

NATIONAL DEFENCE ACADEMY



KHADAKWASLA



JOINING INSTRUCTIONS

FOR

CADETS OF 138 NDA COURSE

National Defence Academy

The Cradle of Leadership



HONOUR CODE

“I BELIEVE THAT A CADET MUST BE **LOYAL, TRUTHFUL, TRUSTWORTHY, HONEST AND FORTHRIGHT** UNDER ALL CIRCUMSTANCES. I WILL NOT LIE, CHEAT OR STEAL, NOR WILL I MISLEAD OR DECEIVE ANYONE. I UNDERTAKE TO **FAITHFULLY LIVE UP** TO THIS CODE AND TO CONTINUOUSLY ENCOURAGE MY COMRADES TO DO SO.”



Air Marshal JS Kler, AVSM, VM
Commandant

COMMANDANT'S DIRECTIVE TO THE CADETS

All cadets undergoing training at NDA will follow the following directives in letter and spirit :-

- (a) **Honour**. **The Honour Code** of the Academy will be observed by all cadets in true letter spirit.
- (b) **Integrity**. **Harder right over easier wrong is the way of life in NDA**. Every cadet is responsible for his own actions and he will be held accountable for the same. In all your training activities, you will encounter the choice between the right and wrong. The right thing to do isn't always the easiest thing to do, but it is always better to do the right thing. A cadet is expected to have the **Honour** and **Courage** to adopt a way of life which is morally and ethically right regardless of the consequences.
- (c) **Leadership**. **Learn to follow and Learn to Lead**. You all have joined NDA to become leaders in the Armed Forces. During your training, you will receive the benefits of hundreds of years of proven combat leadership principles. You have to first become a "Team player" by helping course mates, squadron mates and team mates. Always learn to follow lawful orders and then learn when, how and why orders are given. When leadership opportunities come your way, take them without hesitation. At NDA, mistakes are learning experiences and these experiences will help you to become a Leader of Character.
- (d) **Excellence**. Every cadet will have opportunities to demonstrate **excellence in all we do'**. Every cadet will choose an area of excellence of his choice at the Academy. He will work hard in this field and be an asset to the Nation and Armed Forces after passing out of NDA. Remember - Excellence is achievable.

"GENTLEMEN AND WARRIORS"

Telephone: 020-25291700/6616
Fax : 020-25292944
Website : nda.nic.in
Email : adjt.nda@nic.in

Headquarters
National Defence Academy
PO NDA Khadakwasla
Pune - 411023

010201/CDT

01 Jun 2017

138 NDA COURSE

Dear Candidate,

1. On behalf of the Commandant, National Defence Academy, I take this opportunity to welcome you to this premier institution. The National Defence Academy, one of the finest institutions in the world, provides joint training to cadets of Army, Navy and Air Force. You have been successful in a tough and stringent selection procedure and have been chosen to join this Academy. It is an achievement to be proud of and to be cherished by you and your family.
2. At NDA, we maintain and expect very high standards of discipline, moral values and physical fitness in addition to excellence in Academics. I am sanguine you will live up to these standards and meet the expectations of the instructional staff in the Academy.
3. The Joining Instruction will help you to do the initial preparation for your move to the Academy. Deliberate efforts have been made to address all queries and doubts arising in your mind through joining instructions. You are advised to read them carefully and take necessary actions accordingly.

“All the best”

Yours faithfully,



(Pradeep Karan Rathore)
Major
Adjutant
for Commandant

PART I – GENERAL

Brief History

1. The National Defence Academy (NDA) has the unique distinction of being the first institution in the world to impart joint training to officer cadets of the Army, Navy and Air Force. The concept and genesis of NDA dates back to the period before Independence and evolved from the lessons learnt from World War II.
2. One of the major lessons learnt during the World War II was that the three Services had to be fully integrated and functional as a single strike force in order to be effective in war. Although, mooted by senior British military leaders like Lord Mountbatten and Field Marshal Auchinleck, India's far-sighted and visionary political leadership of that period gave its full support to the establishment of a tri-service training facility. Consequently, the Government of India appointed a high-powered committee in May 1945 to prepare a scheme for the establishment of a Military Academy, incorporating the best practices of all such institutions world-wide to conduct joint training of the future officers for the Army, Navy and Air Force.
3. Based on the report submitted by this committee in 1946, the Indian Military Academy located at Dehradun was re-named as the Armed Forces Academy, and split into two wings: the "Inter-Services Wing" (later known as Joint Services Wing) and the "Military Wing". It was Inter-Services Wing where combined training for the three Services commenced in January 1949. This was subsequently re-located from Dehradun to Khadakwasla and known as the National Defence Academy.
4. After an extended country-wide reconnaissance for a site, which would provide adequate space and potential for creating training facilities for all the three Services, Khadakwasla was chosen as the new home for the Inter-Services Wing in 1947. The location had till then been used as a Combined Warfare School for allied troops and was therefore suitable for the purpose. The foundation stone of NDA was laid at Khadakwasla by the then Prime Minister Pandit Jawaharlal Nehru on 06 October 1949 and the herculean task of shifting this institution from Dehradun to Khadakwasla was successfully performed under the able supervision of the then Commandant, Maj Gen E Habibullah. NDA was formally inaugurated by the then Chief Minister of Bombay, Shri Morarji Desai on 16 January 1955. The first Passing Out Parade held at NDA Khadakwasla was reviewed by Pandit Jawaharlal Nehru on 05 June 1955.



"A Monument in the Making" – Pt Nehru, the Hon'ble PM of India, laying the foundation stone at Khadakwasla on 06 Oct 1949



First POP(10th Course POP) at NDA Khadakwasla, reviewed by Pt Jawaharlal Nehru,Hon'ble PM of India on 05Jun 55

5. The NDA in its various forms has completed sixty years of eventful service to the nation in January 2009. This institution is proud of having produced more than 35,000 officers for the Indian Armed Forces and 800 officers for friendly foreign countries. These officers have imbibed academic and military training of the highest standards in an unique inter-services ambience. NDA is also proud that its alumni have been awarded with nation's highest awards for gallantry and distinguished service, both in peace and war. We cherish with pride the Roll of honour of so many other former NDA cadets who have laid down their lives in battle to uphold the safety and integrity of our country. The NDA has also the distinction of 33 of its alumnus reaching the pinnacle of military achievement by becoming Chiefs of their respective Services are as under :-

- | | | | |
|-----|-----------|---|----|
| (a) | Army | - | 12 |
| (b) | Navy | - | 10 |
| (c) | Air Force | - | 11 |

GALLANTRY AWARDS PARAM VIR CHAKRA



Capt GS Salaria, PVC, SC (Posthumous)
3/1 GORKHA RIFLES
Congo – 05 Dec 1961



2/Lt Arun Khetarpal, PVC (Posthumous)
17 HORSE
Battle of Basantar – 16 Dec 1971



Capt Manoj Kumar Pandey, PVC (Posthumous)
1/11 GORKHA RIFLES
Kargil – 02/03 July 1999

ASHOK CHAKRA



2/Lt PM Raman, AC
(Posthumous)
3 SIKH LI
CI Ops Naga Hill-03 Jun 1956



Wg Cdr Rakesh Sharma, AC
(Astronaut)
Indian Air Force
03 April 1984



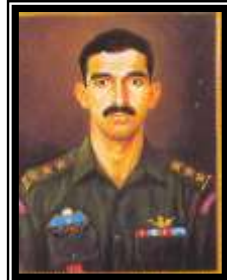
2/Lt Rakesh Singh, AC
(Posthumous)
22 GRENADIERS
CI Ops J&K – 05 Dec 1992



Col NJ Nair, AC (Posthumous), KC
16 MARATHA LI
CI Ops Nagaland – 20 Dec 1993



Maj RK Joon, AC (Posthumous),
22 GRENADIERS
CI Ops J&K – 16 Sep 1994



Capt AS Jasrotia, AC
(Posthumous),
9 PARA (Special Forces)
CI Ops J&K – 15 Sep 1995



