

OFFICERS TRAINING ACADEMY

CHENNAI



JOINING INSTRUCTIONS

**SSC(NT)-117/SSC(TECH)-60/SSC(NCC)-53/SSC(JAG)-30/
SSCW(NT)-31/SSCW(TECH)-31/SSCW(NCC)-53/SSCW(JAG)-30**

Issued By


**Directorate General of Recruiting
Integrated Headquarters of Ministry of Defence (Army)**


**Lt Col
Adjutant
OTA, Chennai**



THE ACADEMY HONOUR CODE

- 1. I SHALL NOT LIE, CHEAT OR STEAL, NOR TOLERATE OTHERS WHO DO SO.**
- 2. I SHALL BE MAGNANIMOUS IN CONDUCT AND NOT LET DOWN MY COLLEAGUES FOR SELF INTEREST.**
- 3. I SHALL NOT, THROUGH ANY ACT, BRING THE NAME OF THE ACADEMY INTO DISREPUTE.**
- 4. I SHALL READILY ACCEPT MY RESPONSIBILITY FOR ANY INFRINGEMENT OF THIS CODE.**


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WELCOME NOTE

Dear Candidate,

- 1. On behalf of the Commandant, Officers Training Academy, I take this opportunity to welcome you to this premier institution with world class standards. The Officers Training Academy, Chennai one of the very few institutions of its kind, is truly the pride of our nation.**
- 2. At the Academy, we maintain and expect a very high standard of discipline, moral values and physical fitness. I'm sure you will live up to these high standards and fulfill the expectations of your Nation and family.**
- 3. These Joining Instructions will guide you to prepare for joining this Academy. You are advised to read the instructions carefully and take action accordingly.**

**Adjutant
Officers Training Academy
Chennai**


**Br Col
Adjutant
OTA, Chennai**

JOINING INSTRUCTIONS
OFFICERS TRAINING ACADEMY, CHENNAI

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OFFICERS TRAINING ACADEMY, CHENNAI

LIST OF ATTACHMENTS

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OFFICERS TRAINING ACADEMY, CHENNAI

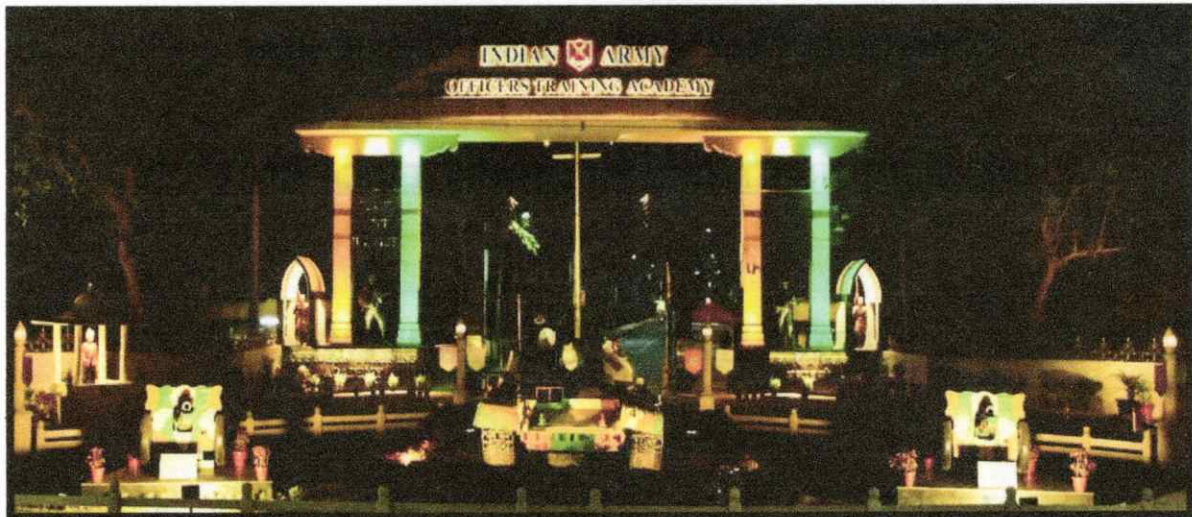
JOINING INSTRUCTIONS FOR SELECTED CANDIDATES

SECTION I: KNOW YOUR ACADEMY

1. **General.** **Officers Training Academy, Chennai** is a premier Pre-Commission Training Academy of Indian Army, which is designed to commission approximately 700 Short Service Commissioned officers into Indian Army each year. It is the only Academy in the country to train women cadets for commission into various Arms and Services of Indian Army. This elite Academy imparts quality military training to selected and capable youth of the country and metamorphoses these boys and girls into future military leaders of substance.

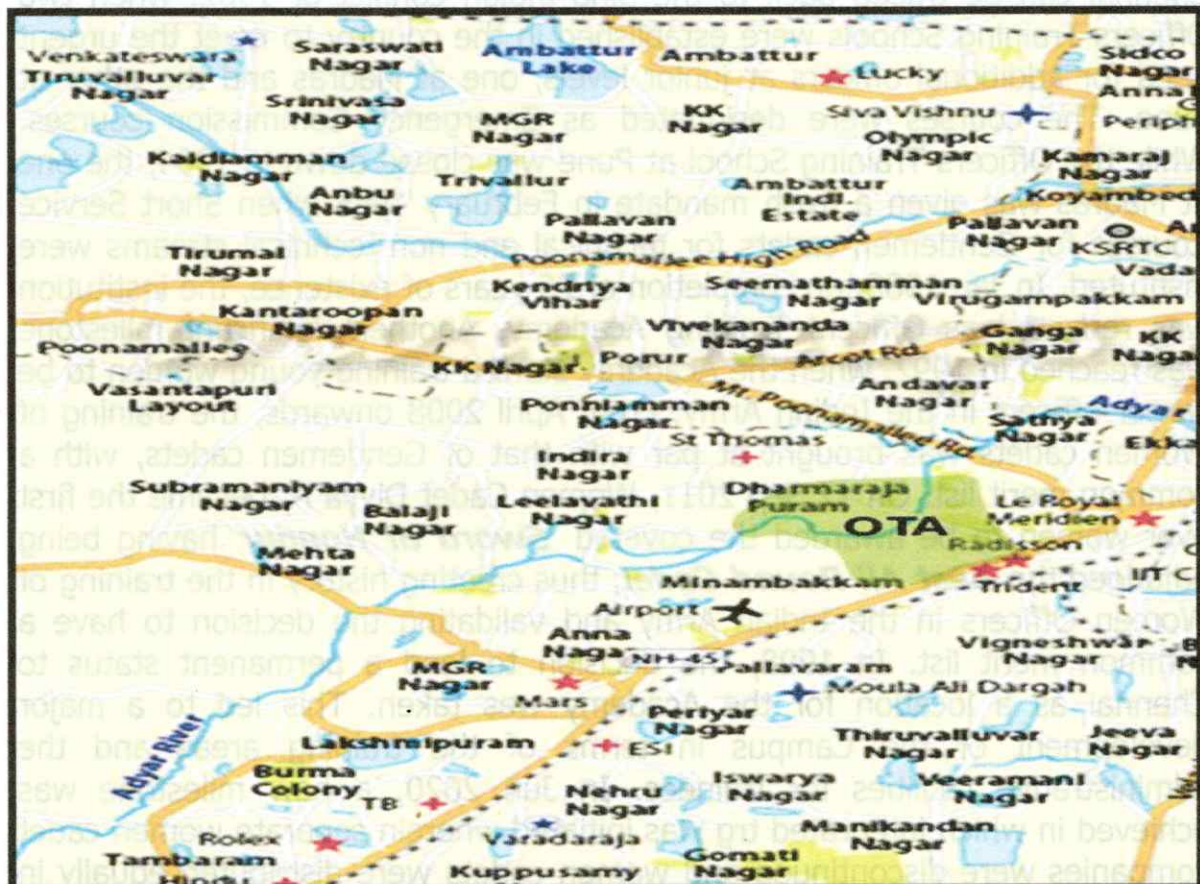
2. **Brief History.** The genesis of the Officers Training Academy (OTA), Chennai can be traced back to the Sino-Indian conflict of 1962, when two Officers Training Schools were established in the country to meet the urgent need for additional officers at junior levels, one at Madras and the other at Pune. The courses were designated as Emergency Commission courses. While the Officers Training School at Pune was closed down in 1964, the one at Madras was given a fresh mandate in February 1965 when Short Service Courses for Gentlemen cadets for technical and non-technical streams were instituted. In Jan 1988, on completion of 25 years of existence, the institution was renamed as Officers Training Academy. Another significant milestone was reached in 1992, when the Academy started training young women to be career officers in the Indian Army. From April 2008 onwards, the training of Women cadets was brought at par with that of Gentlemen cadets, with a common merit list. On 17 Sep 2011, Women Cadet Divya A, became the first ever women to be awarded the coveted '**Sword of Honour**' having being adjudged the **Best All Round Cadet**, thus creating history in the training of Women Officers in the Indian Army and validating the decision to have a common merit list. In 1998, the decision to lend a permanent status to Chennai as a location for the Academy was taken. This led to a major development of the Campus in terms of the training areas and the administrative facilities for trainees. In Jun 2020, a new milestone was achieved in which integrated trg was initiated wherein separate women cadet companies were discontinued and women cadets were distributed equally in the training Battalions/ Companies.


