

15/10/17

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Appendix 'A' issued with Dte Gen NCC letter  
No.0641/NCC/PLG dated 11 Aug 71

**APPLICATION FORM FOR RAISING OF SENIOR DIVISION/WING NCC  
SUB UNIT/JUNIOR DIVISION/WING TROOPS**

**(ARMY /NAVY /AIR FORCE /WING)**

1. (a) Name of Institution:  
  
(b) Funded by : Central Govt./State Govt./Aided/Self Financing
2. Department of Education :  
Under whom functioning
3. Number of NCC Units/Coys/Troops(if any):  
Already functioning in the institution
4. Name of NCC unit to which affiliated:  
(if applicable)
5. Nearest NCC Unit/Sub Unit (if known):
6. Number of NCC units/Coys/Troops desired  
to be raised/allocated and its cadets strength:
7. Total number of students in the college/school:

<u>For Senior Division</u>	<u>Boys</u>	<u>Girls</u>	<u>Total</u>
10+/1 <sup>st</sup> year	--		
10+2/2 <sup>nd</sup> year	--		
III rd year	--		
Total			
<u>For Junior Division</u>			
8 <sup>th</sup> Class	--		
9 <sup>th</sup> Class	--		
10 <sup>th</sup> Class	--		
Total			

8. Name of the Lecture(s)/Teacher(s) :  
Recommended for pre-commissioned  
Training in case NCC Unit/Coy/Troop  
Is raised / allocated State Educational  
Qualifications and Appointment

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**9. Conditions for raising of Senior Division /Wing NCC Unit/Coy or Junior Division/Wing troop**

A Unit/Coy/troop or part thereof of the Senior/Junior Division is raised in a college/School subject to the following conditions: -

- (a) The college/school shall provide from among the members of the staff NCC officers for the unit/coy/troops at the scales prescribed in peace establishment.
- (b) The college/school shall give an undertaking that it can enroll and maintain up to strength of unit/coy/troops on part thereof, which may be allotted to it.
- (c) The college/school shall provide for the unit/coy/troop or part thereof, which may be allotted to it, a store room for the storage of clothing and equipment and an officer room for the unit/coy/troop/office.
- (d) The college/school shall provide a suitable miniature rifle range or arrange to obtain the use of such a miniature rifle range.
- (e) The college/school shall be in a position to supplement from its own funds the financial grants made by the State Govt. for the unit/coy/troop or part thereof which may be allotted to it.
- (f) The college/school shall be in a position to provide the services of a lascar as per authorization of peace establishment for smooth conduct of NCC activities (for self financing institutions).

10. Provided that the State Government may, in any case, relax wholly or in part the provision of clause(e) of if it is satisfied that the requisite facilities are provided by school located in the same place the provisions of clause (c) and (d).

**11. Declaration by Head of Institution**

(a) I hereby declare that the raising of a troop in my college/school will be subject to the conditions stipulated in Rule 3(in respect of Senior Division) and in Rule 4 (in respect of Junior Division) of NCC Act and Rules (Boys and Rule 3 of NCC Act and Rules (Girls Division) and I will not request for withdrawal of NCC before ten years.

(b) I further declare that the college/school will ensure the following: -

(i) Enrolment of cadets to the maximum required strength and to maintain the same consistently during the training session.

(ii) Regular attendance of cadets on parade up to the required percentage lay down.

(iii) Regular attendance in camps of NCC cadets and NCC Officer(s) of the college/school.

(iv) Maintenance of proper discipline of NCC officers and NCC cadets.

(v) Safeguards to ensure NCC Cadets of my Institution return all NCC stores, equipment and clothing issued to them for training before they withdraw/leave, the institution or give up NCC.

(vi) Accommodation as required will be provided for office store room and strong room.

(vii) Arrangement for medical examination of cadets will be made.

12. In the event of any unsatisfactory performance as regards the points referred to in Para 11 above the NCC unit/coy/troops will be liable to be disbanded or re-allotted/transferred to an other College/School at the discretion and decision of the Deputy Director General of NCC.