2/Lt PN Dutt, AC (Posthumous)
1/11 GORKHA RIFLES
CI Ops J&K – 20 Jul 1997



Maj Sudhir Kumar, AC
(Posthumous), SM*
9 PARA (Special Forces)
CI Ops J&K 28-29 Aug 2000



Capt Harshan R, AC
(Posthumous)
2 PARA (Special Forces)
CI Ops J&K-2007



Maj Dinesh Raghu Raman, AC
(Posthumous)
19 JAT
CI Ops – 02 Oct 2007



Maj Mohit Sharma, AC, SM
(Posthumous)
PARA (Special Forces)
CI Ops J&K – 21 Mar 2009



Maj S Unnikrishnan, AC
(Posthumous)
7 BIHAR
Op Black Tornado – 09 Nov 2009

Gallantry Awards Received by NDA Alumni

Param Vir Chakra (PVC)	-	03	Kirti Chakra (KC)	-	42
Ashok Chakra (AC)	-	12	Vir Chakra (Vr C)	-	160
Maha Vir Chakra (MVC)	-	31	Shaurya Chakra (SC)	-	139

6. In addition to the military training, NDA also imparts intensive education in Science, Military Technology, Arts and Military subjects to the cadets. At the end of their training, the cadets receive a degree from the Jawaharlal Nehru University. While a young cadet is being prepared intellectually to face the forthcoming challenges of advanced weapon system in the future battle-field, he is also physically and mentally being toughened by a rigorous regimen of physical conditioning which includes calisthenics, drill, swimming, horse-riding and the full gamut of sporting activities. At the same time, his horizons are expanded by exposure to various cultural activities, as well as hobby and adventure clubs.

7. As we have stepped into the new millennium, we are confident that the finest amongst Indian youth will continue to pass out from the portals of this iconic institution for the service of the nation, and living up to the Academy's motto 'Seva Parmo Dharma' or 'Service Before Self'.

EVOLUTION OF THE ACADEMY INSIGNIA



ORIGINAL INSIGNIA-1948



PRESENT INSIGNIA

The Academy Insignia

8. The Academy insignia of 1948 depicts the joint services character and was designed to develop and foster inter services camaraderie. The insignia underwent various changes between 1949-1956. The present insignia depicts the crest comprising of symbols representing the three services; the Cross swords, the Anchor and the Himalayan Eagle surmounted by the Ashoka emblem on a maroon background. The symbols represent the Army's martial valour, stability and poise of the Navy and the aspirations of the Air Force to touch the sky with glory. The Ashoka emblem is symbolic of the new Republic and depicts the pride in serving the motherland. The scroll at the base epitomises the ideal of 'Seva Parmo Dharma' or 'Service Before Self' which is the essence of the concept of 'Nishkaam Karma' as derived from the Bhagavad Gita.

Philosophy of Service & Academics Training



Firing Trg for Army Cadets at the Long Range

9. At the Academy, cadets belonging to the three services live and train together. This ensures that the future officers of the three services develop camaraderie and understand the organisation, capabilities and limitations of the other services apart from their own. Training is focused to teach cadets of all three services to operate as an integrated fighting force.



Super Dimona : Trainer Aircraft for Air Force



Naval Cadets undergoing training on a Ship

10. A major portion of the curriculum is conducted in the academic class rooms. The academic syllabus is so formulated that it is an integrated one, designed to meet the specific requirements of the Armed Forces. Cadets are taught a large number of subjects of Science, Computer Science and Social Science. The aim is to provide broad based education to widen horizons and make them capable of understanding and tackling problems that may confront them in their service careers. They are also given training in military science so that they understand the military technology in order to exploit the modern weapon-systems in the Armed Forces.



Academics class in progress



Vyas Library : Reference Section

11. The Academy has a full-fledged Computer Science Department. Limited vacancies are available for the cadets to undergo B.Sc with Computer Science. These vacancies are allotted on the basis of a screening test held at the end of the first week of the commencement of the term.

Sports and Cultural Activities

12. Considerable emphasis is laid on outdoor and other extracurricular activities. The extensive facilities available for games and sports include two Olympic size swimming pools, a stadium, a well-equipped gymnasium, several squash and tennis courts, a golf course and a large number of fields for hockey, football,



Training on Firing Simulator

cricket, basket-ball, polo and other games. The Khadakwasla Lake adjoining NDA provides excellent facilities for water sports throughout the year. The Academy has large number of horses, a wide inventory of water sports equipment including boats, and powered gliders for training the cadets. It also has an indoor shooting range for training the cadets in air rifle and air pistol shooting.



Equitation Training



Boat Pulling



Boxing



Karate



Drill training at Khetrapal Parade Ground

Surroundings and Weather

13. Spread over 6780 acres, the NDA has a salubrious climate with a mean temperature of 24.3⁰ C, pollution free environment, elaborate infrastructure and a wide variety of flora & fauna. The months of March to May are warm and monsoon is experienced from June to September. Winters are mild. Blankets/quilts are necessary during Dec to Feb.



Baobab (Adansonia Digitata) and Coconut Palm (Cocos ucifera)



Wild Sesame (Sesamum Indicum)



Delonix Regia



Pied Crested Cuckoo



Blue Rock Pigeon



Jacavanda Mimosifolia



Painted Partridge



Robusta Lotus



Common Langur (Presbytis Entellus)



Peacock (Pavo Cristatus)

PART II – INITIAL PREPARATIONS

Documentation

14. Immediately on receipt of the Joining Instructions, candidates are required to **forward the acknowledgement as per Annexure I by e-mail at dir-recruiting6-mod@nic.in** or sign the same and forward at the following address: -

Jt Director Rtg `A`
Dte Gen of Rtg (NDA Entry)
West Block III, RK Puram
New Delhi - 110066

15. The following documents are to be carried by hand and given to the Reception Officer at the NDA, immediately on arrival, failing which the candidate is not likely to be admitted to the Academy :-

- (a) Income Certificate showing the exact income of parents/guardian from all sources duly signed by the proper authorities (**Annexure II**).
- (b) Risk Certificate (**Annexure III**) on a non judicial stamp paper.
- (c) Legal Agreement Bond (**Annexure IV**) on non judicial stamp paper (before filling up please read instructions given on page No 26).
- (d) Supplementary Legal Agreement Bond (**Annexure V**) for Cadets unable to produce any of the following:-
 - (i) Original Xth Certificate and Marksheet.
 - (ii) Original XIIth Certificate and Marksheet.
- (e) **On joining, the candidate will deposit 10th & 10+2 education certificates & marksheets in original with NDA, along with five attested copies of each. He will not be allowed for undergoing training at NDA until the same are deposited.**
- (f) Domicile Certificate issued by competent authority i.e Gram Sabha/Tahsildar/SDM.
- (g) Particulars of Cadets (**Annexure IX**).
- (h) Proficiency certificate if held in outdoor activities/sports should be brought by the cadet.
- (j) Copy of Aadhar Card and ID proof with photograph.
- (k) Recent passport size photographs – 04 Nos.

Financial Instructions

16. On selection for admission to the National Defence Academy, the following are required to be deposited by you at the beginning of each term either through :-

A bank draft for State Bank of India, NDA Branch, Pune (Code No 1269) in favour of “**Cadets Accounts, NDA**” (Name and UPSC No of the candidate to be written on the reverse of the DD). Drafts drawn in favour of “Commandant, NDA”, and in the name of cadet will not be accepted.

OR

Online in favour of “Cadets Accounts, NDA” (A/c No 10056175653, Branch SBI NDA, IFSC : SBIN 0001269). Ensure to bring/forward Journal/UTR receipt duly endorsing the name and UPSC No and Course No of the cadet.

