

**JOINING INSTRUCTIONS**  
**FOR**  
**COURSES CONDUCTED AT NCC OTA**  
**GWALIOR**  
**(TRG YEAR 2009-2010)**

**(TO BE READ BY ALL WTLOs, ANOs, GCIs AND 'PERSONALITY  
DEVELOPMENT COURSE' CADETS DETAILED TO ATTEND  
COURSES AT NCC OTA, GWALIOR)**

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**Course (PDC)**

**SCHEDULE OF COURSES AT NCC OTA, GWALIOR**

**TRG YEAR 2008-09**

<b>Ser No</b>	<b>Course</b>	<b>Capacity</b>	<b>Days</b>	<b>From</b>	<b>To</b>
1.	Personality Devp Course - 10	64	12	12 Jan 09	23 Jan 09
2.	Personality Devp Course – 11	64	12	26 Jan 09	06 Feb 09
3.	Personality Devp Course – 12	64	12	09 Feb 09	20 Feb 09
4.	WTLO Refresher -3	64	30	27 Mar 09	25 Apr 09
5.	REF-CUM-PRO/SW-46	64	30	27 Mar 09	25 Apr 09
6.	REF-CUM-PRO/JW-48	120	30	27 Mar 09	25 Apr 09
7.	REF-CUM-PRO/SW-47	120	30	10 Jul 09	08 Aug 09
8.	REF-CUM-PRO/JW-49	120	30	10 Jul 09	08 Aug 09
9.	PRCN/GD/SW- 81	90	90	07 Sep 09	05 Dec 09
10.	CEC SW-52*	90	90	07 Sep 09	05 Dec 09
11.	PRCN/GD/JW-83	90	90	07 Sep 09	05 Dec 09
12.	CEC JW-54*	90	90	07 Sep 09	05 Dec 09
13.	GCI New Entry -12	90	90	07 Sep 09	05 Dec 09

- **Certificate Entry Courses for Direct Entry 'C' Cert holders.**

**JOINING INSTRUCTIONS FOR ALL COURSES CONDUCTED AT NCC OTA,  
GWALIOR**

References: (a) NCC Act and Rules (Girls Division) 1965.

(b) HQ DG NCC letter No 11314/Misc/WOTS/DG NCC/Trg (B) dt 03 Sep 03.

c. HQ DG NCC letter No 15964/DGNCC/TRG(B) dt 01 Oct 93.

(d) DG NCC letter No 11314 PRCN (DG NCC/ Trg (B) dated 11 Nov 03.

(e) HQ DG NCC letter No 15790/DGNCC/TRG(B) dt 11 Mar 99.

Appendices: A Medical Standards.

B Clothing and Personal equipment to be brought.

C Check list of documents to be brought by trainees (less PDC).

D Checklist of documents to be brought for Personality Development Course.

**Introduction**

1. The National Cadet Corps Officers Training Academy (NCC OTA), is located in Gwalior opposite the Railway Station. On its inception in 1964, the school was called "NCC College for Women". It was subsequently designated as the NCC, Women Officers' Training School (WOTS), & thereafter, renamed as OTA with effect from Nov 2002. The Academy is the only one of its kind in Asia and is meant for training and commissioning NCC Whole Time Lady Officers, Lady Associate NCC Officers and Girls Cadet Instructors. The school also runs periodical Refresher Courses for these officers. From 2004, this institution was entrusted with the responsibility to conduct Personality Development Courses for eligible girl cadets, to prepare them for the SSB. This Academy is conducting Part I of PRCN training of Lady Associate NCC Officers of Air and Naval

wings of NCC from Jun 08. Due to changes in syllabus, enhancement of scope and additional courses, there is a requirement of revising the joining instructions with a view to make them more comprehensive and informative. Trainees / cadets are advised to read the relevant joining instructions in conjunction with Part 1 of the " Joining Instructions for all Courses". The respective detailed joining instructions for the various courses in Part II and Part III, only cover specific instructions relevant to the particular course.

## **PART I - GENERAL**

### **Type and Duration of Courses**

2. The OTA conducts regular courses like WTLO, GCI, PRCN and Ref-Cum-Pro Courses and some additional short courses like Personality Development Course. The details of these courses are as under:

a. **Pre-Commission Training Courses:-**

(i) PRCN/GD/SW. Pre-Commission Training Course for Senior Wing Lady Officer Cadets i.e. ANOs. The duration of the course is three months (90 Days).

(ii) PRCN/GD/JW. Pre-Commission Training Course for Junior Wing Lady Officer Cadets i.e. ANOs. The duration of the course is three months (90 Days).

(iii) GCI INTAKE. GCI Intake Course for ex NCC Girl cadets to become Girl Cadet Instructors on Whole Time Basis. The duration is three months (90 Days).

(iv) PRCN (Part I) Air Force and Navy. Basic PRCN training to Lady Associate NCC Officers of Air and Naval wings for 21 days.