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Yodha Gate

3. **Location.** The Academy is located in general area Saint Thomas Mount at Chennai (Tamil Nadu), approximately 17 km from the Chennai Central Railway Station and 3 Km from the Chennai International Airport. Spread over an area of approximately 700 acres in lush green surroundings, the Academy is located on the banks of Adyar River. Important landmarks near the Academy are Guindy Industrial Area, Chennai Airport, Chennai Trade Centre and the Saint Thomas Mount Shrine.



4. **Training.** The Academy provides an **all-inclusive military training** to ensure physical, mental and psychological development of cadets. Successful cadets report to the Academy during the months of **March/ April and September/ October** each year and are imparted **49 weeks** of military training organised into two semesters of 23 weeks each with a three weeks Term Break. However, due to COVID 19 pandemic, there has been a temporary change in reporting months which will be regularised to the original dates over a period of time. At any point of time, two courses are conducted at the Academy. Apart from the **basic military training**, the cadets are exposed to **troop and individual games/ sports**, an intensive **physical training** regime and a plethora of other **co-curricular activities**. Efforts are made to ignite the leadership qualities in the cadets, which are required to meet the challenges of the finest profession in the world, the Armed Forces. The faculty at the Academy ensures development of **communication skills, decision making capabilities** and **psychological conditioning**.

5. **Gallantry Awards.** The Academy has a proud heritage of a large number of its alumni being awarded gallantry and distinguished service awards. Brief details are:-

S No	Awards	Nos
(a)	Param Vir Chakra	01
(b)	Ashok Chakra	08
(c)	Maha Vir Chakra	10
(d)	Kirti Chakra	22
(e)	Vir Chakra	63
(f)	Shaurya Chakra	119
(g)	Sena Medal	587

6. **Passing Out Parade (POP).** The Passing Out Parade at the Academy **marks the formal completion of the 49 weeks training** of an OTA Cadet, which includes a meticulous Parade conducted at the Parameswaran Drill Square and a solemn Pipping (Commissioning) and Oath Taking Ceremony on the last day of the course. The event is graced by senior military/ civil dignitaries and the parents/ guardians of the cadets. The officers commissioned from this elite institution have not only risen to senior military ranks, but have also brought glory to their alma-mater by their significant achievements in the civil and corporate worlds, post retirement.



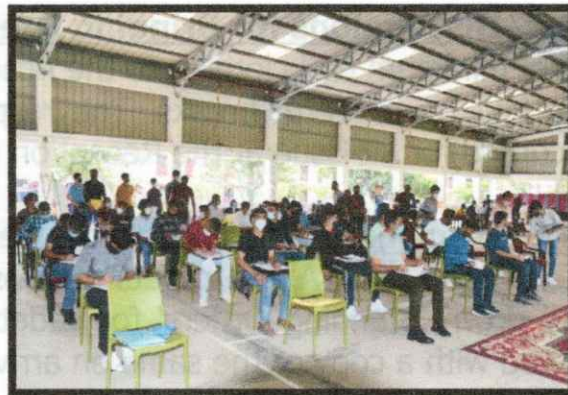
Passing Out Parade

SECTION II: RECEPTION AND SETTLING DOWN

7. **Travel.** Chennai is well connected by all modes of travel to include air, rail and road. Chennai Central is a major Railway Station from where trains are available to all parts of the country with adequate frequency and accommodation in the trains. Chennai is well connected to the rest of the country by road and air. Candidates are advised to check the train and air schedules on respective websites. Candidates selected and issued with Joining Instructions will report to OTA by travelling under own arrangements. They are authorised to travel by III Tier AC by the shortest possible railway route. Expenditure on rail fare will be refunded to the candidates on production of tickets/ receipts, soon after their arrival at the Academy. They are required to produce the railway ticket/ its photo copy (in case ticket deposited with slip) to indicate the PNR number and the actual fare paid. Reservation and berth charges are also refundable against cash receipts/ tickets produced.

8. **Reception.** A Reception Centre for the cadets arriving by trains will be established by OTA at Chennai Central Railway Station and those who are arriving by air will be established at the Arrivals of Chennai Airport. Move from railway station to the Academy will be organised under arrangements of Reception Centre using government transport. For any query or assistance in this regard, the **Adjutant** of the Officers Training Academy may be contacted through the OTA exchange (**Telephone No 044-22342634/ 2342636/ 7650096490/ 7876207807/ 9759297949/ 9149959771**). **Parents/ Guardians are advised NOT to accompany their wards to the Academy.**

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Reception at the Academy

9. **Settling Down.** On arrival, the cadets will be exposed to a disciplined military environment much different from civilian way of life. The **stresses and strains experienced initially are part of the settling down process.** The military, physical, psychological and moral training imparted at OTA is structured to achieve minimum acceptable standards for an all-round development of the trainees thus transforming them into the young officers of the Indian Army.

10. **Encouragement from Parents.** Parents/ Guardians may note that their wards will have to undergo the initial physical stresses and strains of the military training and the same will be reported to them by their wards in the initial phase of training through letters/ conversations. They are **advised to motivate and guide their wards, so as to help them adapt quickly to the training curriculum of Academy.** The very first step towards this end could be to **let your ward travel alone to OTA.**

11. **Items to be Brought at the Time of Joining.** To cater for the time required for issue of uniform and other items of the kit, candidates are advised to carry along certain items for personal use as given at **Appendix 'A'.**

12. **Medical.** All new candidates are required to produce a **RT PCR report** of last 48 hrs and a certificate for double vaccination (in hard copy) for gaining entry at the main gate. Candidates are required to bring with them, a **Medical Certificate** based on the form attached as **Appendix 'B'**, duly signed by a qualified Medical Practitioner or a Military Medical Officer at the time of reporting. Candidates not in possession of the same will not be permitted to join. In case the candidate suffers from any infectious or contagious disease, he/ she should immediately bring it to the notice of the Adjutant, OTA. Affected candidates will not report to the Academy without prior permission from the Academy authorities.

13. **Instructions for Bringing Dresses.** Candidates are advised to carry minimum civil clothing to the Academy, as these will be worn only during the Mid-Term/ Term breaks. The respective **shoe sizes** are required to be recorded for kit issue at the Reception Centre at the time of joining.

14. **Discipline.** Discipline is the bedrock of any military institution. During the training at OTA, the cadets will observe strict military discipline as per the laid down 'Standing Orders' for cadets at the Academy. Each Cadet will be issued with a copy of the same on arrival for reference and strict adherence.

15. **Items Not to be Carried.** Candidates are prohibited to carry any of the following items with them for the training period:-

- (a) Smart Phones/ Tabs/ watches.
- (b) Dogs or other pets.
- (c) Motor cycles, Bicycles or Car.
- (d) Private servants.
- (e) **Wines, Spirit, Liquor, Drugs or Intoxicants.**
- (f) Jewellery or any other valuables.
- (g) Any type of Weapon, Ammunition, Air gun or Firearms etc.
- (h) Electric heaters.
- (j) Radio sets/ Television/ Music System. Cadets may bring I Pods or MP3 players (without internet connectivity) be strictly used in the rooms with earphones (Speakers are not allowed).
- (k) Smoking material. (Smoking is prohibited during training period).
- (l) Stuffed toys, decorative items, posters, etc.
- (m) Laptops/ notebooks and internet USB dongles.
- (n) Diet Supplements and Medicines.


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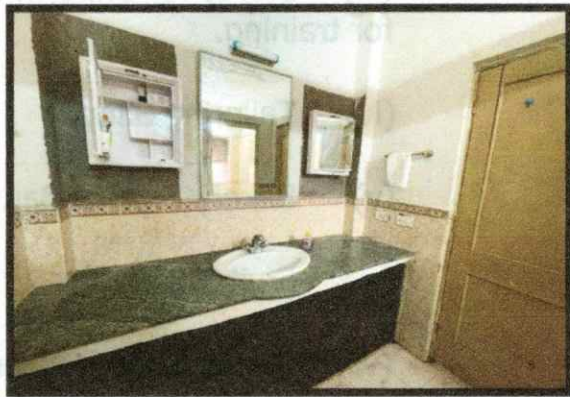
SECTION III: ADMINISTRATION

Accommodation and Messing

16. **General.** Cadets at the Academy are provided with free accommodation for the duration of their stay. The accommodation allotted is furnished with required furniture and tapestry. Free messing and allied services (including electricity, water and conservancy) are also provided at OTA.