Initial Deposits : I Term(a) **Pocket Money and Miscellaneous.**

(i)	Pocket Money @ Rs 3000/- pm for 5 months	-	Rs 15000/-
(ii)	Army Group Insurance	-	Rs 6400/-
(iii)	Regimental/Cinema	-	Rs 450/-
(iv)	Meal charges (NDA Special Train)	-	Rs 650/-
(v)	Name Tab	-	Rs 25/-
(vi)	Beret Cap	-	Rs 75/-
(vii)	PT Nos/Rubber Stamps	-	Rs 85/-
(viii)	Losses/deficiencies	-	Rs 1500/-
(ix)	Degree/Marksheet/Migration fee	-	Rs 150/-
(x)	University Registration Fee		
	• For Graduation (BA/B Sc)	-	Rs 4000/-
	• For B Tech	-	Rs 6000/-

Total**Rs 28335/-**

(b)	Clothing Money (Annexure VI)	-	Rs 17865/-
(c)	Items made available to the cadets by the Academy at the time of joining NDA at parents’/ Guardians’ expense (Annexure VII).	-	Rs 13698/-
(d)	Total initial deposit approx [(Para 16 (a),(b)&(c))		
(i)	For BA/B Sc	-	Rs 59898/-
(ii)	For B Tech	-	Rs 61898/-

II to V Term

Pocket Money @ Rs 3000/- pm for 5 months	-	Rs 15000/-
Meal charges [incl return journey (NDA Special Train)]	-	Rs 1300/-
Regimental/Cinema recovery	-	Rs 450/-
		<u>Rs 16750/-</u>

VI Term

Pocket Money @ Rs 3000/- pm for 5 months	-	Rs 15000/-
Degree Charges	-	Rs 200/-
Regimental/Cinema recovery	-	Rs 450/-
		<u>Rs 15650/-</u>

(e) Apart from the sums mentioned at sub para 16 (d) above, candidates are advised to bring Rs 10,000/-(Ten Thousand only) in cash that may be required for miscellaneous personal expenses during the process of settling down initially.

(f) While reporting to NDA, candidates are not to have more than Rs 10,000/- (Ten Thousand only) in cash.

Medical

17. **Vaccination.** Candidates should be vaccinated against Chickenpox virus. Candidates who undergo the vaccination prior to joining will be required to produce a medical certificate duly signed by an authorised medical practitioner. Cadets who do not get vaccinated on their own will be inoculated with two shots of Chickenpox vaccines at an interval of 6-8 weeks in addition to the existing ones.

18. At the time of joining Academy, presently following vaccines are administered to the cadets through Govt expenses :-

- | | | | |
|-----|-------------------------------|---|-----------|
| (a) | Injection TT Vaccine | - | 02 doses. |
| (b) | Injection Typhoid Vaccine | - | 02 doses. |
| (c) | Injection Hepatitis B Vaccine | - | 03 doses. |

19. If the candidate is exposed to any infectious or contagious disease, he should inform the Adjutant, National Defence Academy telephonically, immediately after getting the Joining instructions. On no account will he join the Academy until formal permission to do so have been obtained from the National Defence Academy.

20. A thorough check for permanent body tattoo(s) of all the cadets will be carried out at Military Hospital, Khadakwasla on their arrival with details as given in their dossiers. Any deviation in this will entail cancellation of candidature of cadets.

21. **Indenture.** Please read the notes at every Annexure carefully and comply with the instructions. **The expression Regular Army or the Indian Navy or Indian Air Force occurs at certain places in the declarations at Annexure III, IV & V. While filling up these declarations, parents or guardians are to make sure NOT to score out the service that may not immediately be applicable to their son or ward.** This is to obviate the necessity of having to execute another bond should there be change in service of the cadet subsequently, due to various reasons.

22. **Risk Certificate.** **No candidate or his parents/guardians will be entitled to claim compensation for any injury, bodily infirmity or death which may be sustained in the course of/as a result of training or surgical operation or anesthesia given to the cadet at the National Defence Academy during the course of his medical treatment. A copy of the declaration to be signed by the parents/guardians is attached to the Instructions at Annexure III.**

23. **Legal Agreement Bond.** A copy of the declaration to be executed by parents or guardians of all cadets is attached to these instructions at **Annexure IV called Legal Agreement Bond.** This is to be completed on a **non-judicial stamp paper** signed by the parents/guardians and handed over to the Adjutant, National Defence Academy on arrival. Regarding value of stamp paper please read Note (a) on page No 26. The following action will be taken by the NDA in all cases on non-receipt of the executed bonds:-

- (a) If a cadet is unable to furnish the bond at the time of arrival at the institution, 10 days training charges will be deducted from his account. Such cadet will be given only few essential items of clothing till he furnishes the bond.
- (b) If after 10 days the bond is still not received, the cadet will be sent home on leave upto 7 days and may be permitted to rejoin if he brings the bond or money towards the cost of training for 15 days which is Rs 20,325 (@ Rs.1355 per day)
- (c) The amount charged above will be refunded to the cadet on production of the bond by the parents/guardians.
- (d) Sufficient amount will be advanced to the cadet by the NDA for his journey home for collecting the bond. The amount paid to the cadet for this purpose will be re-imbursed to the NDA subsequently by the parents/guardians.
- (e) If the bond is not received within 25 days of the cadet reporting to the Academy, the cadet will be sent home and his candidature will be cancelled.

24. **The Risk Certificate (Annexure III) and Legal Agreement Bond (Annexure IV) should be executed and signed at the place provided for the signature by the father of the candidate only. In case father is not alive, then mother should execute and sign the documents. If both are not alive, then Guardian should sign. If father of the candidate is alive but estranged from family or in case of separation between parents the mother or legal guardian should execute Annexure IV.**

25. **Supplementary Legal Agreement Bond.** Candidates who do not submit their original educational certificates at Army Headquarters also asked by NDA are required to give a declaration to be executed by parents/guardians. A copy of the declaration is attached to these instructions at **Annexure V.** This will also be on non-judicial stamped paper signed by parents/guardians and handed over to the Reception Officer, National Defence Academy, on arrival. Similar action as in the case of Legal Agreement Bond (Annexure V) mentioned in Paras 23 (a) to (e) above will be taken by NDA in all cases on non-receipt of the executed bonds (Annexure V).

26. The agreement form should not be stamped or executed until the Government has selected the candidate and the candidate has received his joining instructions for NDA.

Clothing and Equipment

27. **Free Issue of Clothing and Equipment.** Free issue of necessary items of uniform and equipment will be made on arrival at the National Defence Academy. These items of clothing and equipment will be withdrawn on completion of training at the Academy.

28. **Free Books and Stationery.** Cadets will be provided with free academic books and stationery at the commencement of each semester. The books however would be withdrawn at the end of the semester.

29. **Payment Issue of Clothing and Equipment.** In addition to the items of uniforms and equipment provided free by the Government, candidates are required to be in possession of all items of clothing given in **Annexure VI** to these instructions. In order to ensure uniformity and correct pattern, these clothing items will be made available at the Academy and the candidates will meet the cost. For this purpose, all candidates are required to bring **Rs 59898/-** for Army and Air Force cadets and **Rs 61898/-** for Naval cadets (as at para 16(d) above) and deposit this amount at the reception on arrival.

30. **Items of Clothing and Equipment to be provided by the Academy at the time of joining NDA.** Items of clothing and equipment to be provided by the Academy are given at Annexure VII to these instructions. These items will have to be provided by the NDA while joining the Academy at parents'/guardians' expense. The items are to cost **Rs 13698/-** shown at Annexure VII. Candidates whose shoe size is 12 or more are to forward their names, UPSC No and Merit number in advance at email id quartermaster.nda@gmail.com and adjt.nda@nic.in

31. Candidates are forbidden to bring any of the following:-

(a) **Forbidden Articles**

- (i) **Mobile Phone and Peripherals.**
- (ii) **Credit/Debit/ATM Cards/Banking documents incl cheque books.**
- (iii) Portable TV.
- (iv) Computer (except issued thin client, tab or e-book reader) and accessories to incl Hard Disc, Graphic Equaliser, Pen Drives, USB, ROM, RAM etc or such Computer Hardware items.
- (v) DVD Player.
- (vi) I-Pod with camers.
- (vii) MP3 players which can act as storage device/Pend drive.