(b) **Refresher Courses:-**

(i) Ref-Cum-Pro/SW. Refresher Cum Promotion Courses for Senior Wing Officers, i.e. ANOs. One month (30 Days) duration.

(ii) Ref – Cum-Pro/JW. Refresher Cum Promotion Course for Junior Wing Officers, i.e. ANOs. One month (30 Days).

(iii) Ref – Cum-Pro/GCI. Refresher Training Course for GCIs. Conducted once a year for duration of 30 days on as required basis.

(iv) WTLO Ref. Refresher Course for Whole Time Lady Officers, one month (30 Days) duration. Conducted once a year on as required basis.

c. **WTLO.**

(i) Direct Entry. Direct entry to become permanent commissioned officer. The duration is for six months, on dates as intimated when required.

(ii) Departmental. Departmental entry for GCIs to WTLOs. Three months duration training, on dates as intimated.

(d) **Personality Development Course** Three courses of 64 cadets each - each course of 12 days duration.

**Note:**

(1) Direct commissioned ANOs holding NCC 'C' certificate are required to undergo three months Ref- Cum-Pro Course under provisions of DG NCC letter No 11314 PRCN (DG NCC Trg (B)) dated 11 Nov 03. Three months Ref-Cum-Pro Course for Direct commissioned ANOs will be held concurrently with the PRCN Courses.

(2) Variations to course dates may occur from year to year. Dtes are advised to refer to exact dates of courses as issued by HQ, DG NCC.

**Allotment of Vacancies**

3. Programme of courses is notified by the HQ DGNCC, well before the commencement of the training year. DG NCC allots vacancies and issues instructions for detailing trainees separately for each course to the State Dtes. Dtes further sub-allot these vacancies to various Groups/Girls Bns/Indep Girl Coys. It is important that the Gp HQ / Bns inform trainees well in advance, to enable adequate pre-course preparation & railway reservation by them. Dtes will also intimate NCC, OTA, Gwalior, details of trainees attending, **six weeks prior to the commencement of the course**, for making necessary arrangements.

**Arrival**

4. The trainees are required to report '**one day**' prior to the commencement of the course. The trainees and the concerned Gp HQ are required to intimate their expected time of arrival (ETA) to the Adjutant OTA, Gwalior, to facilitate reception.

### **Reception.**

5. A reception centre is established at Gwalior Railway Station, one day prior to commencement of each course, to guide trainees to OTA. Trainees should report at the NCC OTA Reception Centre at Platform No 1, near the main entrance / exit gate. The Academy Adjutant / Reception centre can be contacted on civil telephone numbers **0751-2341346 / 4012146** or military numbers **2214 / 2217**, respectively, for any assistance required. In the event of any problem, the MCO office on Platform No 1 may also be contacted.

### **Accommodation and Messing.**

6. Reasonably well-furnished rooms with attached toilets and dressing room are provided at the Academy. Four trainees will share one room. Married accommodation is not available. Only mattress, pillows & mosquito net will be provided by the OTA. Trainees / Cadets should bring their own blankets / quilts etc., as per season / as required by them. Bed sheets and pillow covers for daily use are to be brought by the trainees. In addition, one set of pillow cover and bed sheet is provided on payment from the Academy, for special occasions like VIP visits.

7. Student trainees have to pay for accommodation, messing and other allied charges from funds given by their respective units (as applicable).

8. Services of Dhobi (washer man) & Tailor are also available at the Academy. Rates for washing and stitching charges are finalised by a Board of Officers before the commencement of training year.

### **Servants**

9. No private bearers / help are permitted except for trainees with infants. Room ayahs if available, will be provided by OTA in accordance with the instructions laid down by DG NCC.

### **Bringing of Infants During the Course**

10. Mother Trainees may bring their infants (babies below 2 years) with them on the course, but only under absolutely unavoidable circumstances. Following points must be complied with, in this regard: -

- (a) Prior permission of the Commandant OTA will be obtained.

- (b) Private maid servant / caretaker must accompany. She will be accommodated and fed in the Trainees Mess, for which the trainee concerned will have to pay her daily messing charges.
- (c) Relatives will not be permitted to accompany trainees to look after the babies.

### **Climate**

11. Gwalior is very hot from March to August with the temperature going up to 48 degrees Celsius, during day. The weather is mild from September to November, and extremely cold during December to February, when the day temperature varies from 6 to 25 degrees C, and the night temperature from 2 to 10 degree Celsius. Trainees / cadets must bring clothing accordingly.

### **Visitors**

12. Visitor's time is notified in Academy Routine Orders from time to time, and displayed at the Main Gate of the Academy. Visitors are allowed only on holidays / Sundays, and in the afternoon on Saturdays. The trainees will give the names of visitors / local guardians who are likely to visit them, on arrival at the Academy. All visitors will sign the "Visitors Register" kept with the sentry at the main gate. Accommodation will not be provided for any visitor or relative within the school premises. Payment accommodation is available in 'Hotel India' opposite the OTA, (within walking distance). Visitors will meet trainees in the Visitor's Room only, and they are not permitted to visit their accommodation. Trainee's husband or parents are welcome to witness the Passing Out Parade with prior intimation. However they are required to make their own arrangements for their stay.