17. **Administrative Facilities.** The Academy caters for all types of administrative support to the cadets during training. After Chennai officially became the permanent location of the Academy in 1999, the infrastructure was developed at a rapid pace. At present, OTA, Chennai is geared up well to take on the training of 700 cadets at a time.

(a) **Accommodation.** The cadets are provided with single rooms with shared washroom between two cadets. The accommodation is organised in Battalion groups separately for the ladies and gentlemen. These three storey buildings have been aesthetically designed keeping in mind the weather and training curriculum at the Academy.



Cadet's Model Room

(b) **Yodha Cadets' Mess.** Yodha Cadets' Mess caters for the meals and other nutritional needs of the entire Academy. Cadets are provided all three meals at the Mess at laid down timings as per schedule. In addition to the meals, the mess provides the bed tea, morning tea and refreshments in the afternoon to the cadets at their respective company locations.


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An Inside view of Yodha Cadets' Mess

(c) **Amenities**. The Academy has the following facilities within its premises and is in the process of further improving the quality of life of cadets :-

- (i) **Banks and ATMs**. Branches of State Bank of India and HDFC banks with ATMs. In addition there is an ICICI Bank ATM within the Academy Campus.
- (ii) Unit Run Canteen (CSD).
- (iii) Stores for Uniform and other Equipment/ Utilities required for training.
- (iv) Tailoring Shop.
- (v) Bakery & Juice Bar.
- (vi) Fruit Shop.
- (vii) Barber Shop/ Ladies Beauty Parlour.
- (viii) Ice Cream Shop.
- (ix) Regimental Stationery Shop.
- (x) Cafeteria.
- (xi) Equipment and Boot Repair Shop.
- (xii) Cycle Repair Shop.

(d) **Medical Facilities.**

(i) The Academy has a **Medical Inspection Room** inside the campus staffed by two Army doctors, one Nursing Officer and Nursing Assistants. The **Regimental Medical Officer** and his team provide the required medical cover to cadets for all the training/ administrative activities. In case of serious injuries and sickness, the cadets are referred to the Military Hospital located, three km from OTA.

(ii) The Academy is equipped with a state of art **Physiotherapy Centre** for treatment of the muscle/ tissue injuries.

(e) **Means of Commuting.** The cadets during their stay at the academy are provided with bicycles for commuting within the campus.

Leave/ Breaks

18. **Breaks.** The following breaks are permissible to cadets:-

- (a) Mid-Term break of five to seven days in the middle of the term.
- (b) Term break of three weeks after POP.

19. **End of the Term Break.** Cadets failing in first term assessment exams/ tests or those on punishment may be held back for extra training/ completion of punishment and are not allowed to proceed on term break/ hikes. They may also be called early from the term break, as per the discretion of the Commandant, OTA.

20. **Mid Term Hikes.** During mid-term breaks, senior course cadets may be sent on organised adventure hikes/ educational tours (three to five days duration) to other training establishments. For balance cadets, they may proceed to their home as per discretion of the Academy. Cadets of junior course who have passed all their mandatory tests may be sent on mid term leave at the discretion of the Commandant, OTA.

21. **Special Leave.** In addition to the above, special leave up to a maximum of 10 days may be granted to the cadets only on **extreme compassionate grounds** by the Commandant, OTA on case to case basis.

22. It is pertinent to mention that even a single day of training missed makes it difficult for the trainees to catch up with the fast paced training

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curriculum. **Cadets are, therefore, advised not to make requests for avoidable leave in their own interest.**

Visitors/ Guests

23. Visitors/ Guests/ Parents are permitted in the Academy on Sunday/ Holidays. Cadets are permitted to receive their visitors/ guests **eight weeks** after commencement of the term as per the following timings:-

(a) **Sundays/ Holidays**. 1000 hours to 1500 hours.

(Timings may vary as per the discretion of the academy. Same will be intimated to cadets).

SECTION IV: CONTACT INFORMATION

24. **Personal Correspondence Address**. All correspondence to the cadets will be addressed as under:-

Academy Number _____

Name _____

Course _____

Company _____ Battalion _____

Officers Training Academy

Saint Thomas Mount

Chennai – 600 016.

Note : The cadets will be allotted Academy Number, Company and Battalion on arrival at the Academy.

Communication Facilities

25. **Use of Phone by cadets**. Guidelines for usage of mobile phones within the academy premises are given as below:-

(a) Only basic phones (dumb phone without camera & internet connectivity capability) will be allowed to be used by cadets during their entire stay in the Academy. No smart phones/ tablets/ watches are allowed in the academy premises for cadets.

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- (b) Cadets will be issued their basic mobile phones on Saturday evening and will be collected back after dinner on Sunday. The phones will be used only **inside cabins**.
- (c) During Mid Term Breaks and Hikes, cadets will be issued their basic phones, however on return to the Academy, same will be deposited back.
- (d) No cadet will use his/ her phone for any undesired/ unethical purpose.
- (e) Contact numbers of important offices at OTA Chennai are given at para 27 below. Cadets will apprise the same to their families for contact in case of any emergency.
- (f) Non adherence to above orders will attract severe punishments.

26. **Internet.** An Internet facility *CYBERTREK* (with multiple work stations) is provided within the campus near the library. Cadets can utilise the facility free of cost during the laid down timings.

27. **Contacting the Academy/ Cadets.** The military exchange of OTA, Chennai can be contacted at 044-22342634/ 22342636 who will further connect to the following appointments :-

- | | | |
|---|---|--|
| (a) Adjutant | - | 4600006608/ 7650096490/
7876207807. |
| (b) Assistant Adjutant | - | 9759297949/ 9149959771. |
| (c) Colonel General Staff
(Coordination) | - | 6606/ 9829109731. |
| (d) Adjutant and Quartermaster,
Shivaji Battalion | - | 5032/ 7230013900. |
| (e) Adjutant and Quartermaster,
Ranjit Singh Battalion | - | 5033/ 7298016393. |

28. **Official Correspondence.** Correspondence prior to joining OTA should be addressed to **Adjutant, Officers Training Academy, Saint Thomas Mount, Chennai – 600 016**. Fax Numbers of the Academy is as under:-

- (a) **GS (Coord).** 044-22342634.


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29. **Academy Email-ID.** The email id of the Academy is adjutantotachennai@gmail.com.

SECTION V: PAY AND ALLOWANCES

30. **Initial Deposit.** Candidates on arrival will deposit a bank draft for a sum of Rs 38,000/- drawn in favour of the Commandant, OTA Chennai and payable at Chennai for following purposes :-

(a)	Army Group Insurance Fund Premium (@ Rs 10,000/- pm for first three months).	Rs 30,000/-
(b)	Initial Pocket expenses	Rs 8000/-
TOTAL		Rs 38,000/-

Note : The increase is on account of AGIF subs from Rs 5000/- per month to Rs 10000/- per month wef 01 Apr 2022.

31. **Pocket & Other Expenses.** All cadets under training are **authorised a stipend of Rs 56,100/- (Rupees Fifty Six Thousand and One Hundred only)**. A cash allowance will be credited to the cadets as per rules applicable out of this stipend to manage incidental monthly expenses during the training. Dearness Allowance on the stipend (at existing rates) will be claimed and paid after successful completion of training. Candidates are **advised to bring only Rs 12,000/- (Rupees Twelve Thousand only)** in cash to meet the sundry expenses during the initial settling down period.

32. **Instrs on booking of Air Ticket.** The modalities for booking of air tickets for travel on official account, are clarified hereunder:-

(a) Air tickets shall be purchased from the three authorised travel agents viz:-

- (i) M/s Balmer Lawrie & Company Limited (BLCL).
- (ii) M/s Ashok Travels & Tours (ATT).
- (iii) IRCTC.

(b) While tickets may be arranged by the office through travel agent, officials are also allowed to book tickets digitally through Self Booking Tool/ online booking website/ portal of these 3 authorised agents.


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(c) The individual has to choose the flight having the Best Available Fare on their entitled class which is the cheapest fare available in the given time slot.

(d) A Provision for enhancement of 10% of the best available air fare for convenience and comfort has been allowed.

