

JOINING INSTRUCTIONS

COURSE

ISSUED BY

ADDITIONAL DIRECTORATE GENERAL OF RECRUITING

INTEGRATED HEADQUARTERS OF MOD (ARMY)

ADJUTANT GENERAL'S BRANCH

WEST BLOCK-III, R.K. PURAM, NEW DELHI-110 066

**JOINING INSTRUCTIONS FOR CANDIDATES SELECTED TO UNDERGO
TRAINING AT OFFICERS TRAINING ACADEMY**

Location

1. The Officers Training Academy (OTA) is located at Saint Thomas Mount, a suburb of Chennai. It is 18 Kms from Chennai Central Railway Station and 2 Kms from the Chennai (Meenambakkam) Airport. The nearest bus stand is at St. Thomas Mount Post Office, which is on the Grand Southern Trunk (GST) road and is approximately one Km away from OTA.

Travel

2. Candidates will travel at their own expense. You are authorised second class fare by shortest route. The refund of rail fare paid, will be claimed on arrival at the Officers Training Academy only on production of original tickets/receipts. You will bring the details of railway ticket number, the PNR number and the actual fare paid by you, in case railway ticket is deposited at the station. Reservation and berth charges are also refunded against production of proper cash receipts/tickets.

Reception

3. A Reception Centre will be set up by the Officers training Academy at Chennai Central Railway Station to receive the GCs/LCs coming by trains on the dates intimated to you for reporting. Cadets and their baggage will be conveyed to the Academy by transport provided at the Reception Centre. OTA can be contacted at Telephone No.25316608 (Adjutant) or Duty Clerk at same number after 1400 hours for assistance and information, in case of any difficulty.

4. On arrival, parents or guardians must not accompany a candidate to the Officers Training Academy as no facilities exist for their accommodation.

Medical

5. Candidates are required to bring with them a medical certificate on the form attached as Enclosure 1 duly signed by a qualified Medical Practitioner or a Military Medical Officer, as well as by the candidate. In the absence of this certificate, the candidate will not be admitted to the Officers Training Academy.

6. If a candidate is exposed to any infectious or contagious disease, he/she should immediately inform the fact to the Adjutant, Officers Training Academy. On no account should such candidate join the Academy, until permission to do so has been accorded by the Academy.

Items to be Brought at the Time of Joining

7. Since the issue of uniform and kit will take some time, you are advised to bring the following minimum items of personal and essential clothing :-

(a) **Lady Cadets (LCs).**

- | | | | |
|-------|---------------------------------------------|---|--------|
| (i) | Dressing Gown | - | 1 No. |
| (ii) | White Shirts (full sleeved with one pocket) | - | 2 No. |
| (iii) | Terry Cotton White Trousers | - | 1 Pair |

(iv)	Black Terry Cotton Trousers (with two pleats and loops) -	2 No.
(v)	Saree dress (Complete) -	1 No. (Optional)
(vi)	Night Suit/Nighties -	2 No.
(vii)	Black Shoes -	1 Pair
(viii)	Black Socks -	2 Pairs
(ix)	White PT Shoes (Plain without any design) -	1 Pair
(x)	White Socks (Cotton) -	3 Pairs
(xi)	Bathroom Slippers -	1 Pair
(xii)	Undergarments -	6 Sets.
(xiii)	Handkerchiefs -	12 Nos.
(xiv)	Bath Towels (white) large -	2 Nos.
(xv)	Personal toilet requisites like soap, toothpaste etc.	
(xvi)	Black Box size 75 x 45 x 30 cms. (with name in white painted on left) -	1 No.
(xvii)	White bed sheets (single) and White pillow cover -	2 Each
(xviii)	White Shorts Terry Cotton -	1 Pair
(xix)	Lock Medium Size -	2 Nos.
(xx)	Airbag/Suitcase (Optional) -	as per requirement

(b) **Gentlemen Cadets (GCs).**

(i)	Terry Cotton White Trousers -	1 No.
(ii)	White Terry Cotton Shorts -	1 No.
(iii)	White Shirts (full sleeved with one pocket) -	2 Nos.
(iv)	Black Terry Cotton Trousers (with two pleats and loops)-	2 Nos.
(v)	Sleeping Suit -	2 Nos.
(vi)	Black Shoes -	1 Pair
(vii)	Black Socks (Cotton) -	2 Pairs
(viii)	White Socks (Cotton) -	3 Pairs
(ix)	White PT Shoes (Plain without any design) -	1 Pair
(x)	Bathroom Slippers -	1 Pair
(xi)	Vests (Sandow), underwear -	6 Sets.
(xii)	Handkerchief -	12 Nos.
(xiii)	Bath Towel (White) large -	2 Nos.
(xiv)	White Bed Sheet (single) and white pillow covers -	2 Each