### **Out Pass / Leave**

13. The trainees will be permitted to go out on Sundays/holidays, in groups. No night out pass is permitted, even to local trainees. No leave is granted to the trainees during the course except on extreme compassionate grounds. Trainees falling short of attendance will be returned from the course.

### **STD / Telephone Facility**

14. Parents, husbands and guardians may ring up the student officers on working days between 1400 and 1600 hours in the afternoon and 1900 to 2200 hours in the evening on Tele Number **0751-4032022**. STD facility for trainees also exists adjacent to the students living accn for calling their families, friends and relatives. In case of emergency, the trainees can be contacted with prior permission of Adjutant, on Tele Number **0751-**



**2341346** between 0800h to 1300h. Telephone Numbers for any emergency, during non-working hours are: -

(a) Adjt : 0751 2341346, 09425744319 Military Tele 2214.

(b) Trg Offr (coord) : 0751- 4012146, 9179748080 Military Tele - 2217.

(c) Adm Offr : 09407205400. (d) Sub Maj: : 0751 – 4049815.

15. Other civil tele numbers which can be contacted in emergency, when there is no response from the above mentioned telephones, are: -

(a) Commandant - 0751-2340850 (O) / 2340951(R)

(b) Deputy Commandant & CI - 0751-2341411(O & R)

#### 16. **Mobile Phones**

A “Trainees are permitted to bring their mobile phones for the course but will be responsible for the safe custody of their cell phones. This Academy will in no way be responsible for the loss/theft of the cell phones.”

B Local SIM cards will be available from various service providers during the start of the course for trainees desirous of availing the facility. However it will be the sole responsibility of the trainee to clear all her bills prior to her departure on termination of the course.

#### **Postal Address**

17. The postal address of the Academy is **NCC Officers Training Academy, Station Road, Gwalior-474002 (MP)**. All official correspondence except private letters is to be addressed to: -

The Adjutant

NCC Officers Training Academy,

Station Road

Gwalior - 474002 (MP)

#### **Telegraphic Address**

18. The telegraphic address of the Academy is OTA, Gwalior. A FAX machine to receive incoming fax only, is operative on Tele Number 0751-2341346.

### **E Mail Address**

19. The e-mail address of NCC, OTA is [nccotagwalior@gmail.com](mailto:nccotagwalior@gmail.com).

### **Medical**

20. A medical fitness certificate signed by a Military / Civil Medical Officer as per standards laid down in Appendix A to Ministry of Defence letter No 0384/50/NCC dated 10 Mar 1950 (refer pages 33 & 34 of NCC Act and Rules (Girls Division), Reprint 1965), will be brought by each student trainee. A copy of the medical standards is appended as Appendix 'A' to these Instructions. The student trainees are advised to get a thorough medical check up done to avoid being returned to the unit by the Medical Officer of OTA. Attention is also drawn to HQ NCC letter No 11314/Misc/WOTS/DG NCC/ Trg(B) dt 03 Sep 03 vide which **policy on overweight trainees** has been amplified.

21. The student trainees / cadets should also be protected against typhoid and cholera prior to their arrival at the OTA, and a certificate to this effect, duly countersigned by the OC Unit, should be submitted on arrival.

22. Responsibility of medical fitness will be that of concerned Unit / NCC Dtes. The Dtes will endorse a separate certificate to the effect that the individuals are fit to undergo training at the OTA.

23. A thorough medical check up will also be carried out by the Medical Officer of OTA, notwithstanding the medical certificate brought by the trainees.

24. For the duration of the course, medical cover will be provided by the lady doctor at OTA, as also Military Hospital, Gwalior.

### **Valuables.**

25. Trainees are advised not to bring costly items or ornaments with them since OTA cannot accept responsibility for any losses. Responsibility of all valuables / cash / mobiles will rest with respective individuals.

### **Sports and Games.**

26. Arrangements exist for the following games: -

- (a) Badminton.
- (b) Volleyball.
- (c) Throw Ball.
- (d) Basket Ball.
- (e) Table Tennis.

### **Computer Lab**

27. A 30-station computer lab with server and internet facility is available, and students can make use of this facility for presentations etc.

### **Discipline / Return / Withdrawal of Trainees from Course**

28. All trainees are expected to display a high sense of discipline. In the event of breach of discipline, the following action will be taken :-

(a) **Offence Committed First Time.** A trainee who commits an offence such as coming late on Parade, display of unbecoming conduct, non-adherence of out-pass timings, leaving the lines without permission etc, would qualify for being awarded a 'Reprimand' by the Dy Commandant. This fact will also be endorsed in the course report of the trainee, and DG NCC informed accordingly.

