OFFICERS TRAINING ACADEMY, CHENNAI

JOINING INSTRUCTIONS FOR
CADETS
# JOINING INSTRUCTIONS
OFFICERS TRAINING ACADEMY, CHENNAI

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## JOINING INSTRUCTIONS
### OFFICERS TRAINING ACADEMY, CHENNAI

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1. **General.** Officers Training Academy, Chennai is one of the premier Pre-commission Training Institutions of Indian Army, which is designed to commission approximately 750 Short Service Commissioned Army officers each year. It is the only Academy in the Country to grant Short Service Commission to women into various Arms and Services of Indian Army. This elite Academy imparts quality military training to selected and capable youth of the country and sculpts these boys and girls into future military commanders.

2. **Brief History.** The genesis of the Officers Training Academy (OTA), Chennai can be traced back to the Sino-Indian conflict in 1962, when two Officers Training Schools were established in the country; 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 Commissioned 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 Lady Cadets was brought at par with that of Gentlemen Cadets, with a common merit list. On 17 Sep 2011, when Lady Cadet Divya A, became the first ever lady 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 substantiating 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.

3. **Location.** The Academy is located at 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 Apr and Oct (generally on second Thursday/Friday) each year and are imparted 49 weeks of military training organised into two semesters of 23 weeks each with a three weeks Term Break. 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 schedule 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 of 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 (living and posthumous) being awarded both gallantry and distinguished service awards. Brief details are:-

<table>
<thead>
<tr>
<th>S No</th>
<th>Awards</th>
<th>Nos</th>
</tr>
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<tbody>
<tr>
<td>(a)</td>
<td>Param Vir Chakra</td>
<td>01</td>
</tr>
<tr>
<td>(b)</td>
<td>Ashok Chakra</td>
<td>08</td>
</tr>
<tr>
<td>(c)</td>
<td>Maha Vir Chakra</td>
<td>10</td>
</tr>
<tr>
<td>(d)</td>
<td>Kirti Chakra</td>
<td>20</td>
</tr>
<tr>
<td>(e)</td>
<td>Vir Chakra</td>
<td>60</td>
</tr>
<tr>
<td>(f)</td>
<td>Shaurya Chakra</td>
<td>108</td>
</tr>
<tr>
<td>(g)</td>
<td>Sena Medal</td>
<td>524</td>
</tr>
<tr>
<td>(h)</td>
<td>Yudh Seva Medal</td>
<td>06</td>
</tr>
<tr>
<td>(j)</td>
<td>Vishisht Seva Medal</td>
<td>101</td>
</tr>
</tbody>
</table>

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 Parameshwaran Drill Square and a solemn Pipping (Commissioning) and Oath 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 achieving greater glory in the civil and corporate worlds.
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, 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. 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 / 22342636). Parents/Guardians are advised not to accompany their wards to 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. **Medical.** Candidates are required to bring with them, a Medical Certificate based on the form attached as Annexure 1, 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.

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

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 filled in the relevant place in the Arrival Form and deposited 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 advised not to carry any of the following items with them for the training period:

(a) Dogs or other pets.
(b) Motor cycles, Bicycles or Car.
(c) Private servants.
(d) Wines, Spirit, Liquor, Drugs or Intoxicants.
(e) Jewellery or any other valuables.
(f) Any type of Weapon, Ammunition, Air gun or Firearms etc.
(g) Smart Phones / Wireless sets. (Cell phones without cameras are permitted to be used only in the room on weekends).
(h) Electric heaters.
(j) Radio sets / Television / Music System. Cadets may bring I Pods or MP3 players to 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.
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 750 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.
(b) **Yodhha Cadets’ Mess.** Yoddha 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.

![An Inside view of Yoddha Cadets’ Mess](image)

(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 IDBI banks with ATMs. In addition ICICI Bank has an ATM.

(ii) Unit Run Canteen (CSD).

(iii) Stores for Uniform and other Equipment / Utilities required for training.

(iv) Tailoring Shop.

(vi) Bakery.

(vi) Fruit Shop.

(vii) Barber Shop / Ladies Beauty Parlour.

(viii) Ice Cream Shop.

(ix) Regimental Stationery Shop.
(d) **Medical Facilities.**

(i) The Academy has a Medical Inspection Room inside the campus staffed by two Army doctors, one Nursing Officer and six 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 three days during the last week of June and December.

(b) Term Break of three weeks with effect from third week of September/March.