- (xv) Personal toilet requisites like soap, toothpaste, toothbrush, hair oil, shampoo etc.
- (xvi) Black box size 75 x 45 x 30 cms (with name painted in white on left) - 1 No.
- (xvii) Lock Medium Size - 2 Nos.
- (xviii) Turbans (For Sikh GCs.) - 8 Nos. (two each in Maroon, OTA Grey and OG as shown on cover of Joining Instructions Booklet and two in black.
- (xix) Fifty Red Colour (For Sikh GCs.) - 4 Nos.
- (xx) Patka Black (For Sikh GCs.) - 4 Nos.
- (xxi) Airbag/Suitcase (Optional) - As per requirement.
- (c) Please fill in your shoe size in the form given at **Enclosure 2** and send the same to OTA at the earliest.
- (d) Minimum number of civil dresses should be brought, as these are normally not required.

Discipline

8. While undergoing training at the OTA, you will be subject to military discipline as per rules, regulations and Cadets Standing Orders' of OTA, as applicable to the cadets. Each cadet will be issued with Cadets Standing Orders on arrival.
9. You are forbidden to bring any of the following with you :-
- Dogs or other pets.
 - Radio Sets, TV Sets, Music System. Tape Recorders/2 in 1 of maximum 16 watt power output are permitted to be kept by GCs at their own risk.
 - Motor cycles, bicycles or car.
 - Private Servants.
 - Wines and spirits.
 - Articles of value or jewellery.
 - Any type of weapons/ammunition.
 - Mobile/Cell Phone.

Pay, Allowances and Expenses

10. **Initial Deposit.** Cadets are required to deposit a Sum of Rs 12,070/- as Bank Draft, drawn in favour of Commandant OTA, Chennai. The draft be drawn on State Bank of India, Guindy, Chennai and deposited with OTA immediately on arrival. Details of this amount are:-

S/No	Description	Amount
1.	Pocket expenses including Regimental cutting to include : (a) Cinema Charges @ Rs 90 per annum. (b) Band Fund @ Rs 22 per annum. (c) Academy Fund @ Rs 90 per annum.	Rs 500/-
2.	Purchase of misc items of clothing in addition to Rs 14000/- Paid by the Government.	Rs 5000/-
3.	Army Group Insurance Fund premium @ 2190/-pm for three months.	Rs 6570/-
	<u>Total</u>	Rs 12,070/-

11. **Pocket and Other Expenses.** A stipend of Rs 21,000/-pm is admissible to the GCs/LCs. A cash allowance of Rs 4,000/-pm out of this stipend allowance will be paid to the GCs/LCs. The first payment of stipend will be made only after three months of your arrival. Balance stipend will be payment only on successful completion of training. Dearness allowance (As pr rates applicable) on the stipend will be payable of the cadets on successful completion of their training at the end of one year.

12. Hence, you are advised to bring an amount of Rs 6,000/- (Rs six thousand only) in case to meet cadets Sunday expenses during setting down period.

13. **Personal Bank Account.** An extension counter of IDBI Bank is available within the campus of the Academy. The payments of stipend/pocket money will be made to you through your bank account. Please fill up the enclosed bank account opening form alongwith Form 60 and Signature Card neatly for opening the Account and forward the same alongwith two recent passport size photographs to the AA & QMG, Officers Training Academy, St Thomas Mount, Chennai-600 016 immediately on receipt of these instructions. In case you already have an account in IDBI Bank, you are advised to transfer it to IDBI Bank Extension Counter, St Thomas Mount, Chennai-600 016 (Branch Code No : 904-104).

Accommodation

14. You will be provided with free accommodation and will be required to live in the quarters allotted. The quarters allotted to you will be furnished with normal furniture and tapestry as authorised to Gentleman/Lady Cadets. Technical candidates of SSC (Tech) and WSES (O) courses will be required to pay nominal charges for the accommodation provided which will be adjusted from their pay and allowances at the end of training.

Messing

15. Free messing and allied services (including electricity, water, conservancy and laundry) will be provided.

Leave/Breaks

16. (a) Breaks. The following breaks are observed :-

(i) For GCs of SSC Courses.

(aa) Mid Term break of two to three days, half way during First Term and Second Term.

(ab) Term break of three weeks after First Term.

(ii) For LCs of WSES (O) Course. Mid-term break of two to three days, half way during the term.

(b) GCs of First Term are sent on organized adventure hikes for four to six days at the beginning of the Term Break, before being dispatched to their homes on leave. However, those GCs who have failed in their First Term Assessment Tests and are required to reappear in tests after additional coaching, as well as those who have not completed their punishments may be held back and not sent on leave, at the discretion of the Commandant.