(e) **As per TR 192.3 (b) cadets should produce Railway Ticket/ Air Tickets/ Boarding pass for reimbursement.**

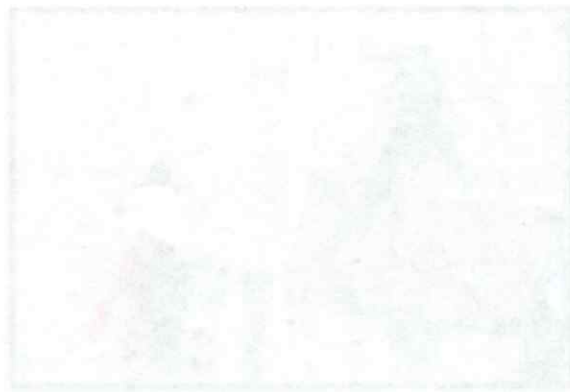
32. **Banking.**

(a) Candidates are required to open a personal bank account at the Academy **on arrival** for ease of monetary transactions. Towards this end, branch of **SBI** (IFSC code – SBIN0014893) is located within the Academy premises. Stipend/ Pocket money to the cadets will be paid through their bank accounts. Opening of personal bank account will be organised by the Academy itself.

(b) In case a cadet has a personal account opened anywhere in India, the same may please be closed by her/ him before joining with this Academy, so that the new SB A/c (DSP A/c) is opened by the respective bank within our Academy as per RBI guidelines.

(c) In case any of the cadet has a Saving Bank account in SBI, the same may please be transferred to SBI, OTA Chennai branch for the said documentation.

(d) Once joining this Academy, the registered mobile number (which is officially recorded) is not to be changed without any specific reason. The same mobile number is required for various bankers related documentation including dispatch of ATM card/ Passbook etc.



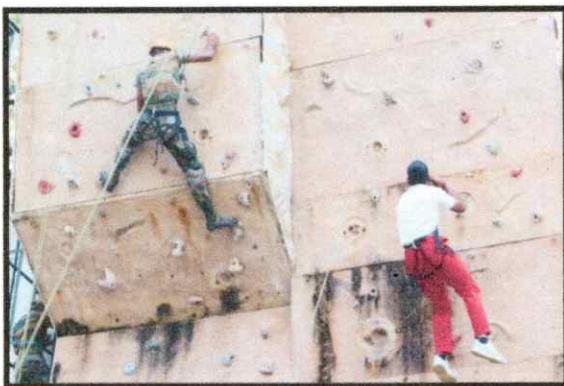

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SECTION VI: EXTRA-CURRICULAR ACTIVITIES

33. **Clubs.** Considerable emphasis is laid on outdoor and other character building extra-curricular activities in the form of various Hobby Clubs at the Academy. These include:-

S No	Clubs
(a)	Archery
(b)	Squash
(c)	Tennis
(d)	Music & Dramatics
(e)	Weight Training
(f)	Golf
(g)	Watermanship
(h)	Riding
(j)	Shooting
(k)	Swimming
(l)	Yoga
(m)	Creative Writing
(n)	Rock Climbing
(o)	Unarmed Combat
(p)	Badminton
(q)	Photography
(r)	Science, Mil Tech & Aero Modelling

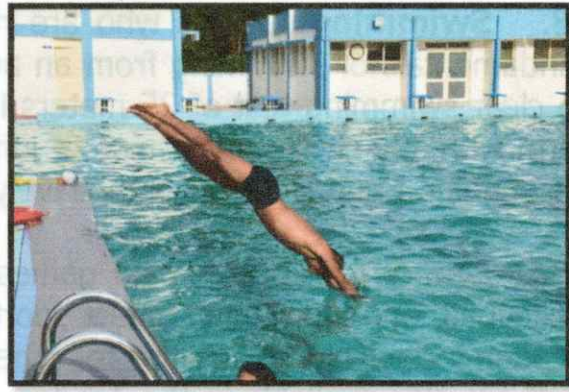
34. **Mandatory Requirement.** Each Cadet is required to join at **least one club** in a term. For the club, he/ she is permitted to bring Sports gear (for any of the sports). The same are also available at the Academy for use by cadets. **No personal weapons are permitted for the shooting club.**



Rock Climbing



Badminton

**Riding****Swimming**

SECTION VII: PHYSICAL FITNESS AND SPORTS

35. **General.** A candidate gets a prior notice of likely call up of two months through joining instructions for necessary preparation even before the merit list is published online. **It is advisable that he/ she conditions himself/ herself physically** to cope with the physically demanding training. Failure to achieve the minimum laid down standard may lead to relegation to junior course or withdrawal.

36. **Joining Standards.** The minimum physical standards expected of a Cadet when joining the Academy is:-

<u>S No</u>	<u>Event</u>	<u>Minimum Standards on Arrival</u>	
		<u>Gentlemen Cadets</u>	<u>Women Cadets</u>
(a)	2.4 Kilometers run	10 mins 30 secs	13 mins
(b)	Sit Ups	30 Nos	25 Nos
(c)	Push Up	40 Nos	15 Nos
(d)	Chin Up	06 Nos	02 Nos

Note: Cadets should be able to run 5 Km continuously without stopping.

37. **Physical Training.** Physical Training at OTA, Chennai requires **agility, strength, endurance and flexibility**. The cadets should therefore **focus on gradual improvement of fitness levels** to achieve the desired standards. Adequate preparation before commencement of the course will aid in **avoiding injuries** and consequent pressures in successfully completing the course.

38. **Swimming.** Cadets who are non-swimmers are advised to learn the fundamentals of swimming from an authorised coach. All cadets are required to clear swimming test of 25 meters in first term and 50 meters in second term with any stroke. Clearance of jump from a 5 m board and 10 m board is essential in I and II Terms respectively.

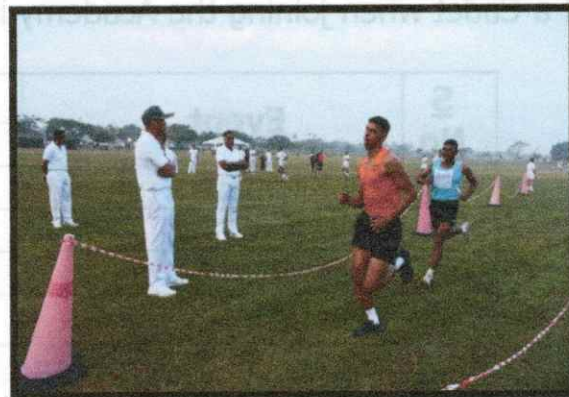
39. **Games/ Sports.** Team games such as Football, Handball, Basketball, Volleyball, and individual contact sports like Boxing are an integral part of the Academy curriculum. Facilities for other sports like Tennis, Squash, Cricket and Golf are also available in the Academy. X-country competition is an important event that is keenly contested between competing companies.



Cadets during Sports and Obstacle Training



Boxing



X-Country Competition

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SECTION VIII: DOCUMENTATION

40. **Agreement.** A specimen format for the Agreement Bond to be furnished by selected candidates is as given at **Appendix 'C'** attached. Cadets are required to prepare and bring it along with them (along with the agreement of their parents/ Guardians) on **non-judicial stamp paper of value of Rs 20/- or Rs 50/-** and submit it to Adjutant, OTA on arrival. Candidates failing to do so will not be permitted to join the Academy. **All pages of the Bond are required to be signed by a Guarantor, Cadet himself/ herself and a witness.**

41. **Compensation.** Parents/ Guardians of the Cadets are not entitled to any compensation for any injury sustained by their ward during the course of training at the OTA. Certificate to this effect as per the format given at **Appendix 'D' and 'E'** attached will be rendered by the candidate at the time of joining, duly executed on a **Non Judicial Stamp Paper** with stamp fee as applicable in the State concerned of the individual. The certificates completed in all respects will be submitted with Adjutant, OTA at the time of joining. These instructions regarding compensation should be brought to the notice of parent/ guardian by the candidate.

42. **Insurance Cover.** During the training period, the cadets are insured as per the details given at **Appendix 'F'**.

Submission of Education and Identity Proof Documents

43. **Identity Proof.** The candidates should mandatory be in possession of Aadhar Card and PAN Card, at the time of reporting. If not in possession of the same, it is advised that he/ she should apply for the same before joining the Academy.

44. **Documents.** The acceptance of the candidates selected for training at OTA will be provisional subject to submission of following documents in original to Commandant, OTA, Chennai on arrival at the Academy. The statement as 'Short Service Commissioned Officer' to be included in Sub Paragraphs (m) & (p) below, after Regular Army:-

- (a) Call letter/ joining instructions from Recruiting Directorate, IHQ of MoD (Army).