19. **End of the Term Hikes.** During the term break Cadets of first term may be sent on organised adventure hikes (four to six days duration) at the beginning of the term break followed by balance of leave to their home stations. However, Cadets failing in First Term Assessment exams/tests or those on punishment may be held back for extra training/completion of punishment and not allowed to proceed on term break / hikes. They may also be called early from the term break, as per the discretion of Commandant, OTA.

20. **Mid Term Hikes.** During mid-term breaks, volunteer/selected Cadets may be sent on organised adventure hikes / educational tours to other training establishments. Balance of the Cadets who have passed all their mandatory tests may be sent on midterm 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.

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

23. Cadets are permitted receive their visitors/guests eight weeks after commencement of the term as per the following timings:-

(a) **Saturdays.** 1700 (05:00 pm) to 1830 hours (06:30 pm).

(b) **Sundays/Holidays.** 1000 (10:00 am) to 1800 hours (06:00 pm).
SECTION IV: CONTACT INFORMATION

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

```
Academy Number (To be allotted on arrival)
Name __________________________
Course __________________________
Company _____ Battalion _________
Officers Training Academy
St Thomas Mount
Chennai – 600 016.
```

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

**Communication Facilities**

25. **Telephones.** Use or possession of smart phones is prohibited in the Academy premises. Use of cell phones without cameras is permitted only inside their rooms on Sundays/holidays.

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 and Quartermaster, Shivaji Battalion - 5032.
(b) Adjutant and Quartermaster, Ranjit Singh Battalion - 5033.
(c) Academy Adjutant - 6608.
(d) Colonel General Staff (Coordination) - 6606.

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

(a) Colonel General Staff (Co-ordination). 044-22330281.
(b) Brigadier (Administration). 044-22342639.

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 20,000/- drawn in favour of Commandant, OTA Chennai and payable at Chennai for following purposes :-

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<tbody>
<tr>
<td>(a)</td>
<td>Purchase on miscellaneous clothing items, in addition to the Initial Outfit Allowance of Rs.14000/- paid by the Government</td>
<td>Rs 3000/-</td>
</tr>
<tr>
<td>(b)</td>
<td>Army Group Insurance Fund Premium (@ Rs 5000/- pm for first three months).</td>
<td>Rs 15,000/-</td>
</tr>
<tr>
<td>(c)</td>
<td>Subscription for PG Diploma (University of Madras)</td>
<td>Rs 2100/-</td>
</tr>
<tr>
<td>(d)</td>
<td>Initial Pocket expenses</td>
<td>Rs 500/-</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>Rs 19600/- rounded off to Rs 20,000/-</strong></td>
</tr>
</tbody>
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31. **Pocket & Other Expenses.** All Cadets under training are **authorized a stipend of Rs 21,000/- pm (Under Revision).** A cash allowance of Rs 6,000/- pm out of this stipend is permissible for incidental monthly expenses during the training. The first payment of cash allowance from stipend is made within three months of arrival. Balance of the stipend is payable on successful completion of training at the Academy. 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 6000/- (Rupees Six thousand only) in cash to meet the sundry expenses** during the initial settling down period.

32. **Banking.** Candidates are required to open a personal bank account at the Academy on arrival for ease of monetary transactions. Towards this end, branches of **IDBI (Branch code - 0904)** and **SBI (Branch code-14893)** are located within the Academy premises. Stipend / Pocket money to the Cadets will be paid through their bank accounts.
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:-

(a) Aerobics.
(b) Arts.
(c) Boating/Sailing.
(d) Gymnastics.
(e) Swimming.
(f) Yoga.
(g) Golf.
(h) Horse Riding.
(j) Nature.
(j) Music and Dramatics.
(k) Parasailing.
(l) Photography.
(m) Rock Climbing.
(n) Shooting.
(o) Squash.
(p) Tennis.
(q) Judo and Karate.
(r) Ball Room Dancing.
(s) Debate and Public Speaking

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 personal items like Camera (for Photography club) or 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.**
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:

<table>
<thead>
<tr>
<th>Minimum Standards on Arrival</th>
<th>Gentlemen</th>
<th>Ladies</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) 2.4 Km run</td>
<td>10 mins</td>
<td>13 mins 30 secs</td>
</tr>
<tr>
<td>(b) Sit Ups</td>
<td>30 Nos</td>
<td>25 Nos</td>
</tr>
<tr>
<td>(c) Push Up</td>
<td>40 Nos</td>
<td>10 Nos</td>
</tr>
<tr>
<td>(d) Chin Up</td>
<td>06 Nos</td>
<td>02 Nos</td>
</tr>
</tbody>
</table>