- (c) During the mid-term breaks, GCs and LCs are sent on organized adventure hikes/educational tours. Leave is normally not granted during the mid-term breaks.
- (d) Other than the Term Break, special leave will only be granted on extreme compassionate grounds. It will not be granted for weddings, festivals etc.
- (e) It is emphasized that as the pace of training is intense, it would be difficult to catch up with your colleagues even after a short absence from training. Cadets are therefore advised in their own interest, to avoid making requests for leave.

Visitors

17. Cadets may receive visitors on Saturdays between 1800 and 1930 hours and on holidays between 1000 and 1800 hours.

Correspondence and Address

18. **Personal Correspondence.** All correspondence to you should be addressed as under :-

Number (to be allotted on arrival) _____

Name of Cadet _____

Course _____

Company _____ Battalion _____

Officers Training Academy
St. Thomas Mount
Chennai-600016

19. **Official Correspondence.** Correspondence to OTA should be addressed to the Adjutant OTA, St. Thomas Mount Chennai-600016. Fax Nos. are 044-22330281(Col GS) and 22342639 (Col Adm.).

Extra Curricular Activities

20. Considerable emphasis is laid at the Academy on outdoor and other character building extra curricular activities through various Hobby Clubs. Presently, the following Hobby Clubs function at the OTA :-

- (a) Arts & Sculpture.
- (b) Creative Writing.
- (c) Electronics.
- (d) Computers.
- (e) Driving & Maintenance.
- (f) Tennis.
- (g) Shooting.
- (h) Riding.
- (j) Music & Dramatics.
- (k) Sailing

- (l) Squash.
- (m) Martial Arts.
- (n) Para Sailing.
- (o) Golf.
- (p) Rock Climbing.
- (q) Arboriculture.
- (r) Catering
- (s) Photography

21. You are required to join at least one club. You may bring equipment you have like Camera for hobbies like photography or sports gear for any of the sports. There is, however, no compulsion to bring personal equipment as same is also available for use at respective hobby clubs. You may bring them only if you prefer using own equipment. However no weapons are permitted to be brought for Shooting Club.

Physical Fitness

22. The candidates selected for pre-commission training at OTA would generally have over a month or two for preparation prior to arrival at the Academy. It is advisable that the following pre-course preparations are carried out which will adequately tone up the candidates before joining the OTA :-

(a) **GCs.**

(i) **PT.**

- (aa) Should run daily for about 40 mins (able to run 5 km.) at a comfortable pace.
- (ab) Should be able to perform 25 push ups at a stretch.
- (ac) Should be able to do abdominal sit-ups daily progressing from 10 to 40.
- (ad) Should be able to cycle 10kms, twice a week.
- (ae) Should be able to do four pull ups at a stretch.

(ii) **Swimming.**

- (aa) Learn fundamentals of swimming, from a coach.
- (ab) Should attempt to swim upto 50 mtrs using free style strokes.

(b) **LCs.**

(i) **PT.**

- (aa) Should be able to run for about 30 mins at a comfortable pace.
- (ab) Carry out physical exercises/Yoga for 20 mins.
- (ac) Should cycle 5 kms, twice a week.
- (ad) Should practice rope skipping regularly for a duration of 10 mins.
- (ae) Should be able to perform simple stretching and strengthening exercises over a period of 20 mins.

(ii) **Swimming.**

- (aa) Learn fundamentals of swimming, from a coach.
- (ab) Should swim up to 25 mtrs using free style strokes.

Games and Sports

23. Facilities for following sports and games are available at the Officers Training Academy :-

- | | | | |
|----------------|-----------------|---------------|----------|
| (a) Football | (e) Cricket | (j) Badminton | (n) Golf |
| (b) Handball | (f) Volley Ball | (k) Hockey | |
| (c) Basketball | (g) Swimming | (l) Tennis | |
| (d) Squash | (h) Riding | (m) Polo | |

Communication Facilities

24. **PCO/STD/ISD Booths.** Adequate number of booths are available in the OTA campus.

25. **Internet Facility.** An internet facility 'CYBERTREK' with multiple work stations has been provided within the campus. Cadets can make use of the same at a nominal charge within the laid down timings.

26. **Tele Nos.** Parents/Guardians can speak to their wards from Monday to Friday between 1400-1600h, 1800-1900h and 2100-2230h, on Saturdays between 1400-2230h and on Sundays between 1000-2230h by dialing 044-2531 followed by the four digit No. of the Company. Alternatively they can dial the Nos. of St. Thomas Mount Military Exchange 044-22342632 to 38 and ask for the particular Company or the Appointment of the person concerned, they wish to talk to. Tele Nos. of Companies/Appointments are given below :-

(a) Shivaji Battalion.

Meiktila Company-6687
Naushera Company-6687
Zojila Company-6641

(b) Ranjit Singh Battalion.

Jessami Company-6643
Kohima Company-6688
Phillora Company-6634

(c) Miscellaneous.

Col GS (Coord)-6606, 22330281
Col Adm-6615, 22342639
Adjutant-6608
Duty Clk-6608 (After 1400 hours).