(b) **Offence Committed More Than Once.** If a trainee commits an offence more than once, the matter will immediately be referred to the DG NCC for further necessary action as appropriate. The trainee, under these circumstances, will be returned to unit and the follow up report sent to all concerned for information and further necessary disciplinary action against the individual.

(c) **Late Arrival.** In case a trainee arrives late for a course, she will be returned to the unit. Where late arrival of a trainee is attributed to reasons beyond her control and is of such a duration which is not likely to seriously affect her training at the course, the Commandant will exercise his discretion. In genuine cases, Commandant may accept late arrival up to a maximum of 02 days.

(d) **Absence During Course.**

(i) The maximum period of absence allowed is approx 10% of the duration of the course (this also, only on extreme compassionate grounds). Thus for varying duration of courses it will be as under:-

- (aa) One month - Three days  
(ab) Three months - Nine days  
(ac) Six months - Fifteen days

(ii) Any absence over and above the laid down limits may be permitted by the Commandant OTA depending on the merits of the case.

(e) **Withdrawal at Individual's Own Request** Withdrawal from a course at the behest trainee's own request will be discouraged as far as possible. However, when the Comdt is satisfied, after interviewing the trainees concerned about the authenticity of reasons for withdrawal, he may permit withdrawal of the trainee and DG NCC will be intimated of the same. For this purpose, a written request will be made by the trainee.

(f) **Candidates Not Likely To Make the Grade**

(i) Trainees who are weak and unlikely to pass will be warned by the Commandant in the Mid - Term interview or whenever the progress is found to be unsatisfactory. Such individuals will be given special attention and every help during the training to make up. If there is still no progress, the trainee is likely to be returned from the course.

(ii) In the case of pre - commission courses, candidates who eventually fail will not be allowed to take part in the Passing out Parade. They will be returned a day or two prior to the Passing out Parade by which time their final results will have been decided.

(g) The above stipulations are governed by HQ DGNCC letter No 15861/DG NCC/Trg (B) dated 08 Oct 97.

**Medium of Instruction**

29. All trainees must have adequate spoken and written proficiency in Hindi or English, as these are the only medium of instructions followed at the Academy, as per directions of DG NCC.

**Grading on Courses**

30. The course grading is awarded on the following criteria:

(a) 'A' Grade. Aggregate of 70% or above, subject to a minimum of 60% in all individual tests.

(b) 'B' Grade. Aggregate of 60% and above but less than 70%, subject to a minimum of 50% in all individual tests.

(c) 'C' Grade. Aggregate of 46% and above but less than 60%, subject to a minimum of 35% in all individual tests.

(d) Fail. Aggregate of less than 46%, or less than 30% in any individual test.

31. The above ruling is governed by HQ NCC letter No 15790/DGNCC/Trg (B) dt 11 Nov 99.

### **Precise / Training Material**

32. Precise, both in Hindi and English, shall be provided at OTA, free of cost.

### **Payment of Bills.**

33. The trainees will settle all bills other than those adjustable by CDA, **before leaving the Academy, on termination of the course.** NCC Dte / Units will ensure that the trainees are dispatched with sufficient money for the duration of the course.

### **Dispersal**

34. On termination of course, trainees / cadets will be permitted to depart earliest, only after 1600 hrs on the last day of the course. Return reservation, which is the responsibility of the Trainee, should therefore be done accordingly.

35. All trainees / cadets must ensure the following, before their departure: -

(a) All bills are cleared / obtain clearance from all concerned.

(b) Collect Movement Order / Detention Certificate.

(c) Check room furniture and hand it over properly as per room inventory.

(d) Check luggage and confirm nothing is left behind.

## **PART II - JOINING INSTRUCTIONS FOR PRCN, PRCN (PART I), REF-CUM-PRO, GCI, WTLO REF AND WTLO COURSES**

### **Documents.**

36. Apart from the movement order and nominal roll, the trainees should bring with them the documents listed at Appendix 'C'.

37. **Directly commissioned ANOs holding NCC 'C' certificate must bring Form II and Approval of DG NCC, as proof of their status,** in addition to the documents listed at Appendix 'C', failing which their course report will be held up.

### **Clothing and Personal Equipment**

38. The trainees should be in possession of complete sets of uniform (**Tuck Ins only**), bedding (**less mattress, pillow and mosquito net**), personal clothes, PT shoes (predominately white colour with adequate cushioning effect), personal effects and other training equipment as per Appendix 'B'.

39. The following additional clothing / equipment will be provided by the Academy to the trainees on payment, for PRCN, WTLO, GCI Intake and Ref-Cum-Promotion Course:

-

(a) **Uniform.** A new terrykot tuck in dress will be stitched for the POP at NCC OTA. This is to ensure that the colour and design is similar for all participants in the Passing out Parade.

(b) **Track Suit.** Track Suit will be provided on payment to all trainees of PRCN and WTLO course. The Ref course ANOs to bring their previous track suit (preferably navy blue colour) or, may purchase it here.