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- (b) Proof of identity.
- (c) Original Matric or equivalent certificate to support date of birth.
- (d) Original Matric/ class 10 marks sheet.
- (e) Original class 12 certificate & marks sheet.
- (f) Original Degree or Provisional Degree of Graduation from a Recognised University.
- (g) Original Degree marks sheets of all terms/ semesters of Graduation.
- (h) Original Degree or Provisional Degree for Post Graduation from a Recognised University, as applicable.
- (j) Original marks sheets of all terms/ semesters of Post Graduation, as applicable.
- (k) Medical Certificate duly signed by Registered Medical Practitioner **(Please refer para 12 above)**.
- (l) RT PCR test report of last 48 hrs and certificate for double vaccination.
- (m) Bond to be signed by parent/ guardian and the candidate selected for initial training for being commissioned into the Regular Army 'as Short Service Commissioned Officer' (accepting the norms, terms, conditions, rules and regulations of the Academy with regard to his/ her son/ daughter/ ward) **(Please refer para 40 above)**.
- (n) Certificate to be signed by the parent/ guardian of candidate selected for training at the Academy, accepting the training risks at the Academy. **(Please refer para 41 above)**.
- (o) Certificate to be signed by the candidate selected for training at the Academy, accepting the training risks at the Academy and with instructions not to get married during training period at the Academy **(Please refer para 41 above)**.
- (p) Supplementary Agreement to be signed by the candidate selected for provisional admission to the training Academy for initial training, who fails to deposit their original Degree Certificate **(Please refer para 46 (c) (vi) (aa) below)**.
- (q) AADHAR & PAN Card number and photocopy of the AADHAR & PAN Card.


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(r) Security deposit as asked for in the call letter/ joining instructions issued by the Recruiting Directorate, IHQ of MoD (Army) **(Please refer para 30 above).**

(s) Candidates to bring 20 X Passport size photographs with light blue background.

(t) Domicile Certificate for cadets from Punjab, Chandigarh, Haryana, Utrakhand, Himachal Pradesh, Kerala.

(u) Certificate of Joining (Refer para 58 below).

Note. The candidate to bring 05 photostat copies of above documents (less ser No m, n, o, p, r & s) along with the original documents.

45. **Returning of Candidates.** A candidate is liable to be returned from the Academy under the following circumstances:-

(a) Failing to prove his/ her identity.

(b) Improper/ fraudulent documents, education and degree certificates. The responsibility to ascertain the authenticity of the documents and education and degree certificates will be that of Recruiting Directorate, IHQ of MoD (Army). The Degree Certificates must be from a recognised university as published by the UPSC/ UGC on their website.

(c) Not meeting the requirements as specified in the joining instructions.

(d) Reporting after laid down due date (absence up to one week can be waived off at the discretion of the Commandant).

(e) Incomplete documents, ie, Indemnity Bond and Security Deposit (at the discretion of the Commandant).

(f) Found medically unfit on joining (based on the opinion of the medical authorities).

(g) Improper police record (intimated by Recruiting Directorate).

46. **Degree Certificates.** The candidates will be accepted at OTA, Chennai based on Original Degree/ Marks Sheets/ Additional Bond, as per the following instructions:-

(a) **Candidates Inducted Based on Original Degree Certificates.** Candidates who submit all the required documents will be inducted/ accepted. All documents, including their Original

Degree Certificates, will be retained by the Academy as a guarantee/ security, till such time they pass out or are withdrawn/ resign from the Academy. The certificates will be returned only after all dues are cleared, at the time of passing out/ withdrawal/ resignation.

(b) **Candidates Inducted Provisionally on the Basis of Mark Sheets and Original Provisional Degree Certificate.**

(i) Candidates, who fail to deposit their Degree Certificate, but submit the mark sheets of their Degree Examination and the Original Provisional Degree Certificate in lieu, would be accepted in the Academy. The Original Provisional Degree Certificate must be from a Recognised University and should not be more than six months old at the time of the candidate joining the Academy.

(ii) All documents including their Original Senior Secondary Certificate and Original Provisional Degree Certificate, along with original marks sheets of all three/ four years, will be retained by the Academy till such time the cadets pass out or are withdrawn/ resign from the Academy. These documents will be returned after all dues are cleared, at the time of passing out/ withdrawal/ resignation.

(c) **Candidates Inducted on Additional Bond Basis.**

(i) Candidates who fail to deposit their Graduation Degree marks sheets as well as the Degree/ Provisional Degree Certificate and are inducted under the clause of 'Result Awaited', would be accepted on '**Additional Bond Basis**' on an agreement/ undertaking that they would deposit their Original Degree/ Provisional Degree Certificate and marks sheets within **90 days (from date of commencement of course or date of joining, whichever is later), failing which they will be withdrawn and cost of training will be paid by them.** They will deposit their Original Secondary and Senior Secondary Certificates. The candidates will intimate the reason for not submitting the Degree/ Provisional Degree Certificate.

(ii) Such candidates would be required to pay the cost of their training. Though provisionally accepted in the Academy for 90 days, the mode of payment by these candidates would be one month at a time i.e, in a slot of four weeks. On commencement of the course they would be required to pay for the first four weeks. Thereafter on termination of every four weeks of training, if the

Degree Certificate is not submitted, payment for the next four weeks would have to be made till the end of the period of 90 days.

(iii) Non payment of monthly dues, in advance, will make the cadet liable for withdrawal.

(iv) If the Degree Certificate is deposited any time within the 90 days period, the cadet will be accepted, his/ her dues cleared/ adjusted and the amount deposited by the individual towards the cost of training, will be reimbursed.

(v) Cadets who are unable to submit the Original Degree Certificate/ Provisional Degree Certificate along with the marks sheets of their Graduation within the 90 days period, shall be withdrawn from the Academy and cost of training, stipend already paid and other allied charges will be adjusted from the amount deposited by them.

(vi) The candidates admitted under the clause '**Bond Based/ Result Awaited**' will submit the following on arrival at OTA, Chennai:-


(aa) Supplementary Agreement and Additional Bond as per the format given at **Appendix 'G' and 'H'** attached and executed on a Non-Judicial stamp paper of appropriate value.

(ab) **Deposit the advance cost of training for four weeks amounting to Rs 60,224/- @ Rs 15,056/- per week (01 Jul 22 to 30 Jun 23). Thereafter a yearly escalation of 8% per annum will be calculated on the Per Capita Cost of Training for each ensuing year same will be paid through a Bank Draft drawn in favour of Commandant, OTA, payable at Chennai.**

(ac) **Original Matric or its equivalent Certificate** to prove the date of birth along with the Mark Sheet. Also, submit 10+2 or equivalent Certificate with Mark Sheet for verification.

(ad) **Original Mark Sheets** of the first two years of the three year Degree Course and of first three years of a four year degree course.

(ae) A **certificate from the University/ Principal of**


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the College duly signed and stamped by the Controller of Exams/ Principal of the College certifying that the candidate has appeared in all the exams of graduation degree including Viva, Practical's, Supplementary exams (including those of Previous years) on or before. (Date of reporting for the Course).

Note: Candidates appearing in any of degree paper/ Viva/ Practical etc after the date of commencement of course are ineligible for the course.

(vii) A candidate will not be permitted to join if he/ she fails to deposit any of the documents/ money as specified above and will be reverted back.

47. Appearance in Other Interviews.

(a) The candidate must apply and complete all interview formalities for Civil Central Government job within 30 days of joining the Academy. Application after 30 days is not permitted. In case the cadet still wants to apply, he/ she will have to resign, pay the cost of training and allied charges and then apply and join the job as per normal laid down procedure.

(b) If a cadet has appeared in an entrance test for entry into Army, Air Force and Navy, prior to joining the Academy he/ she is presently in, he/ she will be permitted to appear for the SSB, provided he/ she applies for the same in writing to the Commandant of the Academy within three days of receipt of the SSB call letter.

(c) Service Cadets will be allowed to appear for written exam of AFCATS/ CDS in their first term at the Academy and for SSB in the first year of training.

(d) The cadets will be allowed to apply for a job interview only once and he/ she will ensure that he/ she does not miss training for more than 10 days, in order to appear for the job interview. This leave will be granted as special leave.


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**SECTION IX: INFORMATION ON RESIGNATION, RELEGATION,
WITHDRAWAL AND REINSTATEMENT**

Resignation

48. In case a trainee is unable to cope up with the training at OTA or is unable to adapt to the service environment, he/ she may voluntarily resign from the Academy after reimbursing the cost of training received (***@ Rs - 15,056/- per week (till 30 Jun 2023) thereafter a yearly escalation of 8% per annum will be calculated on the Per Capita Cost of Training for each ensuing year***) apart from allied charges as fixed by the government from time to time. In case a Cadet prefers to resign during the course of training, following actions will be undertaken by him/ her:-

(a) Submit an application (in duplicate) along with consent of parents/ guardians. Format of the application is given at **Appendix 'J'**.