Place:

Signature of the Head of Institution

Date:

(Name in Block letter)

13. **Recommendation of the OC Unit** to which the proposed unit/coy/troop is to be affiliated. Confirming that the financial commitments vide SNCCO 1/S/65 have been accepted by the institution and sponsoror.

Place:

Signature\_\_\_\_\_

Date:

(Name in Block letter)

14. **Recommendation of the NCC Group Commander**

Place:

Signature\_\_\_\_\_

Date:

(Name in Block letter)

15. **Specific Recommendation of the Deputy Director General of NCC Directorate**

Covering prospects of response to cadets in take, training facilities radius of action/distance, availability of official and domestic accommodation, administrative feasibility.

Place:

Signature\_\_\_\_\_

Date:

(Name in Block letter)

16. **Recommendation of State Government/Sponsor.**

The financial commitment as laid down in the Model Budget in respect of the State Govt./Sponsor's responsibility is accepted as amended from time to time.

Place:

Signature\_\_\_\_\_

Date:

(Competent State Govt. Official/  
Concerned Ministry Official/Sponsor)

Note: In the event of a private Institution this commitment will be accepted by the Head of the Private Institution.

OR FOR SELECTION OF ANOs

- (a) Age -  
Division/Wing Male - in SD/JD (Army/Naval/Air)  
Female - in (SW/JW (Army)

(Further relaxation available upto 45 years for both male and female at the discretion of DG NCC on case to case basis)

(b) **Eligibility of PTI/PET/DPEs/Sports Officer & Demonstrators**

These categories of persons are eligible for grant of commission as ANO subject to the conditions that they are considered to be a member of the Teaching Staff by the concerned authority. A certificate in this regard is required to be submitted from the head of the institution.

- (c) **Citizenship** - should be a citizen of India or Nepalese subject.

- (d) **Character** - should be a good character.

(e) **Profession**

- (i) Should be a regular member of teaching staff.  
(ii) Should be a employee in permanent capacity.  
(iii) In case of teacher/lecturer employed on Temporary or Ad-hoc on probation Basis, the O/C of the unit must satisfy himself about the authenticity of a candidate.

- (f) **Medical Staff** - should be medically fit.

- (g) **Status** - should not be a member of any communal party.

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**Appendix- 'A'**

CERTIFICATE

Certified that Name \_\_\_\_\_ Designation \_\_\_\_\_  
Of School/College/Institution \_\_\_\_\_ is considered as a member of  
the teaching staff of the School/College/Institution.

Place:

Signature of the Principal/  
Headmaster with seal.

Date:

**FORM-III**  
**NATIONAL CADET CORPS**  
**APPLICATION FOR APPOINTMENT AS NCC OFFICER**

1. What is your full Name (in Block Capital) :
2. What is your father's Name :  
(Full Address)
3. Are you a citizen of India :
4. What is your village/Tehsil :  
(Taluka & District )
5. What is your post office :
6. What is your railway Station :
7. What is your education Qualification :
8. What is your date of Birth :
9. What is your recent appointment :
10. Have you ever been convicted by a criminal Court :  
and if so, in what circumstances and what was the  
Sentence?
11. Have you ever served in the Indian Armed Forces, :  
the Reserve Indian Territorial Army, if so that  
the period service and the cause of discharge.
12. Are you willing to be appointed under the National :  
Cadet Corps Act 1948.
13. In which unit do you desire to be appointed :
14. Are you willing to serve in the Training as under :
15. Are you willing to serve in the national cadet Corps :  
Unit discharge as provided in the act.
16. Have you ever previously applied for Appointment :  
Under the act and if so, with what result.
17. Have you ever been dismissed from the National :  
Cadet Corps, the Territorial Army or the Indian  
Armed Forces.
18. Are you willing to obey the orders of officers :  
Placed in command over you and obey such rules  
And regulations laid down by the commanding  
Officer when you undergo preliminary training  
With and Armed Force unit As specified in  
Sub-rule (3) of rule-2.