Resignations

27. In case you choose to resign during the course of training, following rules will apply :-

(a) You will be required to submit an application alongwith your parent's/guardian's consent in duplicate as per following format :-

(i) I, -----the Parent/Guardian of cadet-----of the Officers Training Academy, Chennai do hereby agree to the resignation of my ward No.----- Name-----being accepted.

(ii) I further declare that I accept all financial liabilities on account of the resignation of No----- Name ----- in accordance with the rules laid down. I accept that the decision of the Government as regards the question of recovery shall be final.

Witness _____

Witness _____

(Signature of Parent/Guardian)

(Signature of Candidate)

- (b) Resignation is un-conditional. Once the resignations is approved, the cadet will not be permitted to withdraw his/her resignation or to seek reinstatement.
- (c) You will be required to pay :-
- (i) Rs. 7075 per week (as per present rates) towards cost of training till the date you are sent home.
 - (ii) Cost of all items of clothing issued to you including stitching charges.
 - (iii) Full cost of worn out/lost equipment.

28. In case you resign to join IMA, Navy or air Force, no charges will be required to be paid except for the lost equipment.

29. The Commandant OTA is authorised to permit those who resign to go home or to parent departments in case of Civil Government Employees, pending acceptance of their resignations by Army Headquarters after they have paid all the expenses towards the cost of training, messing and other allied services, for the duration of their stay at Officers Training Academy (Rs. 7075 per week at present) plus cost of issued items which are lost.

Relegations

30. You are liable to be relegated in case of :-
- (a) Missing training for more than 42 days for medical reasons or any other reason within your control. for LCs this period is 28 days.
 - (b) For failing to achieve laid down minimum standards in any discipline/sphere of training activity viz academics/general awareness subjects, physical training, drill, swimming, sports and military/service subjects within the stipulated time frame. The details of those standards and time frame will be explained to you by your Platoon/company commanders and other officers, at the Academy.
 - (c) On disciplinary grounds or lack of desired character qualities.

31. A second relegation on failing to achieve the minimum laid down standards within the same term or on disciplinary grounds is not permitted. In this case you will be withdrawn.

Withdrawals

32. You are liable to be withdrawn on the under mentioned grounds as per the laid down instructions on the subject :-
- (a) As per Para 31 above.
 - (b) On medical grounds.
 - (c) On disciplinary grounds in case seriousness of the offence merits immediate withdrawal, without being relegated first.
 - (d) On adverse security verification/furnishing of false information on application form.
 - (e) For failing to submit the Original Degree or Provisional Degree with mark sheets of all the years within twelve weeks of commencement of training.

33. **Liability for Cost of Training.** In case you are withdrawn on any one of the grounds stated above except for 30 (b), you will be liable to pay the cost of training incurred and allied charges, as mentioned at Paragraph 27(c) above.

Agreement

34. A copy of the Bond is attached to these instructions (see enclosure 3). You will have it completed on the non-judicial stamp paper of proper value as applicable to your State signed by yourself and your parent or guardian and hand it over to the Adjutant, OTA Chennai on arrival. In case you fail to produce the executed bond you will not be admitted to the Officers Training Academy. All the pages of the bond must be signed by the Guarantor, by yourself and witness. In case the bond is not submitted at the time of joining due to unavoidable circumstances, you may be given a maximum of ten days time. If the bond is not submitted within ten days time, your name will be struck off from the Academy and you will be sent home after recovery of ten days training charges out of the money deposited by you at the time of joining the Academy.

Compensation

35. Parents/Guardians of Gentlemen/Lady Cadets will not be entitled to claim compensation for any injury sustained by the cadet during the course of training at the Officers Training Academy. Certificate to this effect as per **Enclosures 4 & 5** attached to these instructions will be rendered at the time of joining for training duly executed on non judicial stamped paper with stamp fee as in vogue in the State where the affidavit is executed by the Parents/Guardian and the Candidate. You will hand over these certificates duly signed to the Adjutant, Officers Training Academy on arrival.

36. The above instructions should be brought to the notice of your parent/guardian explicitly.

Insurance

37. During training, the cadets are covered for insurance as given in **Enclosure-6**.

Submission of Proof of Meeting Age and Education Criteria

38. Your selection is provisional subject to your submission of following Original certificate to the Commandant OTA, Chennai on arrival at the Academy. The same will be returned to you only on completion of training :-

- (a) Matric or its equivalent certificates issued by CBSE/State Education Board showing date of birth, in support thereof.
- (b) Graduation Degree or Provisional Degree issued by University/Principal of College on behalf of the University alongwith all the years/semesters mark sheets, in support of educational qualification.
- (c) Any other certificate required to establish your eligibility for the course [applicable for WSES(O) course].