(b) **Permitted Items**

- (i) Discman/Walkman
 - (ii) I-Pod (without camera) / MP3 players(which cannot act as storage device)
 - (iii) Two-in-one cassette tape recorders
 - (iv) Radio/Transistors.
 - (v) Speakers.
 - (vi) Cameras – To be monitored, under Squadron supervision.
- } Not to exceed 100W

32. Candidates are advised not to bring any valuable items like expensive watches, rings, necklaces and so on. Additionally, be-spectacled cadets are advised to bring two pairs of spectacles. Spectacles with photo chromatic lenses are not permitted to be worn while under training at NDA.

Physical Conditioning

33. It is imperative, that candidates desiring to join the NDA attain a certain degree of physical fitness which will facilitate their smooth adaptation to the training schedule at the NDA. It has been observed that a majority of the selected candidates, particularly those hailing from urban areas, are in poor physical condition on joining the Academy, as a result of which they find it difficult to cope up with the training routine. Inadequate physical conditioning also inhibits the cadets' academic performance.

34. Prospective candidates are, therefore, advised to keep themselves in good physical condition, by following the under mentioned regimen daily :-

- (a) Jogging 3 to 5 Kms interspersed with short sprints.
- (b) Skipping.
- (c) Pushups and Sit ups (minimum 40 each).
- (d) Chin ups (minimum 04).
- (e) It would be of immense benefit if the cadets could learn the basics of Swimming. However, non-swimmers are taught swimming at the NDA.



Travelling Expenses

35. Candidates will travel to Pune at their own expense by train in AC-III tier by the shortest route. A cash receipt/ticket is to be obtained from the railway authorities showing the amount of railway fare spent. This is to be attached to the Travelling Allowance claim, which will be produced by candidates on arrival at the NDA. Failure to produce the railway receipt/ticket will result in foregoing the claim. Reservation and berth charges are also re-imbursed against proper receipt/ticket numbers. Service cadets are to travel on railway warrant to be issued by the Officer Commanding of their units. Claims in respect of travel by modes other than train would be restricted to the AC-III tier railway fare or the actual expenditure whichever is less.

PART III – ADMINISTRATION

Reception at Pune Railway Station

36. A reception cell organised by the National Defence Academy will be present at Pune Railway Station from **0800 h to 1800 h** with effect from **23 Jun 17 to 30 Jun 17** for receiving the candidates and arranging transport for their conveyance & move of luggage to the NDA. **Candidates must be in possession of their photo identity proof at the time of reporting. In case of failure to produce the same, they will not be allowed to enter in the premises of the Academy.** All candidates reaching after 1730 h on 30 Dec 16 should report to the National Defence Academy on their own arrangements.

37. All candidates who wish to travel to the Academy on their own arrangement by private or public transport are advised to reach the Reception Centre at Col NJ Nair Auditorium (Army Training Team) at NDA between 0800h to 1500h.

38. Candidate should contact Movement Control Organisation (MCO) Pune Railway Station or ring up the Duty Officer, NDA Khadakwasla, on telephone No 020-25291700 (Extn 6721), or on 020-25292944 (during working days from 0830 h – 1500 h) and in case of any difficulty.

39. **Candidate should be dressed in a shirt, trouser and a tie when reporting to the Reception Officer at the Academy.**

40. **Parents or guardians may accompany a candidate to the National Defence Academy but no facilities exist for their accommodation. Parents/Guardians are requested to leave the Academy after the cadet has reported to the Reception Center at NDA.**

On Reaching NDA

41. **Discipline.** On arrival and while under training at the National Defence Academy, candidates will be subject to such rules and regulations as are or may from time to time be laid down for the cadets of the National Defence Academy. Drinking and smoking is forbidden for cadets during their stay at the Academy.

42. **Accommodation and Messing.** Cadets will be provided free accommodation and will be obliged to live in single & independent quarters allotted. Cadets will also be provided free messing and allied services (including electricity, water, conservancy and laundry).



Cadet Mess



Squadron Building : Living Accommodation for Cadets

43. **Visitors.** Cadets are permitted to receive visitors on Sundays and Gazetted Holidays from 1000 to 1830 hours. Cadets are not allowed to entertain visitors outside the days and hours laid down. Next of kin i.e parents/guardians may be permitted, by prior appointment in writing, at times other than those mentioned above.

44. **Correspondence.** Personal Number and Squadron are allotted to cadets on arrival at the NDA. All correspondence to cadets will be addressed as under :-

Academy Number.....Squadron.....Course **138**
 Full Name
 National Defence Academy
 PO NDA Khadakwasla
 Pune – 411023.

45. **Leave and Vacations.** Except for leave on medical grounds, no other kind of leave of absence during the period of training will be granted. Extreme compassionate grounds can be considered, but the Commandant will be the sole judge for deciding the cases. It is advised that family functions viz marriages, religious ceremony etc are planned during the term breaks i.e Jun/Dec. The Academy closes for summer and winter vacations for approximately four weeks in June and December. Cadets may be permitted to proceed home during the vacations. The decision whether or not a cadet will be permitted to proceed home during the vacations rests with the Commandant, National Defence Academy, and will be determined by the progress shown during the training. Cadets are entitled to free railway conveyance on warrant by AC III during the vacations, to their home stations and back.

46. **Telephone enquiries/calls.** Telephone calls to cadets and telephonic enquiries should be kept to the barest minimum. Parents/guardians are advised to make calls directly to the Squadron of the cadet and **not to the Adjutant**, once the cadet confirms his allotted Squadron and the Squadron Office telephone number.

PART IV – FINANCIAL MATTERS

Government Financial Assistance

47. Financial assistance is admissible only to those candidates whose parents' or guardians' income from all sources does not exceed Rs 21000/- per month (Immoveable property and other assets are also taken into account for determining the eligibility for financial assistance).

48. In case more than one son/ward is undergoing training, financial assistance can only be granted to the candidate who joins earlier, if the father's/guardian's income is upto Rs 21000/- per month so long as the sons are simultaneously under training at the National Defence Academy.

49. For candidates who require financial assistance, their parents or guardians will be required to submit a certificate on the prescribed form at **Annexure VIII**, to the Commandant, National Defence Academy through the District Magistrate/Deputy Commissioner of their district quoting "Government of India, Ministry of Defence letter No F. 130/49/D.1(a) dated 01 Nov 49, as amended vide letter No 9(ii)/56/844/D(i)/1 D.(GS-II) dated 23 Nov 56, No 9 (ii)56/1299/B/D(GS-II) dated 14 Jun 67, No 14(6)/70/2524-B/D(GS-II) dated 03 Oct 70, No 62470/45/MT6(A)/1273A/B/D(GS-II) dated 27 Jul 76, No 62470/GS/MT6(A)/2363-US/D(GS-II) dated 09 Dec 80, No 62470/MT 6(A)/332-US/D(GS-II) dated 12 Mar 83, No PC-3 to 62470/GS/MT 6(A)/117-US/D(GS-II) dated 22 Feb 88, A/62470/GS/MT-6(A)/841/D(GS-II)/2001dt 25 Jun 2004 and IDS/40027/38/Adm/PC-2A/TRADOC/AFTI/SO(P)/D(GSII)/2014 dated 30 Sep 14.".

50. Applications will be forwarded to the District Magistrate concerned who will then take further action and submit the same with his recommendations to the Commandant, National Defence Academy, Khadakwasla under confidential cover giving all particulars regarding name and number of the course on which the cadet is detailed. The maximum amount of financial assistance is limited to Rs 1000/- per month for the whole period of training at the National Defence Academy.