(c) **Cummerband, Leather Belts and Scarf.** All trainees of regular courses will have to wear Cummerband, Leather Belts and Scarf for POP. The Academy will

provide the same to the trainees on loan. The trainees will however have to purchase the scarf given to them, while the others will be returned.

(d) **Saree.** Sari with petticoat and blouse will be stitched and provided on payment at the Academy, to all the trainees attending PRCN/Ref course.

(e) **Bed Sheet / Pillow Cover.** One set of Bed Sheet and Pillow cover for use during VIP visits / inspection, will be procured centrally for uniformity, & be paid for by the Trainees.

e. **Ref Course.** In the event of a Ref Course being held independently, with no POP scheduled, items at Ser (a), (c) & (d) will not be required.

### **Mid Term Break**

40. A mid term break of two to three days is given for Pre-Commission & GCI Intake courses, & seven days (incl Sunday holiday) for WTLO courses of six month duration only during which trainees are permitted to go home.

### **Cultural Activities**

41. Trainees of PRCN, WTLO & GCI courses are required to take part in a cultural programme / National Integration Awareness Programme, as part of the curriculum. In view of the aforesaid, the trainees are advised to bring costumes required for their cultural items to enable them to take part in such cultural activities during the course.

### **Pre-Course Training**

42. It is desirable that those trainees who are detailed to attend courses at NCC OTA come prepared, and have undergone a pre-course on the Block & Detailed Syllabus available at Dtes. In addition : -

#### **(a) For Pre-Commission, GCI Intake & WTLO Courses.**

(i) Physical conditioning and basic PT exercises for suppleness to avoid muscle soreness. This should be achieved by carrying out a brisk walk of 30-40 minutes per day, for at least 15 days, and some basic toughening exercises.

(ii) Mastering basic drill movements with well fitting shoes, to prevent blisters and cramps.

- iii. A perusal of the Girls Division handbook on NCC Training.
- iv. A rudimentary knowledge of computers is desirable.

(v) Basic knowledge of Current Affairs.

(vi) Knowledge about own state to prepare a National Integration Awareness Program.

(b) **For Refresher Courses.**

- (i) PT. Be able to jog / walk 2000 meters in 12 minutes.
- (ii) Drill. Revise all words of command and improve personal drill.
- (iii) Knowledge of duties of all Camp Appointments is obligatory.
- (iv) Elementary Knowledge of Computer.
- (v) Revision of the complete Pre-Commission syllabus in all subjects would help. They should also be able to conduct classes in all indoor and outdoor subjects.

**Entrance Test**

43. An entrance test will be conducted at OTA, immediately on arrival of the trainees, to test the standard of the pre-course trg. All units should therefore take adequate interest in imparting pre-course trg to individuals detailed for the course.

**Accounts**

44. The trainees detailed to attend various courses at the OTA will bring their full entitlement of funds in accordance with Schedule II to Rule 34 and 35 of NCC Acts and Rules (Girls Division), as amended from time, towards the expenditure at OTA. It should preferably be by **crossed bank draft payable to the "Commandant NCC OTA Gwalior" at the State Bank of India, Mela Road, Gwalior**, at the rate of Rs 95/- per day or as per rates as amended from time to time. All Bank Drafts when forwarded to the NCC OTA, Gwalior, should be under covering letter **indicating the details of the course, particulars of trainees and the amount to be credited against each**. For personal requirement, trainees may bring money at the rate of approximately Rs 1000/- per month. However, each student officer is expected to plan her personal budget according to her needs. WTLO and GCI course trainees will subsequently claim the messing charges through CDA, and therefore must ensure that they carry the requisite amount.



45. On arrival, the trainees will deposit the following amount on account of messing & allied charges:-

a. PRCN & GCI course - Rs. 8550 (Rs.95x90 days).

b. Ref Course - Rs. 2850 (Rs.95x30 days).

c. WTLOs course - Rs. 17,100 (Rs 95x 180 days)

(d) PRCN AF/ Navy (PART- I) - Rs 1995(Rs 95 x 21 days)

46. They will also have to deposit Rs 2500/- against POP uniform items & visits as follows (not for PRCN Pt I): -

a. POP Uniform –01 Set.

b. White Bed Sheet with Pillow cover – 01 set. ( Pillow covers -2)

c. Saree Uniform – 01 Set.

d. Track Suit with two T-shirts.

e. Sports cap.

f. Uniform Accessories.

47. In addition to the above, a WTLO trainee will be required to pay an additional amount of Rs. 6000 (approx) towards the cost of stitching the following :-

- a. One set of SD uniform.
- b. One set of combat uniform.
- c. One set of Mess Dress 6B.
- d. Two sets of winter uniform.

48. The above amounts may be revised in view of the escalation factor.

#### **TA / DA and Other Allowances**

49. Associate NCC Officers (SW/JW), GCIs and Girl Cadets attending courses at the OTA are entitled to conveyance and other allowances for the period of their journey and halt, as per the NCC Act and Rules (Girls Division) as amended, and Govt of India, Min of Defence letter, issued in this regard. Units will

give advance towards TA/DA and messing to their officers / officer cadets, if the same is not provided in time. Otherwise, the trainees will have to spend the amount from their own pocket initially and claim the same subsequently.