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 levels. 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. He/she should attempt to swim up to fifty meters using any stroke less back 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, hockey, basketball, volleyball, hand ball and individual contact sports like boxing (gentlemen) and judo (ladies) are an integral part of the Academy curriculum. Facilities for other sports like tennis, squash, cricket and golf are also available in the Academy. Cross-country competition is an important event that is keenly fought between competing companies.
SECTION VIII: DOCUMENTATION

40. **Agreement.** A specimen format for the Agreement Bond to be furnished by selected Candidates is as given at Annexure 2 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/- 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.** In case an Cadet is unable to submit the Bond at the time of joining due to circumstances, beyond his / her control he / she may be given a maximum of ten days time to complete the formality. Inability of the Cadet to do the needful within ten days will render his/her candidature to be cancelled and Cadet’s name will be struck off the Academy strength. He / she will be reverted back from OTA after recovery of the charges on account of cost of training and allied charges from the amount deposited with the Academy at the time of joining.

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 Annexures 3 and 4 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 Annexure 5.

**Submission of Education and Identity Proof Documents**

43. **Identity Proof.** The candidates should ideally 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:-

(a) *Matric or its equivalent certificates* issued by CBSE/ICSE/State Education Board, showing Date of Birth and the Marksheet.

(b) *Senior Secondary or its equivalent certificate* along with Marksheet.
(c) **Graduation Degree or Provisional Degree** issued by the University/Principal of the College, on behalf of the university, along with the mark sheet of all semesters to substantiate the requisite educational qualification.

(d) Any other certificate to establish eligibility of the candidate for the Short Service Commission course.

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

45. **Candidates Admitted Provisionally on Additional Bond Basis.** In case, the candidates are unable to submit the education proof as per Para 44 (c) due to awaited results, they are required to take action as under :-

(a) The candidates admitted under the clause ‘**RESULT AWAITED**’ will submit on arrival at OTA the following:-

(i) Supplementary Agreement and Additional Bond as per the format given at **Annexures 6 and 7** attached and executed on a Non-Judicial stamp paper of appropriate value.

(ii) Deposit the advance cost of training for four weeks amounting to **Rs 40,988/- @ Rs 10,247/- per week till Jul 2018** thereafter a yearly escalation of 8% p.a. 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.

(iii) **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.

(iv) **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.

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

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

(b) A candidate will not be permitted to join if he/she fails to deposit any of the documents/money as specified at Paras 44 and 45 above and will be reverted back.
(c) Candidates are required to deposit (within four weeks of joining the Academy) the Provisional Degree Certificate, along with Original Mark Sheet of the final year. If he/she is unable to deposit the same the following actions will be taken :-

(i) **By the End of First Four Weeks.** The candidates will be allowed to continue with training only on advance deposition of the cost of training for the next four weeks. The case will be reported by Academy to Integrated Headquarters of MoD (Army) (Recruiting Directorate).

(ii) **By the End of Eighth Week.** If the candidate still fails to deposit the education documents by the end of the eighth week, he/she can continue the training after depositing in advance, the cost of training for the next four weeks and the case will be reported to Integrated Head Quarters of MoD (Army).

(iii) **By the End of Twelfth Week.** In case by the end of the twelfth week, the candidate still cannot produce Provisional Degree Certificate and the Original Mark Sheets of the final year, he/she will be withdrawn from the Academy and all the original education certificates already submitted will be returned to the individual on recovery of the cost of training and allied charges.

46. **Appearance at Other Interviews.** Any Cadet applying for such an interview will have to resign and reimburse the cost of training undertaken. Cadets are allowed to apply for a job interview on the premise that not more than 10 days of training will be missed in the interview. The absence period will also be counted towards days of training missed for the purpose of relegation if the Cadet does not qualify in the interview. Cadets side stepped (on selection) to other Service training establishments including Indian Military Academy, Dehradun for pre-commission training will not pay back any dues for the training received at OTA.
SECTION IX: INFORMATION ON RESIGNATION, RELEGATION, WITHDRAWAL AND REINSTATEMENT

Resignation
47. 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 10,247/- per week (till Jul 2018) thereafter a yearly escalation of 8% p.a. 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 Annexure 8.

(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 reinstatement on change of mind, unless in exceptional circumstances.