(Signature of applicant)

**QUESTION TO BE ANSWERED BY THE DIRECTOR TO WHOM THE APPLICATION IS MADE**

1. How long have you known the applicant :
2. (i) Is the applicant a permanent member of your teaching staff.  
(ii) Since how long has he been on your : Teaching Staff.
3. What is the present job in College/School :
4. Has he ever served in the University : Officer's Training Corps or the National Cadet Corps.  
(i) As a Cadet  
(ii) As an Officer  
(iii) If in the National Cadet Corps state : Certificate obtained whilst as a cadet
5. What games does he play and what is his : Proficiency at them.
6. Has he got requisite physical qualifications :
7. Do you recommended his for a commission : In the National Cadet Corps.  
(i) if so, in whose place the pfficer cadet.  
(ii) If the predecessor has relinquished : Indicate DG NCC Authority.
8. **Recommendation of OC Unit.**

(Signature of Principal/Headmaster  
Name of School/College, Town & Dist)

**DECLARATION OF ACCEPTANCE OF APPLICATION**

I. I solemnly declare that the answers I have given to thee question in this form are true and that no part of them is false and that I am willing to fulfill the engagement made.

I undertake that in case after having been commission in the Corps. I desire to leave the institute, in which is located the unit to which I am posted under rule 23 . I shall give 06 months notice in writing to the Director/Head of Institute of my Institution to leave the Institute.

I understand I have no service liability.

**(Signature of applicant)**

**Certified that the applicant understands and agrees to the conditions of appointment.**

**Signature of president of  
Selection Board**

**TO BE COMPLETED BY THE MEDICAL OFFICER**

I have examined (Named) \_\_\_\_\_ on (date)

\_\_\_\_\_ and consider him fit/unfit for  
employment as an officer in the National Cadet Corps.

Signature  
(Designation of Medical Officer)

- 12.04.12
- (k) the expression "cadet" means any student enrolled under section 6 of the Act ;
- (l) the expression "university" and "school" have the meaning respectively assigned to them by the Act ;
- (m) "National Cadet Corps Directorate" means a group of States which has been placed under the charge of an officer of the Armed Forces working directly under the Director General National Cadet Corps ;
- (n) "Director National Cadet Corps" means any officer of the Armed Forces who is placed in charge of a National Cadet Corps Directorate and commands all the units of the National Cadet Corps.

## PART I

### RAISING OF A UNIT

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

- (a) The college shall provide from among the members of its staff officers for the unit at the scale of :—
- 2 officers per Naval Unit.
  - 5 officers per Infantry company.
  - 3 officers per Armoured Corps unit.
  - 2 officers per Artillery, Engineer, Signal, Medical and E.M.E., unit.
  - 2 officers per Air Force unit.
- (b) The college shall give an undertaking that it can enrol and maintain upto strength the unit or part thereof which may be allotted to it.
- (c) The college shall provide for the unit or part thereof which may be allotted to it a store room for storage of clothing and equipment and provide accommodation for an office.
- (d) The college shall arrange for the use of a suitable parade ground.
- (e) The college shall provide a suitable short range or arrange to obtain the use of such a short range.



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

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

- (a) The school shall provide from among the members of its staff officers at the scale of 1 officer per sub-unit of 30 cadets.
- (b) The school shall give an undertaking that it can enrol and maintain upto strength the unit or part thereof which may be allotted to it.
- (c) The school shall provide for the unit or part thereof which may be allotted to it a store room for the storage of clothing and equipment.
- (d) The school shall provide a suitable miniature rifle range or arrange to obtain the use of such a miniature rifle range.
- (e) The school shall be in a position to supplement from its own funds the financial grants made by the State Government for the unit or part thereof, which may be allotted to it.

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

## PART II

### ENROLMENT

**5. Qualifications for enrolment in the Senior Division.—**No student of the male sex of any University offering himself for enrolment in the Senior Division shall be eligible for enrolment:—

- (a) unless he is of good character ;
- (aa) unless he is a citizen of India or a subject of Nepal ;