#### **Concession Voucher**

50. In accordance with the NCC Act and Rules (Girls Division), ANOs / cadets detailed to attend Refresher / Pre-Commission training courses are entitled to cash TA. No concession vouchers will therefore, be issued to the trainees for their journey to and from NCC OTA, Gwalior. WTLOs will however, travel by warrant issued by the respective unit.

### **PART –III : INSTRS FOR PERSONALITY DEVELOPMENT COURSE (PDC)**

#### **Screening of Cadets**

51. Only cadets with right aptitude and attitude should be detailed so as to derive maximum benefit from the coaching classes. Dtes and units must screen suitable cadets, so that they satisfy the criteria given below: -

- (a) Should be a volunteer with good discipline and keen to join army / services.
- (b) Should have adequate knowledge of Hindi and English.
- (c) Should be physically and mentally fit.
  - d. Should be quick on the uptake, intelligent, able to converse and keen to learn.
- (e) Preferably from final year of NCC Trg and appearing for NCC 'C' certificate examination.
- (f) **Do not send first year cadets and ex-NCC cadets.**

### **Pre Course Trg**

52. Certain amount of brisk walking and conditioning will help in developing flexibility and negotiating obstacles. Cadets must keep themselves abreast with current affairs, as this would be of help in the Group discussions.

### **Documents**

53. Details of documents required to be brought by the cadets are as given Appendix 'C' to these Joining Instructions.

### **Clothing and Personal Eqpt**

54. Due to severe winters from Dec to Feb, all cadets are advised to bring adequate warm clothing/quilts to protect themselves from the winter chill. Mattress, pillow and mosquito net will be provided at the Academy. The cadets must also bring following clothing and eqpt:

- (a) Uniform with jersey.
- (b) Track suit and sports shoes/ jungle boots.
  - c. Salwar Kameez.

### **Accounts**

55. **Messing** Cadets should bring messing at the rate of Rs 40.00 per day, incidental charges of Rs 8.00 per day and Rs. 55.00 for FOL per camp. The messing charges will be levied from the date of arrival to the date of departure (both included). Draft should be drawn in favour of Commandant NCC OTA, Gwalior, payable at SBI Mela Road. Additional pocket money should also be brought for sundry expenditure. Any excess cash and valuables brought by cadets should be deposited with the Adm Offr for

safety, else, if a cadet loses any material or cash, the Academy will not be responsible. The cadet should accordingly be briefed properly.

### **Movement & Dispersal**

56. The cadets should report a day prior to commencement of the course and should plan on leaving, earliest at 1500 hrs on the last day of the course. Dtes must ensure that reservations are done accordingly

57. Only permanent staff escort will accompany the girl cadets during the journey and this escort should be prepared to return the same day due to paucity of accommodation at OTA . On termination of the course, escorts for the return journey must reach the Academy latest by 1000 hrs on the final day of the course. Cadets will not be permitted to travel without escort.

58. During train move, security of the girl cadets will be the responsibility of the PI Staff.

### **Discipline**

59. The following instructions will be strictly adhered to:

- (a) No cadet /PI staff will leave the Academy without the permission of the Adjutant.
- b. No leave of any kind is permitted during the capsule for trainees and GCIs attached.

- c. Cadets are advised not to bring any valuable/jewellery, as the academy would not be responsible for losses if any.
- d. No GCI will leave for her Dte without prior permission of the Trg Offr(Coord)/Adjt.

**Appx 'A'**

(Refers to Para  
20 of Part I of  
Joining  
Instructions )

**MEDICAL STANDARDS LAID DOWN IN APPENDIX 'A' TO MIN OF DEF**

**LETTER NO 0384/50/NCC DATED 10 MAR 1950**

1. The candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of military duty.
2. Her medical examination for determining the acuteness of vision includes two tests; one for distant, the other for near vision. The Army Test will be used for the test for distant vision, without glasses at a distance of 20 feet, and for the test for near vision without glasses, at any distance selected by the candidate. the standards of the minimum acuteness of vision with which a candidate will be considered fit are as follows:-

**STANDARD I**

Right eye Left eye

Distance vision - V-6/6 V-6/6

Near vision - Read 0,6. Read 0,6.

**STANDARD II**

Better eye Worse eye

Distant vision V-6/6 V, without glasses - not

below 6/60 and after

correction with glasses

not below 6/24.

Near vision Read 0,6 Read 1.

STANDARD III

Better eye Worse eye

Distant vision    V, without glasses    V, without glasses - not

not below 6/60    below 6/60

and after correction and after correction with

with glasses - not    glasses – not below 6/24.

below 6/6.

Near vision    Read 0,8.    Read 1.