51. Unless parents or guardians take prompt action on receipt of the Joining Instructions, sanction of grant of financial assistance will be delayed and candidates may be put to inconvenience for want of money on joining the Academy. The question of receiving financial assistance will be kept strictly confidential by the authorities. Parents or guardians are advised not to address any queries or requests for expediting the grant of financial assistance to the Academy.

52. In case financial assistance applied for is granted, candidates will be required to produce a certificate as at Annexure VIII, duly signed by their parents or guardians at the commencement of each subsequent term. It is pointed out that the certificate is liable to verification by the District Magistrate and false information will lead to stoppage of financial assistance and such other action as the authorities may decide.

53. Financial assistance sanctioned will take effect from the date of the commencement of the course or date of reporting at the National Defence Academy or date of application for grant of financial assistance, whichever is later.

Scholarship

54. A number of scholarships as referred to in the Ministry of Defence Notification issued along with the UPSC application form for this course are available to the cadets at the Academy. The terms of eligibility and the application form for the same can be procured at the National Defence Academy on arrival. The following States/Union Territory/Boards are offering scholarships at NDA :-

- (a) Maharashtra.
- (b) Haryana.
- (c) Pondicherry
- (d) Andhra Pradesh
- (e) Chandigarh
- (f) Kerala
- (g) Assam
- (h) Himachal Pradesh
- (j) Uttarakhand
- (k) West Bengal
- (l) Odisha
- (m) Tamil Nadu
- (n) Telangana
- (o) Madhya Pradesh
- (p) Manipur
- (q) Karnataka
- (r) In addition following scholarships are also offered :-
 - (i) Biharilal Mandakini Cash Prize.
 - (ii) Col Kendall Frank's Memorial Scholarship.
 - (iii) Sir Parshuram Bhau Patwardhan Scholarship.
 - (iv) Fg Offr DV Pintoo Memorial Scholarship.
 - (v) Major V Damale Memorial Scholarship.
 - (vi) Smt Vijaya Rajgopalan Scholarship.

55. If eligible and desirous of availing any of the scholarships, cadets are required to submit an application to the Commandant, National Defence Academy, Khadakwasla through the Squadron Commander as early as possible after joining. A scholarship, if awarded, will be subject to satisfactory progress at the National Defence Academy. If there are more applicants than the number of scholarships, cadets may have to take an examination to compete for the award. Final decision regarding the grant of scholarships rests with the sponsoring State Government.

Service Cadets

56. Attested soldiers, who join the Academy, as service cadets will continue to draw their pay of rank while at the Academy and thus are not entitled to get financial assistance.

Insurance : Army Group Insurance Fund Scheme for Cadets.

57. **Coverage.** All Cadets who join the National Defence Academy, whether as Army, Naval or Air Force cadets, are covered under this scheme during their stay at NDA.

58. **Benefits.**

(a) **Insurance.** A sum of Rs 15 Lacs is assured for death due to any reason, while under training in the Academy.

(b) **Disability Cover.** A maximum of Rs 7.5 Lacs is payable for 100% disability, proportionately reduced to Rs 1.5 lacs for 20% disability. For disability below 20 % an Ex-Gratia grant of Rs 50,000/- is admissible in the first two years of training. Rs 1 lac for cadets if invalided out with less than 20 percent of disability during the last year of training. 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 considered final and binding on the cadets. Cadets leaving at their own request or on disciplinary grounds will not qualify for any disability benefits, under this scheme.

(c) **Survival Benefits.** No survival/maturity benefits are applicable during training at NDA.

59. **Premium during Training at NDA.**

(a) A onetime non-refundable premium of Rs 6,400/- will be paid on joining NDA.

(b) The premium is compulsory and will cover the cadet for a period of three years in NDA.

(c) There are no saving elements; hence no maturity benefits are payable when a cadet leaves the Academy.

(d) **Relegation Cases.** If a cadet gets relegated to a junior course on academic, administrative or disciplinary grounds, he will be liable to pay Rs 1,955/- for each additional term (06 months), immediately on such relegation becoming effective.

60. **Premium on Passing Out of NDA**

(a) **Army Cadets.** Once the cadet joins IMA, Dehradun and commences drawal of a stipend of approx Rs 21,000/- per month he shall pay Rs 610/- per month (subject to periodic revisions). This monthly subscription shall continue even after Commissioning, till the individual remains in service. The premium

contains saving element hence will be entitled for maturity benefits on leaving the IMA on any ground.

(b) **Air Force/Naval Cadets.** These cadets move to their respective academies and come under the insurance cover for cadets/officers, being provided by the Air Force and Naval Group Insurance Societies respectively.

61. **Disqualifying Factors.**

(a) Cadets who abscond or desert the academy i.e leave the Academy without proper permission/authority, will not be eligible for any benefits under this scheme.

(b) Cadets leaving the training at their own request or on disciplinary grounds will not qualify for any disability benefits even if recommended by a medical board.

PART V – SPECIAL INSTRUCTIONS

Ban on Applying for Other Jobs while at the NDA

62. Candidates who have also applied for other types of commission/entry into the Army, Navy or Air Force or any other employment must exercise their final option before admission to the National Defence Academy for training. After admission, they will not be permitted to appear for any examination/interview for any other type of commission/entry in the Army, Navy or Air Force or any other employment without resigning from the Academy and paying the cost of training.

Classification of Cadets on their Arrival at NDA

63. Army cadets are generally allotted Science/Computer Science/Social Science stream as per the marks obtained by the cadets in Physics and Maths in their 12th class or equivalent and as per seat availability.

64. All Naval, Air Force and selected Army cadets will study B Tech curriculum.

Qualification for Entry into Science Stream

65. Candidates who have passed the Higher Secondary Examination (XII Std) or equivalent with Physics, Chemistry, and Biology with Mathematics as elective subjects are eligible for classification in Science Stream.

66. All cadets who do not possess the academic qualification as mentioned in paragraph 67 are not eligible for entry into the Science Stream. They will, therefore, join the Social Science Stream only.

67. Subject to the vacancies available, the categories of cadets eligible for joining the Science stream (B.Sc.) as enumerated in para 65 above. Generally, a maximum of 70% of the total intake of the Army cadets are classified into Science Stream.

68. All cadets who have been allotted Navy and Air Force as their Service will be allotted B Tech stream only. Failure to cope with the B Tech Stream would necessitate change of service to Army and also change of stream to Science/Social Science.

69. For instructional purposes, cadets after they have been classified in the respective streams are subdivided into smaller groups of approximately 25 cadets per group for actual classroom instructions.

Resignation or Withdrawal : Recovery Of Cost of Training

70. In case a cadet tenders his resignation on arrival or later during the course of his training or is withdrawn by the Government for not fulfilling the conditions laid down in paragraph 4 of the Bond at **Annexure IV**, he and his parents or guardians are liable to pay to the Government jointly the cost of training at the National Defence Academy and other training establishments and money received by the cadet as pay and allowances together with interest thereon. **The rate of cost of training at present is Rs 9,488/- per week**, which is revised from time to time. **The cost of training will be recovered from the date of joining the Academy.** The cadet who tenders his resignation/is withdrawn will be returned his 10+2 Education Certificate/Marksheet (original) only after clearance of his all dues (including cost of training).

71. If a cadet tenders his resignation, he has to submit his parents' consent alongwith his resignation application. The format of the parent consent is attached as **Annexure X**.

72. The cost of training incurred at RIMC, Dehradun and the amount of scholarship received at various Sainik Schools will also have to be paid by the cadet or his parent before a request to resign is accepted. The amount involved will have to be deposited prior to forwarding the case to higher authorities.

Change of Service

73. No change of service, after a candidate has joined the Academy, is normally permitted. In exceptional cases, change of service is considered if a candidate is eligible and considered suitable and after the consent of his parents or guardians has been obtained. The authorities reserve the right to assign a candidate to the service to which he has been found most suitable. If any Naval or Air Force cadet is unable to cope up with B Tech programme the change of service to Army will be granted to the cadets with the parents consent during first term itself.