(b) **Unconditional Resignation.** Resignation submitted by a Cadet should be un-conditional. On approval of the resignation by competent military authorities, a Cadet is not permitted to withdraw the resignation, or to seek (re-instatement) on change of mind, unless in exceptional circumstances.

(c) **Reimbursement.** Reimbursement of the cost of training will include:-


(i) ***Rs 15,056/- per week till 30 Jun 2023, thereafter a yearly escalation of 8% per annum will be calculated on the Per Capita Cost of Training for each ensuing year towards cost of training received till the day of leaving the Academy.***

(ii) Cost of all items of clothing issued to cadet, including stitching charges of military uniforms.

(iii) Full cost of worn out/ lost equipment/ item

49. **Resignation to Join Other Service Training Establishments.**

In case a cadet resigns to join any other training establishment of the Army, Navy or Air Force, no charge will be levied for the training received. However, cadets will be required to pay for worn out/ lost items of uniform/ equipment.


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50. Commandant, OTA is the competent authority to permit the cadets resigning to go home or to their concerned parent departments in Civil Government, after they have paid all the dues towards cost of training or the equipment used/ worn out during training. Cadets will remit the cash allowance paid from stipend and AGI premium remittance to AGI Directorate.

Relegation

51. Cadets are liable to be **relegated** on account of the following:-

- (a) Missing training for more than **42 days** due to medical or any other reason within Cadet's control.
- (b) For failing to achieve minimum laid down standards in stipulated time frame in any of the various disciplines/ spheres of training activity (Academics/ General Awareness subjects, Physical training, Drill, Swimming, Sports, Military/ Service subjects).
- (c) On disciplinary grounds or due to lack of desired character traits of an army officer.
- (d) If unsatisfactory progress is made by the cadet in development of officer like qualities.

52. Second relegation of a Cadet in the term on same account (except medical reasons) will lead to permanent withdrawal from the Academy.

Withdrawal

53. Cadets are liable to be **withdrawn** on under mentioned accounts:-

- (a) Failing to attain requisite minimum standards in Officer Quotient, Physical Training, Outdoor Training and Service/ Academics subjects, within the stipulated period, under following circumstances:-
 - (i) Second relegation in the same training term, excluding any relegation on medical grounds.
 - (ii) Third relegation, during complete stay at OTA, Chennai excluding any relegation on medical grounds.
- (b) Fourth relegation for missing more than 42 days of training during the entire stay in the Academy.
- (c) Disciplinary grounds, depending on the merit of the case.

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- (d) Medical grounds, including permanent HIV positive cases, based on the recommendations of a medical board.
- (e) On adverse security verification.
- (f) Furnishing false information in the application(s) for induction into the Academy, for grant of commission in the Army.
- (g) Apart from the Service Cadets, who are permitted to get married during term break, after obtaining prior permission from the Commandant, other cadets are not permitted to get married and will be withdrawn if they get married during training. A Service Cadet, though permitted to get married, is not allowed to bring his wife/ family along to the Academy, as he is not permitted to keep his wife with him during the training period. The Service Cadets would also be responsible to get their own documentation done with regard to this personal occurrence.
- (h) On failing to submit their Original Degree Certificate within 90 days.
- (j) Not conforming to Academy Rules and Regulations, depending on merit of the case.
- (k) Not meeting the conditions laid down for joining the Academy.

Note.

1. If a Cadet is recommended for withdrawal from the Academy on medical grounds the Cadet could be sent on Leave Pending Withdrawal (LPW) after obtaining approval from the Commandant till completion of his/ her Interim Medical Board proceedings by Directorate General of Medical Services.
2. In case of withdrawal on disciplinary grounds the Cadet will be dispatched on Leave Pending Withdrawal on approval of HQ Army Training Command. The stipend of the Cadet will be stopped with effect from date of dispatch on Leave Pending Withdrawal and pending approval of the withdrawal by Army HQ.

54. **Cost of Training.** Cost of training, as demarcated by Government of India, along with the stipend paid, expenditure incurred to purchase any kit/ equipment/ garment or expenditure made to procure any other item and messing and allied charges will be recovered from the cadet who resign from the Academy and who are withdrawn from the Academy for the following reasons:-


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- (a) Violating any provisions of the Bond executed by the parents/ guardians at the time of joining.
- (b) Knowingly furnishing false particulars or suppressing material information in his/ her application for admission to the Academy.
- (c) Those seeking provisional induction on Additional Bond Basis, due to non production of Original Degree Certificate and are unable to produce the Original Degree Certificate within 90 days and are withdrawn.
- (d) Being dismissed or discharged or withdrawn on disciplinary grounds.
- (e) For marrying while under training (except Service Cadets).
- (f) For any reason within the control of the cadet, to be decided by the Commandant.
- (g) In case a cadet does not accept a commission, if offered.

55. **Reinstatement.** Normally a cadet will not be allowed to rejoin after resigning from the Academy. However, in exceptional circumstances, a cadet may be reinstated and cost of training refunded, under the following conditions:-

- (a) He/ she has initiated the application for reinstatement within 30 days of submission of application for resignation, earlier. Commandant will approve such reinstatement and intimate the same to HQ ARTRAC and IHQ of MoD (Army), DGMT.
- (b) Applications for reinstatement should be received at the Academy within 10 days of date of initiation, to ensure that the provision is not misused. Any application received at the Academy beyond 40 days of submission of application for resignation earlier, will be deemed to be out of purview of this provision. Such applications, including applications initiated beyond the 30 days period, as specified above, will be referred to HQ ARTRAC and IHQ of MoD (Army), DGMT for approval, before rejection.
- (d) Any cadet who had resigned due to medical reasons will not be reinstated.
- (e) The cadet should not have submitted such an application earlier.
- (f) The cadet must join the Academy within 10 days from the date on which his/ her approval for reinstatement is intimated to him/ her.


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Commissioning

56. On successful completion of training at OTA, cadets will be granted *Short Service Commission* in the Army as per the provisions of 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 as amended vide Army Instructions 2/83 for SSC(W) Technical and SSC(W) Non - Technical Course as amended from time to time.

Acknowledgement

57. The acknowledgement given at **Appendix 'K'** 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 in reserve in case you decide against joining the Academy.

58. **Certificate of Joining**. Certificate of Joining format is given at **Appendix 'L'**. Candidates are advised to bring a copy of same duly filled during arrival to OTA, Chennai for further submission to Battalion Office at OTA, Chennai.

59. **Referee Certificate**. You are requested to submit two Referee Certificates duly completed and signed by two respectable persons of the society, preferably Gazetted Officers, who know you for more than two years. Respectable persons of society may include Member of Parliament/ State Legislatures, Principal/ Headmaster of College/ School, Development Officer, Postmaster, Panchayat's Inspector or Persons holding positions of trust in local bodies/ Institutions or any Gazetted Officer. Format of Referee certificate (IAFK-1180) is given at **Appendix 'M'**. Candidates are advised to bring the certificate duly completed for further submission to Battalion Office at OTA, Chennai.

60. **Misc.**

(a) Cadets who wear spectacles on medical advice are advised to bring minimum four pairs of spectacles.

(b) Cadets are advised to take necessary vaccinations including Chickenpox and Hepatitis B prior to joining the Academy.

61. **COVID-19 Instrs.** In order to contain the ongoing COVID-19 pandemic, stringent monitoring and control measures have been promulgated in the Academy. Those are to be adhered to without fail and are listed as under :-


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(a) **Important Instructions.**

(i) **RT PCR Test.** All new candidates are required to produce a RT PCR report of last 48 hours for gaining entry at the main gate.

(ii) RT PCR Test of all new arrivals will be conducted after completing 48 hours Quarantine period and RT PCR tested negative cadets will be taken on for training. Rest of the positive cases will continue to be in isolation till they are tested negative.

(iii) **Travelling.** All candidates are advised to take adequate precautions while travelling to join Academy in order to stay infection free and assist the normal process of initial documentation and settling down.

(iv) **Socialising.** No socialising will be permitted in Academy until the RTPCR negative result.

(v) **Sanitisation and Hygiene.** Sanitisation of hands is compulsory before attending classes or reporting at any organised training activity.

(b) **Important Items.**

<u>S No</u>	<u>Items</u>	<u>Nos</u>
(a)	Face Masks (N95 preferably 3M)	20 per individual
(b)	Shavers/ Trimmers	One per individual
(c)	Dumb Phone	-do-
(d)	Photocopy of Joining Letter, PAN Card, Aadhar Card	Four per individual
(e)	Passport Size Photos	Eight per individual
(f)	Measurements for Uniforms	Recent

Note:-

1. **These Joining Instrs are not an authority for the candidate to join OTA Chennai.**


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2. **The authority to join the Academy is the Joining Letter issued by Recruiting Dte.** Candidates to bring along the Joining Letter issued by the Rtg Dte, failing which the candidates will not be admitted in the Academy. In case any candidate has not received the Joining Letter he/ she may contact the Rtg Dte at the following address:-

**Dte Gen of Recruiting
Adjutant Generals Branch
Integrated HQ of MoD (Army)
West Block-III, R K Puram
New Delhi – 110 066**

Contact Details. Tele - 011-26173215

Website. www.joinindianarmy.nic.in

3. In case Joining Letter is uploaded online, candidates are advised to bring colour copy of the same with clear photograph of the candidate to verify his/ her identity.