39. In case you are not in a position to submit the proof of passing the qualifying exam given at para 38 (b) due to results being awaited, you are required to follow instructions contained in para 40 below.

40. Candidates Admitted Provisionally on Additional Bond Basis.

- (a) The candidates admitted under the clause of 'RESULT AWAITED' will deposit the following immediately on arrival at the OTA, Chennai :-
 - (i) Additional Bond as per Enclosure 7 of Joining Instructions booklet executed on a Non-Judicial stamp paper of proper value.

- (ii) Advance cost of training for four weeks amounting to Rs. 28,300/- (at the rate of Rs. 7075/- per week) through a Bank Draft in favour of Commandant OTA, payable at Chennai.
- (iii) Original Matric or its equivalent Certificate in support of date of birth.
- (iv) Original Mark Sheets of first two years of the Degree Course (first three years mark sheets in case of students of four year Degree Courses).
- (v) A certificate from the University/Principal of the College duly signed and stamped by the Controller of Exams/Principal of the College certifying that the candidate has appeared in all exams of graduation degree including viva, practicals, supplementary (including those of previous years) etc. before _____ (date of commencement of course).

Note :-In case you are appearing in any of your degree exams/papers/viva etc. after the date of commencement of course, please ignore these joining instruction as in that case you are ineligible for the course.

(b) In case the candidate fails to deposit any of the documents/money as given in Sub-para 40 (a) above, he will not be given admission to the OTA and will be returned.

(c) The candidate should deposit, within four weeks of joining the Academy, the Provisional Degree Certificate alongwith Original Mark Sheet of the final year. If the candidate is unable to deposit all these documents by the end of the first four weeks, he will be permitted to continue training only if he deposits the advance cost of training (Rs. 28,300/-) for the next four weeks. His case will be reported by the Academy to Army Headquarters (Recruiting Directorate). Similarly, if the candidate fails to deposit the Provisional Degree Certificate and Original Mark Sheet of the final year by the end of the 8th week, he will be permitted to continue training beyond the eighth week only after depositing the advance cost of training (Rs. 28,300/-) for the next four weeks and his case will be reported to Army Headquarters. If by the end of the 12th week, the candidate is unable to deposit the Provisional Degree Certificate and Original Mark Sheets of the final year, he will be withdrawn from the Academy and the original Matriculation/Higher Secondary Certificate and mark sheets of the first two/three years will be returned only after all dues have been recovered.

Outside Examinations

41. On joining OTA, candidates will not be permitted to appear for any examination/interview for any other type of employment, without first resigning from the Academy and paying the cost of training. However, no cost of training including messing charges will be recovered from those Gentlemen Cadets, who may resign from the Officers Training Academy, Chennai to undergo pre-commission training at the Indian Military Academy, Dehradun or corresponding cadet training establishments in Navy and Air force, if so selected.

Commissioning

42. On successful completion of training at Officers Training Academy, you will be granted Short Service Commission in the Army as per provision laid down in the Special Army Instructions 3/S/98 and Army Instructions 53/74 for SSC (Non Technical), Army Instructions 1/93 and 53/74 for SSC (Technical), Special Army Instructions 1/S/92, Army Instructions 10/96, 53/74 for WSES(O)-Technical and Non Technical Course as amended from time to time.

Acknowledgement

43. The acknowledgement given at **Enclosure 8** of the booklet giving the willingness/unwillingness for joining OTA, Chennai must be forwarded to this Headquarters at the earliest. This will facilitate us in nominating candidates who are presently in reserve in case you decide not to join OTA, Chennai for whatever reason. Your co-operation will be highly appreciated.

ENCLOSURE-I
(Refers to Para 5
of Joining Instructions)

MEDICAL CERTIFICATE

1. To be completed by the candidate :-

(a) I have not been exposed to any infectious or contagious disease in the three weeks prior to my joining the Officers Training Academy, Chennai.

(b) I hereby certify that I was not and am not suffering from any disease or sustained any injury whatsoever recently or in the past which might prevent me from participating in any training activity/games and other events while in OTA. I also certify that there is no restriction imposed on me by medical authorities at any time forbidding me to participate in any of the training/games at OTA.

Place

Signature

Date

2. To be completed by the qualified Medical Practitioner (Preferably by a Military Medical Officer) :-

I certify that Shri was vaccinated on He received the following protection against the Enteric Group of disease :-

- (a)
- (b)
- (c)

Place

Signature.....

Date

Designation and Address

ACKNOWLEDGEMENT

ENCLOSURE-2
[Refers to Para 7 (c)
of Joining Instructions]

From :

Name :
Roll No. :
Address :
.....
.....

Course Ser. No.