UPSC Examination/Merit Related Queries

74. All queries related to joining date, non/late receipt of joining instructions and UPSC Merit may be addressed directly to :-

Joint Director Rtg `A',
Integrated HQ of MoD (Army)
Directorate General of Recruiting (NDA)
Adjutant General's Branch
Army Headquarters
West Block III, RK Puram
New Delhi – 110066.

Phone No. **011-26175473**
Fax No. **011-26196205**
 011-26108028

**“TO BE A GOOD OFFICER, WHOM YOU LEAD IS LESS IMPORTANT
THAN HOW YOU LEAD”**

- **Gen KS Thimayya**

ANNEXURE-‘I’

(Refer to Para 14 of Joining Instruction)

FORM FOR ACKNOWLEDGEMENT

UPSC Roll No.....

First Name.....Surname.....

Full Address.....

.....

.....

To

Jt Director Rtg `A`
 Dte Gen of Rtg (NDA Entry)
 West Block III, RK Puram
 New Delhi - 110066

**JOINING INSTRUCTIONS FOR CANDIDATES SELECTED TO UNDERGO
 TRAINING WITH 138TH NDA COURSE COMMENCING ON 02 JULY 2017 AT THE
 NATIONAL DEFENCE ACADEMY, KHADAKWASLA, PUNE**

Sir,

1. I acknowledge receipt of your letter No.....dated.....together with Joining Instructions for the above mentioned course.
2. I shall report at the National Defence cademy, Khadakwasla, Pune on Jun 17 / Jul 17. (due date of arrival).
3. I understand that if I fail to report at the Academy on the due date of arrival, my candidature for the above course is liable to be cancelled.

Yours faithfully,

Write on cover/envelope – “JOINING NDA”

ANNEXURE-'II'
(Refer to Para 15 (a) of Joining
Instructions)

INCOME CERTIFICATE

I, Shri _____ Father/Guardian of UPSC
Roll No _____ Candidate _____ Course 138
National Defence Academy, Khadakwasla do hereby, solemnly affirm that my total
income from all sources is Rs _____ per annum.

Date.....

.....
(Signature)

Name.....
(in block letters)

Full Address.....

.....

COUNTERSIGNED

Date.....

.....
(Signature)

Place

Name.....

Office Seal

Designation.....

Date.....

Note :-

1. Strike out whichever is not applicable.
2. Please attach latest copy of either :-
 - (a) Pay Slip.
 - (b) Income Tax Return
3. Countersigned by any of the following :-
 - (a) Employer of Parent/Guardian of the Candidate.
 - (b) By any Gazetted Officer.
4. Please affix Rubber Stamp/Seal.

Annexure 'III' – Risk Certificate
(Refer to Para 15 (b), 22 & 24 of Joining Instructions)

CERTIFICATE TO BE SIGNED BY PARENT/GUARDIANS OF CANDIDATES
SELECTED FOR TRAINING AT THE NATIONAL DEFENCE ACADEMY,
KHADAKWASLA, PUNE.

I, (Name) _____ father / guardian of (Name)* _____ who is a candidate for training as Cadet in the National Defence Academy, Khadakwasla for a regular commission in the Army or Navy or Air Force, hereby certify that, I fully, understand that my son/ward@ will do so with my full and free consent and at my own risk, and that I or my son or 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/ward may sustain in the course of or as a result of training/other activities/mid term hikes/additional adventure hikes 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 for the treatment of any injury received as aforesaid or otherwise at the said National Defence Academy, or during any activity undertaken any where in the country or abroad as a cadet of the National Defence Academy.

Place : _____

(Signature of father of guardian)

Date : _____

(_____) Signature of witness

Name _____

Address _____

* Name of the cadet be filled in this Appendix as per College/School records.

@ Delete whichever is not applicable.

Note :- **Certificate to be on non Judicial Stamp paper with stamp fee is in vogue in the State where the Certificate is executed by Father/Guardian. Signature is to be notarized/witnessed by a serving or pensioned Commissioned Officer or any Civilian Government Servant of Gazetted Status.**

ANNEXURE 'IV' – Legal Agreement Bond
(Refer to Para 15 (c), 21, 23 & 24 of Joining Instructions)

BOND TO BE SIGNED BY PARENT OR GUARDIAN OF BOY ADMITTED TO THE NATIONAL DEFENCE ACADEMY

1. This agreement dated _____ day of Jun 17/Jul 17 between _____ son of/wife of ** _____ resident of _____ (hereinafter called "GUARANTOR" which expression shall include his personal representative where the context so admits), and _____ son/ward of the aforesaid guarantor (hereinafter called the cadet) through his guardian _____ of the one part.

AND

The President of INDIA (hereinafter called the Government which expression shall include a successor and assignee where the context so admits) of the other part.

2. The cadet has been selected by the Government for admission to the National Defence Academy on the terms hereinafter appearing for the purpose of receiving preliminary training with a view to being commissioned as an officer in the Regular Army or the Navy or the Air Force, as may be decided upon by the Government provided he is considered by the Government to be suitable in all respects and there is any vacancy.

3. Now it is agreed between the parties referred to above that in consideration of the cadet being admitted by the Government to the National Defence Academy for the purpose of the aforesaid training, the guarantors covenant with the Government that the cadet will attend the National Defence Academy for preliminary training and such other training establishments (which expression shall also include a Naval Training Ship) as the Government may determine from time to time for the prescribed period 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 Commission and that the cadet will if offered a Commission as an Officer in the Regular Army of the Indian Navy of the Indian Air Force accept such commission unless he, the cadet, is prevented from doing so by death or on account of ill health or some other reason over which he, the cadet, has no control, or by being removed on the grounds that the cadet is considered by the said appropriate authority to be unfit to continue as a cadet or to be granted a Commission. While undergoing training, the cadet shall be subjected to rules and instructions issued by the competent authority in this regard.

4. If, on account of his dismissal or discharge or withdrawal from the National Defence Academy for knowingly furnishing false particulars or suppressing material information in his application for admission to the said National Defence Academy or in the event of his being dismissed or discharged or withdrawn on disciplinary grounds or on his own request from the National Defence Academy or for marrying while under training at the said National Defence Academy or for any reason not beyond the control of the cadet, he does not complete the prescribed training, (or he) the cadet, does not accept a Commission offered as covenanted then the guardians and the cadet shall jointly and severally be liable to pay forthwith to Government in cash such sums as the Government shall fix but not exceeding such expenses as shall have been incurred by the Government on account of the Cadet on his training and all

the money received by the Cadet in pay and allowances from the Government together with interest on the said money calculated at the rate in force for Government loans.

5. And is lastly agreed that if there is any dispute as to the effect or meaning of these conditions, the decision of which has not been expressly herein before provided for, the same shall be referred to some person appointed by the Secretary to the Government of India in the Ministry of Defence whose decision shall be final

6. In witness whereof the parties have hereunto set and subscribed their respective hand by day, month and year first before written :-

Signed by the Guarantors
In the presence of
(Guarantor)

Signature _____
(Name _____)

Signature _____
(Name _____)
(Witness name with official rubber stamp)

(For Office use only)

(Witness)

Signed by for and on behalf of the
President of INDIA

NOTE

- (a) The agreement should be executed on a non-Judicial stamp paper. The necessary stamp paper is to be purchased by the Guarantor from the Local Revenue Officer. The value of the stamp paper varies from State to State. The actual value of the stamp paper on which the agreement has to be executed should be ascertained by the Guarantor from the Superintendent of stamps of the District in which he normally resides.
- (b) The signature of the Guarantor is to be witnessed by a serving or pensioned Commissioned Officer or any Civilian Government Servant of Gazetted Status.
- (c) The agreement will be signed on behalf of the President of INDIA by the Commandant of the National Defence Academy.
- (d) **Father of the candidate should sign as Guarantor on each page of the bond. If father is not alive, then **mother should sign. If both are not alive, then Guardian should sign. If father of the candidate is alive but estranged from family or in case of separation between parents the mother of legal guardian should execute Annexure IV.**
- (e) **The bond is executed between Guarantor and the President of INDIA. Therefore, the **“Guarantor’s name with his father’s name should be mentioned in Para 1 of the bond.” Guardian’s Name and Guarantor’s name must be same. (If father is not alive, then mother will be guarantor and her name should be mentioned with late husband’s name).**
- (f) The agreement form should not be stamped or executed until the boy has selected for admission by the Government.
- g) Name of the cadet to be filled in the Legal Bond as per school records.
- (h) If the signature of the Guarantor is witnessed by a serving or Retired Commissioned Officer, he should give his service Number along with his name.
- (j) The Bond must be typed on one side of the paper only. However, where the reversed page is used, all typing must be below the attestation/Vendors stamp, which must NOT be obliterated.
- (k) Where the text spills over to the next page, each additional page will be signed by the executor and witness.
- (l) Where required additional blank pages may be procured from the stamp vendor.
- (m) The date mentioned on the bond should be the actual date when the bond was signed by the Guarantor and the witness (Gazetted/Commissioned Officer).