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

(i) Rs 10,247/- per week till Jul 2018, thereafter a yearly escalation of 8% p.a. 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/items.

48. **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.

49. 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

50. 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) The standards required to be achieved in the time frame is explained to the Cadets by their Platoon/Company Commanders and other officers during the course of training.

(d) On disciplinary grounds or due to lack of desired character traits of an army officer.

(e) If unsatisfactory progress is made by the Cadet in development of the officer like qualities.

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

Withdrawal

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

(a) As per Para 48 above.

(b) On medical grounds.

(c) On disciplinary grounds involving incidents of moral turpitude.

(d) On failure of a Cadet to clear the security verification or on furnishing of false information in the application form.

(e) If a Cadet fails to submit the Original or Provisional Graduation Degree with mark sheets for all the years of graduation within twelve weeks of commencement of training at OTA.

(f) On furnishing false information in the application(s) for induction into pre-commission training establishment for grant of Commission in the Indian Army.

**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 Comdt till completion of his/her IMB proceedings by DGMS. On approval of Leave Pending Withdrawal the stipend of the Cadet will be stopped.
2. In case of withdrawal on disciplinary grounds the Cadet will be dispatched on Leave Pending Withdrawal on approval of HQ ARTRAC. 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.

53. **Cost of Training.** Cadets withdrawn on grounds other than those given at paragraph 52 (a) and (b) are liable to reimburse the complete cost of training and allied charges as per paragraph 47 above.

54. **Reinstatement.** Cadets will not be allowed to rejoin after resigning from the Academy. However, in exceptional circumstances, an Cadet may be reinstated and cost of training refunded, under the following circumstances:-

   (a) He / She have initiated the application for reinstatement within 30 days of submission of the date of application for earlier resignation. Applications for reinstatement should be received at OTA, Chennai within 10 days of date of initiation.

   (b) Any application received at the Academy beyond 40 days of submission of the date of application for earlier resignation, will be deemed to be out of purview of this provision.

**Commissioning**

55. On successful completion of 01 year 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**

56. The acknowledgement given at Annexure 9 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.

**Note:-**

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

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](http://www.joinindianarmy.nic.in)
### LIST OF CLOTHING ITEMS TO BE BROUGHT BY GENTLEMEN AND LADY CADETS

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Item</th>
<th>Quantity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Terry Cotton Shirts (White)</td>
<td>02</td>
<td>Full sleeves without pocket.</td>
</tr>
<tr>
<td>2.</td>
<td>Terry Cotton Shorts (White)</td>
<td>04</td>
<td>Two with broad loops.</td>
</tr>
<tr>
<td>3.</td>
<td>Terry Cotton Trousers (White)</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Terry Cotton Trousers (Black)</td>
<td>02</td>
<td>With only one pleat and no belt loops.</td>
</tr>
<tr>
<td>5.</td>
<td>Neck Tie</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Night Suit and Dressing Gown</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Leather Shoes Formal (Black)</td>
<td>01 Pair</td>
<td>Oxford /Brogue pattern (BATA)</td>
</tr>
<tr>
<td>8.</td>
<td>Socks Nylon (Black)</td>
<td>02 Pairs</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>PT Shoes (White)</td>
<td>01 Pair</td>
<td>Good quality running shoes (Adidas/Reebok plain (white) without any design could be brought).</td>
</tr>
<tr>
<td>10.</td>
<td>White Socks Cotton (White)</td>
<td>03 Pairs</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Bathroom Slippers</td>
<td>01 Pair</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Undergarments</td>
<td>06 Sets</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Handkerchief</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Bath Towels Large (White)</td>
<td>02</td>
<td>Bombay Dyeing</td>
</tr>
<tr>
<td>15.</td>
<td>Personal Toiletries</td>
<td>01 Set</td>
<td>As per requirement.</td>
</tr>
<tr>
<td>16.</td>
<td>Steel Box (Size 75 x 45 x 30 cm)</td>
<td>01</td>
<td>Name written in white on Bottom Left Corner. Alphabet size 1.5&quot;.</td>
</tr>
<tr>
<td>17.</td>
<td>Single Bed Sheet and Pillow Cover (white)</td>
<td>02 sets</td>
<td>Bombay Dyeing</td>
</tr>
<tr>
<td>18.</td>
<td>Lock (Medium Size)</td>
<td>02</td>
<td>Extra Keys</td>
</tr>
<tr>
<td>19.</td>
<td>Suitcase/Bag</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Terry Cotton Half Shirt (White)</td>
<td>02</td>
<td>Without pocket.</td>
</tr>
<tr>
<td>21.</td>
<td>Turbans (Maroon, Steel Grey, Black and Olive Green)</td>
<td>02 each</td>
<td>For Sikh GCs</td>
</tr>
</tbody>
</table>