To

The Col Adm
Officers Training Academy
St. Thomas Mount
Chennai-600016

SHOE SIZE

1. My Shoe size is (Standard Bata).

.....
(Signature of the Cadet)

Date :

ENCLOSURE-3

[Refers to Para 34
of Joining Instructions]

**BOND TO BE SIGNED BY PARENT/GUARDIAN AND THE GENTLEMEN/LADY
CADET SELECTED FOR INITIAL TRAINING WITH A VIEW TO BEING
COMMISSIONED IN THE REGULAR ARMY**

1. This agreement dated day of between.....son/daughter of resident of (hereinafter called, the Guarantor which expression shall include his personal representative when the contest so admits) andson/daughter/ward of the aforesaid guarantor (hereinafter called the Cadet), of the one part and the President of India (hereinafter called 'The Government' which expression shall include a successor and assigns where the context so admits) of the other part.

2. Whereas the cadet has been selected by the Government on the same terms hereafter appearing for the purpose of receiving initial training with a view to being commissioned as an officer in the regular Army, provided he/she is considered by the Government to be suitable in all respects and if there in any vacancy.

3. Now it is agreed between the parties referred to above that in consideration of the cadet being selected by the Government for the purpose of the aforesaid training the Guarantor covenants with the Government that the cadet 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 be granted a commission and that the cadet will if offered a commission as an officer in the regular Army, accept such commission unless he/she, is prevented from doing so by death or on account of ill health or some other reasons over which the cadet has no control or by being removed on the ground that the cadet is considered by the said appropriate authority to be unfit to continue as a cadet or to be commissioned.

4. If, on account of his/her relegation, dismissal, or discharge or withdrawal from the Officers Training Academy, Chennai for failing to achieve laid down minimum standards in any discipline/sphere of training activity viz. academies/general awareness subjects, physical training, swimming, sports and military/service subjects within stipulated time frames, or for knowingly furnishing false particulars or suppressing material information in his/her application for admission to the said Officers Training Academy, Chennai, or in the event of his/her being dismissed or discharged or withdrawn on disciplinary grounds from the said OTA, Chennai or for marrying while under training at the said Officers Training Academy, Chennai or for any reason not beyond the control of the cadet he/she does not complete the prescribed period of training, or he/she the cadet does not accept a commission if offered as covenanted above, then the guarantor and the cadet shall, jointly and severally be liable to pay such expenses as shall have been incurred by the Government on account of the cadet on his/her training and all the money received by the cadets 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 to the effect or meaning of these presents, the decision of which has not been expressly hereinbefore provided, for, the same shall be referred to some person appointed by the secretary to the Government of India, whose decision shall be final.

In witness whereof the parties have hereinto set and subscribed their respective hand the day, month and year first before written.

.....
.....
.....

(Signed by the Guarantor)

(Signed by the Cadet)

Name :

Name :

Address :

Address :

In the presence of :-

In the presence of :-

.....
.....

(Witness)

(Witness)

Name :

Name :

Address :

Address :

.....
.....
.....

Signed by Commandant OTA/
Representative for and on behalf
of President of India

(Witness)
Name :
Address :

Name :

Address :

Notes :- **(For guidance only, Not to be typed in the Bond/Agreement)**

1. The agreement form is to be executed on non-judicial stamp paper of proper value. The necessary stamp paper is to be purchased by the Guarantor from the Local Revenue Officer. The stamp duty payable on the agreement varies from state to state. As such the Guarantor should get the agreement adjudicated under the provision of the stamp fee laws in force in the state where the Guarantor would execute the agreement.
2. The signature of the Guarantor is to be witnessed by a serving or pensioned Commissioned Officer or any civilian Government servant of gazetted status.
3. The agreement form should not be stamped or executed until the candidate has been selected by the Government for provisional admission.
4. The parent (father/mother) or legal guardian only will be the Guarantor.
5. Names and addresses of the Guarantor and Witness should be written clearly.

ENCLOSURE-4
(Refers to Para 35 of
Joining Instruction)

**CERTIFICATE TO BE SIGNED BY THE PARENT/GUARDIAN OF CANDIDATE
SELECTED FOR TRAINING AT THE OFFICERS TRAINING ACADEMY,
CHENNAI**

I, (Name) Father/Guardian of (Name)*
..... who is a candidate for training as Gentlemen/Lady
Cadet in Officers Training Academy, Chennai hereby certify that, I fully understand that my
son/daughter/ward will do so with my full and free consent and at my own risk, and that I or
my son/daughter/ward or any of my legal heirs shall not be entitled to claim any
compensation or other relief from the Government of India in respect of any
injury/infirmary/death which my son/daughter/ward may sustain in the course of or as a
result of training/other activities or where bodily infirmity or death results in the course of or
as a result of surgical operation performed upon him or anesthesia administered to him/her
for the treatment of any injury received as aforesaid or otherwise at the said Officers
Training Academy, Chennai.

Place

Date

.....
(Signature of Father/Guardian)

.....
(Signature of witness)

.....
(Name and address of witness)

* Name of Gentlemen/Lady Cadet be filled here as per college/school records.