ANNEXURE-‘V’
Supplementary Legal Agreement Bond
 (Refer to Para 15 (d), 25 & 26 of Joining Instructions)

TO BE COMPLETED IF INSTRUCTED IN THE APPOINTMENT LETTER
SUPPLEMENTARY AGREEMENT BOND TO BE SIGNED BY CADETS
SELECTED FOR PROVISIONAL ADMISSION TO THE NATIONAL DEFENCE
ACADEMY FOR INITIAL TRAINING WITH A VIEW TO BEING COMMISSIONED IN
THE REGULAR ARMY OR THE INDIAN NAVY OR THE INDIAN AIR FORCE AND
THEIR SURETIES

This agreement made on theday of Jun 2017/Jul 2017 betweenson of(hereinafter called the cadet which expression shall include heirs, executors, administrators and representatives where the context so admits) of the first part and son of(hereinafter called “Surety” which expression shall include heirs, executors, administrators and representatives where the context so admits) of the second part and the President of India (hereinafter called “Government” which expression shall include his successors and assignees where the context so admits) of the third part.

Whereas.....has been selected by the Government for provisional admission to the National Defence Academy for the purpose of receiving initial training with a view to being commissioned as an Officer in the Regular Army/Indian Navy/Indian Air Force PROVIDED he is considered by the Government to be suitable in all respects for being commissioned as aforesaid and provided there is a vacancy subject to the production to the Government of the documents mentioned below (hereinafter referred to as the said documents) immediately on arrival at the Academy or by such later date as may be fixed by the Government in this behalf :-

- (a) Original Secondary School or equivalent certificate & Marksheet in support of age.
- (b) Original 10+2 class pass or equivalent certificate & Marksheet for proof of educational qualification.

NOW THIS DEED WITNESSED and the parties hereby agree as follows :-

1. That in consideration of the provisional admission of the cadet to the National Defence Academy for the purpose of aforesaid training, the cadet and the surety covenants with the Government that the said documents will be produced to the Commandant of the Academy immediately on arrival or by such later date as may be fixed by the Government.
2. That if for any reason, the said documents are not produced within the time fixed by the Government for their production as covenanted above, the cadet shall be liable to be removed from the National Defence Academy and the cadet and the surety shall jointly and severally be liable to pay forthwith to the Commandant in cash such sum not exceeding such expenses as shall have been incurred by the Government on account of the cadet in respect of the training (and any decision of the Government as to the amount so payable shall be final) together with all money received by the cadet as pay and allowances from the Government with interest on the said moneys calculated at the rate in force for Government loans.

3. That the liabilities of the surety hereunder shall not in any manner be affected by any time which may be granted or any other indulgence may be shown to the cadet in respect of the recovery of the said money by the Government nor shall it be necessary for the Government to issue 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 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 the cadet above named
in the presence of (Cadet)

1. Witness.....
(Surety)

Signed by the Surety above named
in the presence of

2. Witness.....
Signed by for and on behalf of the
President of INDIA in the presence of

3. Witness.....

NOTE

(a) The agreement form is to be executed on non-judicial stamped paper of proper value. The necessary stamped paper is to be purchased by the surety from the Local Revenue Officer. The value of the stamp papers varies from state to state. The actual value of the stamp paper on which the agreement has to be executed should be ascertained by the guarantor from the Superintendent of stamps of the district in which he normally resides.

(b) The signature of the surety is to be attested by a serving or pensioned Commissioned Officer or JCO or any Civilian Government Servant of Gazetted Status. The IC/JC No on the Stamp paper must be affixed below the Name as the case may be.

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

(d) Name of the cadet may be filled in as per school records.

ANNEXURE-‘VI’

(Refer to Para 16 (b) & 29 of Joining Instructions)

ITEMS OF CLOTHING EQUIPMENT TO BE PROVIDED BY THE ACADEMY AT PARENTS’/GUARDIANS’ EXPENSE OF Rs 17865/-

Ser No	Articles	Scales	Rate	Amount
1.	“T” Shirts White for PT (Terry cotton)	6 Nos	399-00	2394-00
2.	Shorts White for PT	6 Pairs	577-50	3465-00
3.	Trousers White Terry cotton for PT	1 Pair	682-50	682-50
4.	Vests White PT	3 Nos	115-50	346-50
5.	Socks White Woolen	8 Pairs	42-00	336-00
6.	White Pullover Academy Colour	1 No	325-50	325-50
7.	Swimming Trunk Nylon	2 Pairs	420-00	840-00
8.	Blazer Coat	1 No	1680-00	1680-00
9.	Academy Tie	2 No	166-95	333-90
10.	Shirt Terry cotton Sky Light Blue(Full Sleeves) Mufti	4 Nos	367-50	1470-00
11.	“T” Shirt Squadron Colour	6 Nos	399-00	2394-00
12.	Vest Squadron Colour	4 Nos	103-95	415-80
13.	Stocking Squadron Colour	2 Pair	47-25	94-50
14.	Trousers Terry wool Mufti [Summer Mufti (Raymonds)]	2 Pair	787-50	1575-00
15.	Scarf Academy Colour	1 No	168-00	168-00
16.	Kamarband	1 No	114-45	114-45
17.	Web Belt Working	1 No	66-15	66-15
18.	Shirt white [With shoulder flaps (Half Sleeves)] T/C	2 Nos	523-95	1047-90
19.	NDA Cap	2 Nos	57-75	115-50
			Total Amount Rs	17864-70
			Say Rs	17865-00

ANNEXURE-'VII'

(Refer to Para 16 (d) & 30 of Joining Instructions)

ITEMS TO BE PROVIDED BY THE ACADEMY AT THE TIME OF JOINING NDA AT CONTRACT RATE

Ser No	Articles	Scales	Rate per item	Total Amount
1.	Pillow Cover Plain White 25" x 19"	4 Nos	Rs 60-00	Rs 240-00
2.	Towel Bath Large Turkish White 48" x 24"	4 Nos	Rs 260-00	Rs 1040-00
3.	Towel Hand White 24" x 12"	2 Nos	Rs 80-00	Rs 160-00
4.	Drawers Cotton white	8 Nos	Rs 112-50	Rs 900-00
5.	Dressing Gown	1 No	Rs 350-00	Rs 350-00
6.	Shoes Running White	1 Pair	Rs 2019-37	Rs 2019-37
7.	Bed Sheet Plain White 7' x 4'	6 Nos	Rs 215-00	Rs 290-00
8.	Walking Out Belt	3 Nos	Rs 100-00	Rs 300-00
9.	Pajama Suits	3 Sets	Rs 500-00	Rs 1500-00
10.	Trouser (Steel Grey)	1 No	Rs 787-50	Rs 787-50
11.	Shoes leather Black Oxford Pattern	1 Pair	Rs 1350-65	Rs 1350-65
12.	Vests Sandow	8 Nos	Rs 115-50	Rs 924-00
13.	Handkerchief White	8 Nos	Rs 30-00	Rs 240-00
14.	Socks Black	8 Pairs	Rs 25-20	Rs 201-60
15.	Socks White (Plain)	6 Pairs	Rs 42-00	Rs 252-00
16.	Shorts White for Games	4 Pairs	Rs 577-50	Rs 2310-00
17.	Tie	1 No	Rs 166-95	Rs 166-95
Total Amount				Rs 14032-07
Say				Rs 14032-00