4. The above Joining Instructions are subject to changes as per discretion of the Academy.

S No	Item	Qty	Description
1.	Terry Cotton Shirts (White)	02 Nos	
2.	Terry Cotton Trousers (Black)	02 Nos	
3.	Terry Cotton T - Shirt (White)	02 Nos	
4.	Night Suit	02 Set	
5.	Leather Shoes Formal (Black)	01 Pair	
6.	Socks Nylon (Black)	02 Pairs	
7.	PT Shoes (White)	01 Pair	
			Good quality running shoes (Adidas/ Reebok) plain (White) without any design
			Ribbed Crew Socks (BATA)
			Brigade pattern (BATA)
			Without pocket
			Bottom hem
			loop
			pocket button with
			1 X back right
			pocket
			2 X straight side
			single Pleat
			35% Viscose
			(52% Terry Cot
			Troving
			Fabric - Raymonds



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Appendix 'A'

(Refers to paragraph 11
of OTA, Chennai Joining
Instructions)

LIST OF CLOTHING ITEMS TO BE BROUGHT BY CADETS

S No	Item	Quantity	Remarks
1.	Terry Cotton Shirts (White)	02 Nos	Fabric - Raymonds Trovine. (65% Terry Cot, 35% Viscose). Placket stitch to be unseen. Collar – Normal. Sleeves – Full. Without front pocket, without pleats and two buttons on wrist with hole for cuff links.
2.	Terry Cotton Trousers (Black)	02 Nos	Fabric - Raymonds Trovine (65% Terry Cot, 35% Viscose). Single Pleat. 2 X Straight side pocket. 1 X back right pocket button with loop. Bottom hem.
3.	Terry Cotton T – Shirt (White)	02 Nos	Without pocket
4.	Night Suit	02 Set	
5.	Leather Shoes Formal (Black)	01 Pair	Brogue pattern (BATA)
6.	Socks Nylon (Black)	02 Pairs	Ribbed Crew Socks
7.	PT Shoes (White)	01 Pair	Good quality running shoes (Adidas/ Reebok plain (White) without any design)


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S No	Item	Quantity	Remarks
8.	Socks Cotton (White)	03 Pairs	Preferably Jockey Ribbed Crew Socks
9.	Bathroom slippers	01 Pair	
10.	Undergarments	06 Sets	
11.	Handkerchief	06 Nos	
12.	Bath Towels Large (White)	02 Nos	
13.	Personal Toiletries	01 Set	As per requirement
14.	Single Bed Sheet and Pillow Cover (White)	02 Sets	Bombay Dyeing
15.	Lock (Medium Size)	02 Nos	Extra Keys
16.	Suitcase/ Bag	As required	
17.	Turbans	03 each (French Grey & Olive Green), 02 each (Black & Maroon)	For Sikh Gentlemen Cadets Full Voil/ Rubia Cotton

Note:-

1. All candidates whose names appear in the final merit list of the Rtg Dte to fwd following details:-

- Size of Shoes.
- Trouser Waist and Length in Cms (front two laces of shoes to be seen and 2.5 Cms above from heel of shoe).
- Girth of the Head (for Beret Size) (in Cms).
- Standard size of Shirt (in Cms).

2. **Details to be sent with Name and UPSC No to official E Mail – DQMGOTACHENNAI@GMAIL.COM and by Post to OTA, Chennai at the earliest.**


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Appendix 'B'
(Refers to paragraph 12 of OTA, Chennai Joining Instructions)

MEDICAL CERTIFICATE

1. To be Completed by the Candidate.

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

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 has received the following protection against Enteric Group of diseases :-


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

Place _____

Signature _____

Date _____

Designation and Address


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Appendix 'C'

(Refers to paragraph
40 of OTA, Chennai
Joining Instructions)

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

1. This agreement datedday of..... between.....son/ daughter of.....resident of.....hereinafter called, the Guarantor which expression shall include his personal representative when the contexts admits) and son/ 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 which would entail qualifying in all Physical Training, Military Training, Service subject and Academic subject tests with a view to being commissioned as an officer in the Regular Army 'as Short Service Commissioned Officer' provided he/ she is considered by the Government to be suitable in all respects and if there is any vacancy.

3. Now it is agreed between the parties referred to above that in consideration of the 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 'as Short Service Commissioned Officer', 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/ withdrawn 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 Pre-Commission Training Academy for knowingly furnishing false particulars or suppressing material information in his/ her application for admission to the said Pre-Commission Training Academy, or in the event of his/ her being dismissed or discharged or withdrawn on disciplinary grounds from the said Pre-Commission


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Training Academy or for marrying while under training at the said Pre-Commission Training Academy or for any reason within the control of the Cadet, he/ she does not complete the prescribed period of training, or he/ she 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 Cadet as pay and allowances from the Government together with interest on the said money calculated at the rate in force for Government loans.

5. Guarantor hereby agrees, that for the duration of training of his/ her ward, to accept all Rules, Regulations and all Terms and Conditions as given in Administrative Instructions, Standing Directives of Training and Standing Operating Procedure as issued and amended from time to time by Integrated Headquarters of Ministry of Defence (Army), Headquarters ARTRAC, Indian Military Academy Dehradun/ Officers Training Academy, Gaya/ Officers Training Academy, Chennai or any other Military Authority.

6. 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:


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Address :

.....
.....

Address :

.....
.....

Signed by Commandant/
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 Witnesses should be written clearly.

The agreement will be signed on behalf of the President by the Commandant of the Pre-Commission Training Academy concerned.


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Appendix 'D'

(Refers to Paragraph
41 of OTA, Chennai
Joining Instructions)

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

1. (Name)_____ Father/ Guardian of (Name)_____, who is a candidate for training as cadet at the 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/ infirmity/ 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 anaesthesia 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

(Particulars of Witness)

* Name of cadet is filled in this Annexure as per College/ School records.

Note: Certificate to be on non-judicial stamp paper with stamp fee as applicable in the state concerned.


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Appendix 'E'

(Refers to Paragraph 41
of OTA, Chennai 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 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 an aesthesia 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 traveling 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 is filled in this Annexure as per the college records.

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


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Appendix 'F'

(Refers to Paragraph 42 of OTA,
Chennai Joining Instructions)

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

1. The Scheme covers all Gentlemen Cadets and Women Cadets of Short Service Commission (SSC), who receive a monthly stipend. Service Cadets of the Army continue to remain covered under AGIF insurance scheme meant for JCOs/ OR till commissioning. On similar lines, Service Cadets of 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. 1 Crore is assured for death due to any reason, while under training in the Academy.


(b) **Disability.** A maximum of Rs. 25 lakhs will be paid for 100% disability proportionately reduced to disability upto 20%. For disability below 20% only an ex-gratia benefit of Rs 50,000/- 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 cadet and this Directorate. Cadets leaving at their own request or on disciplinary grounds or as undesirable or invalidated out of the training academy due to disease of pre-enrolment origin 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 cadets who cease to be members of the academy and leave the academy permanently on any pretext. Once a cadet gets commissioned, maturity benefits continue to accumulate till retirement or death (in service), as the case may be.

3. **Compulsory Premium.** Rs 10,000/- per month to be paid in advance through OTA. 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 of AGIF is compulsory for all the cadets.

4. **Attention.**

(a) All serving officers of the Indian Army are also covered for the same


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benefits as given above.

- (b) cadets who abscond or desert the Academy (ie leave the Academy without permission or proper authority), will not be eligible for any benefits under this Scheme.
- (c) cadets who are withdrawn or who resign/ leave the academy on medical grounds, must fill up their forms for claiming maturity benefits, before proceeding to their homes.
- (d) Further clarification on the subject 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 (**Telephone No.** 011 – 26142749 / 26142897).


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Appendix 'G'

(Refers to paragraph 46(c)(vi)(aa)
of OTA, Chennai Joining
Instructions)

**SUPPLEMENTARY AGREEMENT TO BE SIGNED BY GENTLEMEN/ WOMEN
CADETS SELECTED FOR THE PROVISIONAL ADMISSION TO THE
OFFICERS TRAINING ACADEMY FOR INITIAL TRAINING WITH
A VIEW TO BEING COMMISSIONED INTO THE REGULAR ARMY '
AS SHORT SERVICE COMMISSIONED OFFICER'
AND THEIR SURETIES**

This agreement made on _____ day of _____
between _____ son/ 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 and
_____ son/ ward of _____ of
_____ (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 assignee where the
context so admits) of the third part.