Note : Certificate to be rendered on non-judicial stamp paper with stamp fee as in vogue in
the state where the certificate is executed by Father/Guardian.

ENCLOSURE-5(Refers to Para 35
of Joining Instructions)**CERTIFICATE TO BE SIGNED BY THE CANDIDATE SELECTED FOR
TRAINING AT THE OFFICERS TRAINING ACADEMY CHENNAI**

1. I, (Name) * _____ son/daughter/ward of (Name) _____ who is a candidate for training as Gentlemen/Lady Cadet in Officers Training Academy, Chennai hereby certify that, I fully understand that I will undergo training at the Academy 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 of India in respect of any injury/infirmity/death, which I may sustain in the course of or as a result of training/other activities or where bodily infirmity or death results in the course of or as a result of surgical operation performed upon me or anesthesia administered to me for the treatment of any injury received as aforesaid or otherwise at the said Officers Training Academy, Chennai.

2. I also declare that I am married/unmarried/ widower/divorcee I undertake that I will not marry while I am under training at the Officers Training Academy. Further, I fully understand that if I marry while under training at the Officers Training Academy, I will be discharged and will be liable to refund all the expenditure incurred on me by Government and that the total estimated cost of training refundable by my parent/guardian will be notified later.

Place _____

Date _____

(Signature of the Candidate)_____
(Signature of Witness)

(Particulars of Witness)

* Name of the candidate for training be filled here as per the college/school records.

Note : Certificate must be given on non-judicial stamp paper with stamp fee as in vogue in the state where the certificate is executed by the candidate.

**ARMY GROUP INSURANCE FUND SCHEME FOR CADETS OF
OFFICERS TRAINING ACADEMY, CHENNAI**

1. The Scheme covers all Gentlemen Cadets (GCs) of Short Service Commission (SSC) and Lady Cadets (LC) Women Special Entry Scheme (WSES), who receive a monthly stipend of Rs. 8,000/- per month. Service cadets of Army, Air Force and Navy are not covered, as they remain covered under the Main Scheme of their respective Service Group Insurance Schemes till commissioning.

2. **Benefits.**

(a) **Insurance.** A sum of Rs. 10 lacs is assured for death due to any reason, while under training in the Academy.

(b) **Disability.** A maximum of Rs. 5 Lacs will be paid for 100% disability proportionately reduced to Rs. 1 lac for 20% disability. For disability below 20% only an ex-gratia benefit of Rs. 20,000/- will be paid. No disability benefits are paid for alcoholism/drug addiction. The percentage of disability will be recommended by a military medical board and approved by a competent authority, which will be final and binding on the GCs/LCs and this Directorate. GCs/LCs leaving at their own request or on disciplinary grounds will not qualify for any disability benefits under this Scheme.

(c) **Maturity.** The premium has a saving element, which is repayable with interest, as revised from time-to-time by the AGIF Management, as Maturity benefits at the time of death/invalidity/retirement/withdrawal or resignation, based on contributed amount. This benefit is entitled to all GCs/LCs who cease to be members of the Academy and leave the Academy permanently on any pretext. Once a GC/LC gets commissioned, maturity benefits continue to accumulate till retirement or death (in service), as the case may be.

3. **Compulsory Premium.** Rs. 1000/- per month to be paid in advance through the Academy. This subscription is subject to periodic revisions. A minimum amount of one month's premium will be due for a month or part thereof. Being a group insurance scheme membership is compulsory.

4. **Attention.**

(a) All serving Officers of the Indian Army are also covered for the same benefits as given above.

(b) GCs/LCs who abscond or desert the Academy (i.e. leave the Academy without permission or authority), will not be eligible for any benefits under this scheme.

(c) GCs/LCs who are withdrawn or resign/leave the Academy on medical grounds, must fill up their forms for claiming maturity benefits, before proceeding to their homes.

(d) Further clarification may be obtained from :-

Army Group Insurance Fund
AGI Bhawan
Rao Tula Ram Marg
Post Bag No.-14
PO Vasant Vihar
New Delhi - 110 057
Tele. No. 011-26142749/26142897

ENCLOSURE-7

(Refers to Para 40 of Joining Instruction)

**SUPPLEMENTARY AGREEMENT TO BE SIGNED BY GENTLEMEN/LADY CADETS
SELECTED FOR THE PROVISIONAL ADMISSION TO THE OFFICERS TRAINING
ACADEMY FOR INITIAL TRAINING WITH A VIEW TO BEING COMMISSIONED
IN THE REGULAR ARMY AND THEIR SURETIES**

This agreement made on day ofbetweenson/daughter/ward of(hereinafter called the cadet which expression shall include his heirs, executors, administrators and representatives where the context so admits) of the first part andson/ward ofof(hereinafter called the surety which expression shall include his heirs, executors, administrators and representatives where the context so admits) of the second part, and the President of India (hereinafter called 'The Government' which expression shall include his successors and assigns where the context so admits) of the third part.