3. Each eye must have a full field of vision as tested by hand movements.
4. Squint or any morbid condition of the eyes of the lids of either eye liable to the risk of aggravation or recurrence will cause the rejection of the candidate.
5. Each eye will be examined separately, and the lids kept wide open during the test.
6. Inability to distinguish the principal colours will not be regarded as cause for rejection but the fact will be noted in the proceeding and the candidate informed.
7. The degree of acuteness of vision of all candidates for commission will be entered in the proceedings in the following manner:-

V.R \_\_\_\_\_ with glasses \_\_\_\_\_ Reads \_\_\_\_\_

V.L \_\_\_\_\_ with glasses \_\_\_\_\_ Reads \_\_\_\_\_

8. No relaxation of the standards of vision will be allowed

9. The following additional points will then be observed:-

(a) That her hearing is good and there is no sign of ear disease.

(b) That her speech is without impediment.

(c) That her teeth are in good order. She must have 10 sound teeth in the upper jaw functionally opposed to 10 sound teeth in the lower jaw. Two of these teeth in each jaw must be molars. Well-filled teeth will be considered as sound.

- (d) That her chest is well formed and that her lungs and heart are sound.
- (e) That she does not suffer from severe Varicose Veins. A candidate who has been successfully operated upon will be accepted.
- (f) That her limbs are well formed and developed.
- (g) That there is free and perfect motion of all joints.
- (h) That her feet and toes are well formed.
- (j) That she does not suffer from any inveterate skin disease.
- (k) That she has no congenital malformation or defect.
- (l) That she does not bear traces of previous acute or chronic disease pointing to an impaired constitution.
- (m) That she has been vaccinated successfully (or twice unsuccessfully \* within the last five years).
- (n) That she does not suffer from any chronic gynaecological disorder.
- (o) That she is not pregnant.

**\* In support of this, the candidate will be required to produce a certificate signed by a medical officer**

**Appendix 'B'**

(Refers to Para 3 Part II of Joining Instructions)

**CLOTHING AND PERSONAL EQUIPMENT TO BE BROUGHT**

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S.No	Items	Scale	Qty	Remarks
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1. Shirt bush Terry Cot Khaki (Tuck in) Nos 02
2. Slacks Terry cot Khaki (Tuck in) -do- 02
3. Salwar White -do- 01
4. Kameej White -do- 01
5. Shoes Black Boot DMS Pair 02
6. Sports shoes (Predominant white -do- 02 with cushioning)
7. Beret Rifle green Nos 01
8. Socks Nylon White Pair 02
9. Socks Nylon Black -do- 02
10. Lanyard NCC -do- 01
11. Title Shoulders NCC Pair 01
12. Cap Badge Nos 01



13. Blankets - Nos 02 for winters only.
  14. Durrie / Ground Sheet -do- 01
  15. Kit Bag -do- 01
  16. Raincape -do 01
  17. Swimming Costume Nos 01 WTLOs only.
  18. Service Protractor -do- 01
  19. Chinagraph Pencil -do- 01
  20. OHP Marking Pencil / -do- 02  
(Red/Blue/Black)
  21. Hair Net -do- 02
  22. Hand Torch -do- 01
  23. NCC Act & Rules Pamphlet 01
  24. White Paper Ream 01
  25. File Cover -do- 05
- 

Note: (a) Bedding (less mattress, pillow and mosquito net), warm clothes and toilet requisites under own arrangements.

(b) CSD facilities are available in the OTA.

b. Wearing of photo-chromatic power glasses is not permitted during parades.

c. **No trainee will be permitted to wear nose rings, bracelet and ear rings during the conduct of course.**

**Appendix 'C'**

(Refers to Para 36 and 53 of Joining Instructions)

**CHECK LIST OF DOCUMENTS TO BE BROUGHT BY TRAINEES**

**ATTENDING PRCN, REF-CUM-PRO AND WTLO COURSES**

1. The list of documents to be brought is as given below with the specimen format:-

- (a) Medical Fitness Certificate - Annexure-I
  - b. Nominal Roll. - Annexure-II
  
- (c) Form of Indemnity bond - Annexure-III
- (d) Willingness Certificate - Annexure IV
- (e) Risk Certificate - Annexure V
- (f) Movement Order
- (g) Vaccination/ Inoculation certificate - Annexure VI
  - (not for cadets)
- (h) Parents Consent Certificate - Annexure VII
  - (for cadets only)

**Annexure I**

(Ref to Para 1(a) of Appx C)

**MEDICAL FITNESS CERTIFICATE**

Certified that I have examined No \_\_\_\_\_  
Rank \_\_\_\_\_

Name \_\_\_\_\_ of  
College \_\_\_\_\_

of  
unit \_\_\_\_\_  
\_\_\_\_\_

in accordance with the standard laid in NCC Acts and Rules, Appx 'A' and found her fit  
to

under go \_\_\_\_\_ course at NCC OTA,  
Gwalior wef

\_\_\_\_\_ to \_\_\_\_\_

Station:      Signature of Medical Officer

Name in block letters

Designation

Date:      Practioner Licence No

**"COUNTERSIGNED BY THE OC UNIT"**

Annexure II

(Ref to Para 1(b) of Appx C )