Whereas _____ the 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 'as Short Service Commissioned Officer' PROVIDED he 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 Govt. on this behalf:-

- (1)
- (2)
- (3)

Now these deed/witnessed and the parties here agree as follows:-

- (1) That in consideration of the provisional admission of the cadet to OTA
Chennai for the purpose of aforesaid training, the cadet and the surety
covenant with the Govt that the said documents will be produced to the
Commandant of OTA, Chennai on arrival by such later date as may be fixed
by the Government.


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(2) That, if for any reasons they said documents are not produced within the time fixed by the Govt. for their production as covenanted above then the cadet shall be liable to be removed from the OTA, Chennai and the cadet and the surety shall jointly and severally, be liable to pay forthwith to the Govt in cash such sum not exceeding such expenses as shall be or have been incurred by the Govt on account of the cadet in respect of the said training and the decision of Govt as to the amount so payable shall be final together with all money received by the cadet as pay and allowances from the Govt. with interest on the said money calculated at the rate in force for Govt. loan.

(3) That the liability of the surety hereunder shall not in any manner be effected 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 Govt nor shall it be necessary for the Govt to sue Cadet before suing the surety for amounts due hereunder.

(4) That, if there is any dispute as the effect or meaning of these present, the same shall be referred to the decision of some person appointed by the secretary to the Govt 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 the surety above named

in the presence of

_____ (Cadet)

Witness _____

_____ (Surety)

Signed by the Surety above named
in the presence of

1. Witness _____

2. Attested _____

Signed by for and on behalf of the
President of India in the presence of

Witness _____

Notes. (Only for guidance. Not to be typed on Bond Paper)

(a) The agreement form is to be executed on non-judicial stamp paper of appropriate value. The necessary stamp paper is to be purchased by the surety from the Local Revenue Officer. The stamp duly 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.


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(b) The signature of the surety is to be attested by a Serving/Pensioner/Commissioned officer or JCO or any civilian Government servant of Gazetted status.

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

(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 Govt. nor shall it be necessary for the Govt. to sue the Cadet before suing the surety for amounts due hereunder.

(4) That if there is any dispute as to the effect or meaning of these provisions the same shall be referred to the decision of some person appointed by the secretary to the Govt. 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 the surety above named

_____ (Cadet)

in the presence of

Witness

_____ (Surety)

Signed by the Surety above named in the presence of

1. _____ Witness

2. _____ Attested

Signed by for and on behalf of the President of India in the presence of

Witness

Notes (Only for guidance. Not to be typed on Bond paper)

(a) The agreement form is to be executed on non-judicial stamp paper of appropriate 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 attested under the provision of the stamp law in force in the state, where the Guarantor would execute the agreement.

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Appendix 'H'

(Refers to paragraph 46(vi)(aa) of
OTA, Chennai Joining Instructions)

ADDITIONAL BOND

AFFIDAVIT ON NON-JUDICIAL STAMP PAPER FOR RS 20/-
OR RS 50/- DULY ATTESTED BY CLASS – I
MAGISTRATE OR NOTARY PUBLIC

This agreement made on _____ day of _____ between Shri
 _____ (Herein after called the Guarantor) S/o Shri
 _____ . Shri _____
 selected for provisional admission to OTA, Chennai for _____ course and
 the President of India subject to the following conditions:-

- (a) The admission of the candidate is purely provisional, subject to furnishing the proof of passing the eligibility degree examination.
- (b) If the candidate fails to submit proof of passing the qualifying examination by due date, his candidature will be cancelled and the cost of training, boarding and lodging including the food and the items of clothing issued to him up to the date of such cancellation will be calculated and recovered from the deposit given by him.
- (c) If the candidate fails to submit proof of passing the qualifying examination by due date, his candidature will be cancelled and the cost of training, boarding and lodging including the food and the items of clothing issued to him up to the date of such cancellation will be calculated and recovered from the deposit given by him.
- (d) **The candidate has to deposit in advance Rs 60,224/- @Rs 15,056/- per week till 30 Jun 2023. Thereafter a yearly escalation of 8% per annum. will be calculated on the Per Capita Cost of Training for each ensuing year** and will be deposited towards the cost of training for four weeks to Commandant, OTA, Chennai through a Bank Draft drawn on State Bank of India. In case of his failure to pass the qualifying examination, the cost of training will be recovered from the amount of the deposit and the balance, if any, will be refunded to him thereafter.

 Signature of Guarantor
 (Parent/ Guarantor of the candidate)


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Witness:-

1. Signature _____
Name _____
Address _____

2. Signature _____
Name _____
Address _____

I _____ candidate S/o Shri _____, am bound by the above agreement between my parent/ guardian and president of India.

(Signature of Candidate)

ATTESTED BY CLASS – I MAGISTRATE / NOTARY PUBLIC


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Appendix 'J'

(Refers to paragraph 48 (a)
of OTA, Chennai Joining
Instructions)

FORMAT OF PARENTS/ GUARDIAN CONSENT FOR RESIGNATION

1. I, son of Shri father/
guardian of NoGentlemen Cadet/ Women Cadet of
..... Course, who is presently undergoing pre-commission training at Officers
Training Academy, Chennai, agree that his/ her resignation be accepted as
requested.

2. I further declare that I accept all financial liabilities to the state on account of
resignation by my son/ daughter/ ward in accordance with rules and regulations in
vogue.

Dated :

Signature

Name

Place :

Address

Witnesses/ Guarantors (To be Signed in the Presence of Parent/ Guardian)

1. Signature

Name.....
Address

Dated :

2. Signature

Name.....
Address

Dated :


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Appendix 'K'

(Refers to paragraph 57 of
OTA, Chennai Joining
Instructions)

ACKNOWLEDGMENT

(TO BE RETURNED IMMEDIATELY, DULY FILLED)

NAME :

ADDRESS :

To

Directorate General of Recruiting
Recruiting Women Entry/CDSE Entry
Adjutant General's Branch
West Block III, R K Puram
New Delhi – 110 066.

JOINING INSTRUCTIONS FOR SSC- /SSC(W)

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.

OR

I am unable to report at OTA for the reasons given below this acknowledgement and I forego my claim to join OTA, Chennai. The vacancy thus created 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, Viz:-
 - (i)
 - (ii)
 - (iii)

Counter Signature of
Father/ guardian

Signature of the Candidate as
given in the application form


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Appendix 'L'

(Refers to paragraph 58 of OTA, Chennai Joining Instructions)

CERTIFICATE OF JOINING

(to be fwd to custodian of AFMSF-2 pertaining to a candidate)

This is to certify that, I Roll No/ Chest No/ Batch No _____ Shri/ Shri mati/ Kumari _____ have not suffered from any major illness/undergone a surgical operation or procedure or been hospitalized following the Special Medical Board held on _____ (date) at _____ (Name of the hospital)

Place :

Date :

Signature of Candidate

Witnessed by (two other candidates of same batch / any two officers of same unit)

1. _____
Name:-
Rank:-

2. _____
Name:-
Rank:-

COUNTERSIGNED
(BY COMDT/CO)


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Appendix 'M'
(Refers to paragraph
59 of OTA, Chennai
Joining Instructions)

REFEREE CERTIFICATE

In lieu of IAFK 1180

Course No.....
Roll No.....

-Photograph in civil
dress
-Signed by
Cadet/GC/LC
-To be authenticated
by an Offr along with
his appt stamp

CHARACTER AND IDENTITY CERTIFICATE OF CANDIDATES FOR COMMISSION

1. Certified that I know Shri/Kumari.....Son/Daughter
of.....who is resident of (Give permanent
address).....for the
last.....years and.....months and to the best of my knowledge and belief he/she
bears a good moral character and has no antecedents which would render him/her unsuitable for grant of
Commission in the Defence Services.

2. He /She is married / unmarried with/ without.....child/children.

Station:
(Office stamp of referee if available)

Signature of referee.....

Name.....

Designation/status.....

Address:.....

Office Tele Phone No.....

Mobile No.....

PARTICULARS OF CANDIDATE

1. Name in full.....
(IN BLOCK LETTERS)
2. Father's name in full.....
(IN BLOCK LETTERS)
3. Father's /Guardian's name and full present address.....
.....
4. Name of School/College and date of leaving.....
.....
5. Date of entry in School/College and date of leaving.....
6. Class Upto which studied or at present studying.....
7. In case you are studying give your roll No., if any.....

Station.....

.....
(Signature of Candidate)


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