Whereas the Gentlemen/Lady Cadet has been selected by the Government for provisional admission to Officers Training Academy, Chennai for the purpose of receiving initial training with a view to being commissioned as an officer in the Regular Army PROVIDED he/she is considered by the Government suitable in all respects for being commissioned as aforesaid and PROVIDED there is a vacancy subject to production to the Government of documents mentioned below (hereinafter referred to as the said documents) by or by such later date as may be fixed by the Government, on this behalf :-

- (1) Proof of passing the eligibility degree examination in ORIGINAL.
- (2) Depositing an amount of Rs. 28,300/- (Rs. Twenty eight thousand only) towards cost of training for four week by a Bank Draft.
- (3)

NOW THIS DEED WITNESSETH and the parties here to hereby agree as follows :-

- (1) That in consideration of the provisional admission of the Gentlemen/Lady Cadet to OTA Chennai for the purpose of aforesaid training the Gentlemen/Lady Cadet and the surety covenant with the government that the said documents will be produced to the Commandant of OTA Chennai on arrival or by such later date as may be fixed by the Government.
- (2) That, if for any reasons the said documents are not produced within the time fix by the Government for their production as covenanted above, then the Gentlemen/Lady Cadet shall be liable to be removed from the OTA Chennai and the Gentlemen/Lady Cadet and the surety shall jointly and severally, be liable to pay forthwith to the Government in cash such sum not exceeding such expenses as shall be or have been incurred by the Government on account of the Gentlemen/Lady Cadet in respect of the said training (and the decision of Government as to the amount so payable shall be final) together with all monies received by the Gentlemen/Lady Cadet as pay and allowances from the Government with interest on the said monies calculated at the rate in force for Government loan.
- (3) That the liability of the surety hereunder shall not in any manner be affected by any time which may be granted or any other indulgence which may be shown to the cadet in respect of the necessary recovery of the said money by the Government nor shall it be necessary for the Government to sue cadet before suing the surety for amounts due here under.

(4) That if there is any dispute as to the effect or meaning of these presents, the same shall be referred to the decision of some person appointed by the secretary to the Government of India in the Ministry of Defence whose decision shall be final.

(5) As witness our hands the day and year first above written.

(Signed by Surety)

Name :

Address :

In the presence of _____

(Witness)

Name :

Address :

(Witness)

Signed by Commandant OTA/
Representative for and on behalf
of President of India

Name :

Address :

(Signed by Cadet)

Name :

Address :

(Witness)

(Witness)

Name :

Address :

Name :

Address :

Notes :- (For guidance only. Not to be typed in Agreement)

(a) The agreement form is to be executed on non-judicial stamp paper of proper value. The necessary stamp paper is to be purchased by the surety from the local Revenue Officer. The stamp duty payable on the agreement varies from State to State. As such the Guarantor should get the agreement adjudicated under the provision of the stamp fee laws in force in the State where the Guarantor would execute the agreement and get it attested by a class I magistrate or Notary.

(b) The signature of the surety is to be attested by a serving/pensioned Commissioned Officer or any Civilian Government servant of Gazetted status.

(c) The agreement form should not be stamped or executed until the candidate has been selected by the Government for provisional admission.

(d) The parent (father/mother) or legal guardian only will be the Surety.

(e) Names and addresses of the Surety and Witness should be clearly written.

ENCLOSURE-8(Refers to para 43 of the
Joining Instructions)**ACKNOWLEDGEMENT**

(TO BE RETURNED IMMEDIATELY DULY FILLED)

NAME :

ADDRESS :

To

Additional Directorate General of Recruiting
 Recruiting CDSE Entry/Women Entry/TGC Entry
 Adjutant General's Branch
 Integrated Headquarter of MoD (Army)
 West Block III, R. K. Puram, New Delhi
 Pin-900108
 C/o 56 APO

JOINING INSTRUCTIONS FOR _____

Sir,

1. I acknowledge receipt of your HQ letter No. ----- dated -----together with the joining instructions for the above course.
2. I shall report at OTA Chennai on ----- (due date of arrival). I understand that if I fail to report at OTA on the due date of arrival, my candidature for the course is liable to be cancelled (score out if not applicable).

OR

I am unable to report at OTA for the reasons given below this acknowledgement and I forego my claim to join OTA. The vacancy thus caused may be filled by a candidate next in merit.

3. Remarks if any, with reasons for not joining :-
 - (a) Alternative job secured.
 - (b) Domestic reasons, e.g.
 - (c) Any other reasons :-
 - (i)
 - (ii)
 - (iii)

Counter Signature of
father/guardianSignature of the candidate as
given in the application form