**NOMINAL ROLL OF ANO & NCC CADETS : PDC (GIRLS) AT  
GWALIOR**

**WEF          TO**

Unit :    NCC Dte

Group:

<b>S.No</b>	<b>Regt No.</b>	<b>Rank</b>	<b>Name of</b>	<b>Father's Name</b>
	<b>with yrs</b>		<b>NCC Cadets</b>	<b>&amp; Address</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>

---

<b>Name of Institution</b>	<b>Year of Trg</b>	<b>Veg/Non Veg</b>	<b>Remark</b>
<b>6.</b>	<b>7.</b>	<b>8.</b>	<b>9.</b>

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**Sig of Contingent i/C**

**Sig of CO Unit**

**Annexure III**

(Ref to Para 1(c) of Appx C)

**INDEMNITY BOND**

In consideration of my being nominated either by NCC authorities or at my request to undergo all types of training and also participate in any camp/course/Adventure Training activities/in/outside NCC and travelling, I undertake and agree that neither I nor my executor or administrator will make any claim against the Govt of India or against any Officer, JCO/OR, Armed Forces/Civilian MT Driver or against any injury (including injury resulting in death) which I may suffer while or in consequence of my being in Training/participation in any camp/course/adventure training activities in/outside NCC and travelling, and I understand that no compensation will be paid by the Govt of India or any Officer, JCO/OR, Armed Forces/Civilian MT Driver against any in the Govt of India and in respect of such loss or injury (including injury resulting death) and agree so as to bind myself, executors and administrators to indemnify the Govt of India any Officer JCO/OR, Armed Forces/Civilian MT Driver and any person in the service of Govt of India against my 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 said training/camp/course/adventure training and journey by road/rail/sea/river and flight.

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

Signed by the applicant

in presence of:

Witness:      Signature of Principal/ Head of Institution   or   Parent of cadets for PDC

1. Signature:

With date: .....

Name in Block letter (Capital)

2. Signature:

With date: .....

Name in Block letter (Capital)

**COUNTERSIGNED**

Unit Seal Sd/-x-x-x-x-x-

Date : Commanding Officer

**Annexure IV**

(Ref to Para 1 (d) of Appx C)

**WILLINGNESS CERTIFICATE**

Certified that I No \_\_\_\_\_

Rank \_\_\_\_\_

Name \_\_\_\_\_ am willing to

undergo \_\_\_\_\_ course

Wef \_\_\_\_\_ to \_\_\_\_\_ at my own risk.

Station: Signature of Individual

Dated:

**COUNTERSIGNED BY HEAD OF INSTITUTION**

Signature of Principal

**COUNTERSIGNED BY COMMANDING OFFICER**

Unit Seal    Sd/-x-x-x-x-x-

Date:    Commanding Officer

**Annexure V**

(Ref to Para 1 (e) of Appx C)

**RISK CERTIFICATE**

This is to certify that I No \_\_\_\_\_  
Rank \_\_\_\_\_

Name \_\_\_\_\_ of  
college/school \_\_\_\_\_

volunteer to attend the NCC \_\_\_\_\_ course being held at NCC  
OTA, Gwalior

from \_\_\_\_\_ to \_\_\_\_\_ at my own risk.

\_\_\_\_\_

Date:    (Signature of the applicant)

-----  
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(Signature of Head of Institution)

**COUNTERSIGNED**

Unit Seal Sd/-x-x-x-x-x-

Date : Commanding Officer

**Annexure VI**

(Ref to Para 1 (g) of Appx C)

**VACCINATION / INOCULATION CERTIFICATE**

Certified that No \_\_\_\_\_

Rank \_\_\_\_\_

Name \_\_\_\_\_ College \_\_\_\_\_

\_\_\_\_\_

Unit \_\_\_\_\_ (coy tp) has been inoculated  
/ vaccinated against small pox/typhoid/cholera and tetanus.

Station: Signature of Medical Officer

Name in block letters

Date:

**COUNTERSIGNED**

Unit Seal Sd/-x-x-x-x-x-

Date: Commanding Officer



**Annexure VII**

(Ref to Para 1(h) of Appx C)

**PARENTS CONSENT CERTIFICATE FOR PDC COURSES**

This is to certify that I have no objection to spare my Son/Daughter No

\_\_\_\_\_

Rank \_\_\_\_\_ Name

\_\_\_\_\_

to attend the course \_\_\_\_\_ from

\_\_\_\_\_

to \_\_\_\_\_ .

Station : Gwalior \_\_\_\_\_

Dated : Sig of Parent/Guardian

(Name in block letters)

**TO BE ATTESTED BY PRINCIPAL/HEADMASTER**

Sig of Principal/Headmaster

With Designation & Seal

**COUNTER SIGNED BY CO UNIT**

Unit Seal Sd/-x-x-x-x-x-

Date: Commanding Officer