Note :

1. Apart from the items of clothing equipments and items of contract rates mentioned at Annexure VI and VII respectively provided by the Academy at Parents/Guardians expenses candidates are advised to bring the following items :-

Ser	Items	A/U	Qty	Remarks
(a)	Trouser (Steel Grey)	Nos	2	Jeans not permitted, bottom should not be more than 19 inches or less than 16 inches.
(b)	Suit Case	No	1	
(c)	Steel Trunk (Black Colour)	No	1	Length 100 cms width 55 cms and height not to exceed 25 cms
(d)	Boots football	Pair	1	
(e)	Hockey Stick	No	1	Optional
(f)	Tennis Racquet	No	1	Optional
(g)	Squash Racquet	No	1	Optional
(h)	Shaving kit	No	1	Non Sikh cadets only
(j)	Alarm Clock	No	1	
(k)	Clipboard	No	1	
(l)	Spectacles	Pair	2	Non-photo chromatic only for cadets with weak eye sight.
(m)	Hangers	Nos	6	
(n)	Toilet articles	--	--	Required quantity.

2. In case you fail to bring the items mentioned at Ser (a) to Ser (n) above, you can purchase from CSD/Non CSD/Gole Market at NDA on cash payment.

ANNEXURE-‘VIII’

(Refers to Para Para 47-53 of Joining Instructions)

CERTIFICATE FOR GRANT OF GOVT FINANCIAL ASSISTANCE

1. Number, Surname and First name of cadet. : _____
2. Name of father or guardian. : _____
3. Occupation of father or guardian (with adequate details). : _____
4. Serial No of the course for which selected. : _____
5. Residential address of father or guardian. : _____
6. Total income per month from all sources. : _____
7. Whether father or guardian pays income tax and sales tax. If so, how much was paid during the preceding year? : _____
8. Details of immovable property, if any, its nature and value.: _____
9. Income from the above property. : _____
10. Details of movable property such as securities, bonds: _____
shares, GPF, etc:
11. Details of members of the family. Number of earning : _____
members in the family with their income etc, and the
extent to which help is rendered to the cadet's father or
guardian by the other earning members.
12. Whether a displaced person? If so, the amount of verified: _____
claims, if any.
The amount already received as compensation and when ?
13. Liabilities, if any. : _____
14. Signature of the cadet (as having read and understood): _____
15. Signature of father or guardian : _____
(as having read and understood)
16. Place.
17. Date.
18. District Magistrate's remarks as to whether the above: _____
facts have been found to be correct on verification and
and whether he recommends grant of financial assistance for
those whose parent's/guardian's income from all sources is
below Rs 21000/- per month.

Seal of the Office of the District Magistrate

Signature of District Magistrate
(Signature on behalf of the District
Magistrate NOT acceptable).

(Refer to Paragraph 15 (g) of Joining Instructions)

PARTICULARS OF CADETS – 138 COURSE

(To be filled in block letters)

1. SSB Info

UPSC Roll No :	SSB Board No :
UPSC Merit No :	SSB Centre :
Batch & Chest No :	
First Name :	Surname :
Full Name as per XII Certificate :	
Date & Time of reporting for documentation : Date -..... Jun 17 /Jul 17 (Time hrs)	
Academy No (will be allotted on arrival at NDA) :	

2. Education Info

(a) Name as per 10+2 Certificate :

(b) Educational Qualification :

(10+2/Intermediate/1 Yr Graduation)

Ser	Index	Class X	Class XII
(i)	Name of School		
(ii)	Type of School (Army Public School/KV/NV/RMS/ Public School/RIMC/Sainik School/SPI/Other)		
(iii)	Medium of education		
(iv)	Board (CBSE/ISC/State Board/Others)		
(v)	Subjects Learnt		
(vi)	Div/Grade/Percentage		

3. Details of Scholarship Enjoyed (If any)

Name of Scholarship :

.....

Scholarship Criteria :

Type of Scholarship :

Starting Date :

Frequency :

(Monthly/Quarterly/Half Yearly/Yearly/Each

Term/Course

4. Proficiency in Indian/Foreign Languages

(a) Indian Languagees :.....(Read, Write & Speak/Read only/Speak only)

.....(Read, Write & Speak/Read only/Speak only)

.....(Read, Write & Speak/Read only/Speak only)

(b) Foreign Languages :.....(Read, Write & Speak/Read only/Speak only)

.....(Read, Write & Speak/Read only/Speak only)

5. **Personal Info**

- (a) Date of Birth : _____
Date Month Year
- (b) Age as on 02 Jul 2017 : _____
Years Months Days
- (c) Blood Group : _____
- (d) Height & Weight : _____
Height (Cms) Weight (Kgs)
- (f) Religion & Caste : _____
Religion Caste (SC/ST/OBC/Gen)
- (g) Food Habits : _____
(Veg/Non Veg/Egg Veg)
- (h) Domicile State & Region : _____
State (Region: East/West/North/South/Central)
- (j) Urban/Rural : _____
- (k) Mother Tongue : _____
- (l) Whether you was in NCC/Scouts : Yes / No
- (m) Visible Identification Mark(s) : _____

6. **Games/Sports.**

- | (a) <u>Name of Game(s)</u> | <u>Level (School/District/Zonal/State/National)</u> |
|-----------------------------------|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- (b) **Swimmer** (Yes/No)

7. **Parents Info**

	Father	Mother
(a) Name		
(b) Occupation _____ (State Govt employee/Central Govt employee/PSU/Pvt/Govt U/T/Defence Forces/Self Employed/Others)		
(c) <u>Occupation Category</u> <u>Defence</u> (Write rank) <u>Civil Services</u> (Write appropriate category) (i) Prof/Lec/Principal/School Teacher (ii) Doctor/Nurse/Pharmacist/Lab Asst (iii) IAS Offr/IPS Offr/IFA Offr/Clerk (iv) Bank Offr/Insurance Agent/Lawyer (v) Police Employee/IT Professional (vi) Engineer/Consultant/Mechanic (vii) Farmer/House wife/Others		
(e) Name of the Firm/Employer/Unit		
(f) Monthly Income		
(g) Serving/Retired		

8. **Addresses.**

Present Postal Address	Permanent Home Address
PIN	PIN
Tele/Mobile No	Tele/Mobile No
Nearest Railway Station	Nearest Railway Station

ANNEXURE-‘X’

(Refer to Para 70 of Joining Instruction)

From : _____

To : The Commandant,
 National Defence Academy
 PO NDA Khadakwasla
 Pune - 411023

RESIGNATION: CADETS

Dear Sir,

1. I have the honour to request that my son/ward No _____ Cadet _____ of ` _____ ' Squadron who is undergoing training in the 138 NDA Course, be allowed to resign from the Academy.

2. I, therefore, give my unconditional consent for his withdrawal from the Academy. I am willing to pay the cost of training at the rate of Rs 9488/-.(± Revised rate if any) per week as mentioned at Para 70 of the Joining Instructions, for the whole duration of his stay at the Academy and accept other liabilities, if any, chargeable till such time my son/ward finally allowed to leave the Academy.

3. * I also undertake to bear the financial liability to clear all dues of Rashtriya Indian Military College/Sainik School on account of cost of studies or Scholarship enjoyed by my son/ward whilst studying there.

Yours faithfully,

Date : _____

***STRIKE OUT THIS SENTENCE WHEN NOT APPLICABLE.**