time to time for the prescribed periods or until he is declared fit, *(as to which the decision of the appropriate authority prescribed by the Government for the time being shall be final)* to grant a commission, unless, he, the Officer is prevented from doing so by death on account of ill health or some other reason over which he, the Officer has no control or by being removed on the ground that the Officer is considered by the said appropriate authority to be unfit to continue as an Officer or to be commissioned.
4. If, for any reason not beyond the control of the Officer, he does not complete the prescribed period of his training or he, the Officer does not accept a commission if offered, as covenanted above, then the guarantor and the Officer shall jointly and severally be liable to pay forthwith to the Government in cash a sum such as the Government shall fix but not exceeding such expenses as shall have been incurred by the Government on account of the Trainee in his training and all money received by the Trainee as pay and allowances from the Government together with interest on the said money calculated at the rate in force for Government loans.
5. And it is lastly agreed that if there is any dispute as to the effect or meaning of these presents, the decision of which has not been expressly herein provided for, the same shall be referred to the decision of the Secretary to the Government of India in the Ministry of Defence, whose decision shall be final. As witness the hands of the parties the day the year first before written.

Signed by the Guarantor (Name, designation and address to be clearly indicated) in the presence of

Witness (Name, designation and address to be clearly indicated).

Signed by the said Officer (Name and address to be clearly indicated) in the presence of

Witness (Name, designation and address to be clearly indicated).

Signed on behalf of the President of India in the presence of

Witness (Name, designation and address to be clearly indicated).

### **NOT TO BE INCLUDED IN THE BOND**

**NOTE:**

1. A bond (*or covenant*) is to be executed by the parent/guardian and the selected Officer immediately in acceptance of offer of selection. It should not be executed or stamped until the Candidate has been finally selected by the Government for admission.
2. It should be executed on **non-judicial stamp paper**. Necessary Stamp paper is to be purchased by the guarantor (*for explanation of the term guarantor see Para 3 below*) from the local revenue officer. The value of stamp paper required varies with different states. The actual value of the stamp paper on which the agreement (*ie the BOND*), has to be executed should be ascertained by the guarantor from the Superintendent of stamps of the district in which he normally resides.
3. The word 'Guarantor' means parent (*father*) or guardian as the case may be. The mother of the Trainee should not execute the BOND, when the father is alive.
4. The signature of the guardian is to be witnessed by a serving or pensioned commissioned officer, or any civilian government servant of Gazetted status. The signature is to be witnessed as specified, even when the Guarantor himself happens to be a Gazetted officer.
5. The BOND will be signed on behalf of the President of India by the Commandant, Indian Naval Academy, Ezhimala, Kannur, Kerala.

**INDEMNITY BOND TO BE SIGNED BY PARENT/GUARDIAN OF CANDIDATE AND  
HANDED OVER BY CANDIDATE AT INDIAN NAVAL ACADEMY, EZHIMALA**

1. I (Name) \_\_\_\_\_ father of /guardian of (Name) \_\_\_\_\_ who is candidate of NDA (Naval Academy)/ 10+2 B Tech/10+2 (Integrated) Cadet entry scheme course commencing at Indian Naval Academy, Ezhimala with effect from \_\_\_\_\_ hereby certify that I fully understand that my son/ ward\* will be required at Indian Naval Academy, Ezhimala and further training onboard various ships. I with my full and free consent and at my own risk knowing fully well that I or my son or ward shall not be entitled to claim any compensation or other relief from the Government in respect of any injury which my son or ward may sustain in the course of training or as a result of surgical operation performed upon or anaesthesia administered to him for the treatment of any injury received as aforesaid or otherwise.

2. I also agree to abide by the decision of the Integrated Headquarters, Ministry of Defence (Navy) regarding allocation of branch/service in the Navy.

Signature of Father/Guardian

Name in Full \_\_\_\_\_

Place:

Date:

Signature of the Candidate

Name in Full \_\_\_\_\_

\*Delete whichever is not applicable

**APPLICATION FOR THE GRANT OF FINANCIAL ASSISTANCE**

1. Name of the Cadet :
2. Name and Address of the Father/Guardian :
3. Occupation of the father/guardian :  
(with adequate details)
4. Exact income of parent/guardian from all sources e.g :
  - (a) Salary (including allowance) :
  - (b) Pension :
  - (c) Income from business :
  - (d) (i) Detail of immovable property, if any :  
(ii) Income from above :
  - (e) (i) Details of movable property such as cash deposit, securities, bonds share etc.  
1. Income from above
  - (f) Whether father/guardian pays income tax, sales tax, if so, how much was paid during the preceding year.
  - (g) (i) Details of member of family  
(ii) Details of monetary assistance received by the parent/guardian from the earning member of the family.
5. Liabilities, if any

Place: Signature of the candidate

Date: Signature of the father/guardian

6. District Magistrate's/Deputy Commissioner's remarks as to whether the above facts have been verified and found correct and that income of cadet's Parent/Guardian from all sources is below Rs 1500/- per month.

Signature of the District Magistrate/Dy Commissioner

Date:  
(Signature on behalf of the District Magistrate/  
Dy Commissioner Are not acceptable)

Seal of Office of the District  
Magistrate/Dy Commissioner

**INCOME CERTIFICATE TO BE SIGNED BY THE PARENTS/GUARDIANS OF  
THOSE CANDIDATES WHO APPLY FOR FINANCIAL AID**

1. \_\_\_\_\_ \*parent/guardian of \_\_\_\_\_ who has been selected for training at the Indian Naval Academy /Naval Training Establishment/Ship for a commission affirm that my income on this \_\_\_\_\_ days is Rs \_\_\_\_\_

(Signature of Witness)

(Signature of Parent/Guardian)

(Name in block letters)

(Name in block letters)

Full Address

Full Address

District and State

District and State

Date :

Date :

Notes:-

1. \*Score off portion not applicable.
2. This certificate is to be rendered every six months for the period of training.