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

(a) Size of Shoes.
(b) Trouser Waist and Length in Cms (front two laces of shoes to be seen and 2.5 Cms above from heel of shoe).
(c) Girth of the Head (for Beret Size) (in Cms).
(d) Std size of Shirt (in Cms).
2. Details to be sent with Name and UPSC No to official email – adjuantotachennai@gmail.com, at the earliest.
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
BOND TO BE SIGNED BY PARENT/GUARDIAN AND THE GENTLEMEN/LADY CADET SELECTED FOR INITIAL TRAINING WITH A VIEW TO BEING COMMISSIONED IN THE REGULAR ARMY

1. This agreement dated __________________ day of ________________________
   between _____________________________ son of ________________________
   resident of _________________________ and _________________________ son of
   _____________________________ resident of _________________________ hereinafter
   called, “the Guarantors” which expression shall include his personal representative when the
   context so 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
   assignee where the contest so admits of the other part.

2. Whereas the Cadet has been selected by the Government on the same terms hereafter appearing for the purpose of receiving initial training with a view to being commissioned as an officer in the regular Army, provided he 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, in any Arm/Service assigned to him in accordance with AG/MAP-2, IHQ of MoD (Army) Policy letter dated 08102/Allocation/MP-2 dt 02 Dec 2013, as amended from time to time, accept such commission unless he/she, is prevented from doing so by death or on account of ill health or some other reasons over which the Cadet has no control or by being removed on the ground that the Cadet is considered by the said appropriate authority to be unfit to continue as a Cadet or to be commissioned.

4. If, on account of his/her relegation, dismissal, or discharge or withdrawal from the Officers Training Academy, Chennai for failing to achieve laid down minimum standards in any discipline/sphere of training activity viz academics/general awareness subjects, physical training, swimming, sports and military/service subjects within stipulated time frames, or for knowingly furnishing false particulars or suppressing material information in his/her application for admission to the said officers Training Academy, Chennai or in the event of his/her being dismissed or discharged or withdrawn on disciplinary grounds from the said OTA, Chennai or for marrying while under training at the said Officers Training Academy, Chennai or for any reason not beyond the control of the Cadet he/she does not complete the prescribed period of training, or he/she the Cadet does not accept a commission if offered as covenanted above, then the guarantor and the Cadet shall, jointly and severally be liable to pay such expenses as shall have been incurred by the Govt. on account of the Cadet on his/her training and all the money received by the Cadet as pay & allowances from the Govt. together with interest on the said money calculated at the rate in force for Government loans.

5. And it is lastly agreed that if there is any dispute to the affect or meaning of these presents, 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, whose decision shall be final. In witness whereof the parties have hereinto set and subscribed their respective hand the day, month & year first before written,
(Signed by the Guarantor)  

Name : 
Address : 

In the presence of: -

______________________
(Witness)

Name : 
Address : 

(Signed by the Cadet)

Name : 
Address : 

In the presence of:-

______________________
(Witness)

Name : 
Address : 

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

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 appropriate value. The necessary stamp paper is to be purchased by the surety from 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 provisions of the Stamp Fee laws in force in the state as appropriate to the Guarantor.

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 will be the Guarantor.

5. Names and addresses of the Guarantor and Witness should be written clearly.
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 Gentlemen/Lady 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 Gentlemen/Lady 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.
CERTIFICATE TO BE SIGNED BY THE CANDIDATE SELECTED FOR TRAINING
AT THE OFFICERS TRAINING ACADEMY, CHENNAI

1. I (Name)* ___________________ son/daughter/ward of (Name) ___________________ who is a candidate for training as Gentlemen/Lady Cadet in Officers Training Academy, Chennai, hereby certify that, I fully understand that I will undergo training at the Academy with my full and free consent and at my own risk, and that I or my legal heirs shall not be entitled to claim any compensation or other relief from the Government of India in respect of any injury/infirmity/death, which I may sustain in the course of or as a result of training/other activities or where bodily infirmity or death results in the course of or as a result of surgical operation performed upon me or an anaesthesia 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.
ARMY GROUP INSURANCE FUND SCHEME FOR CADETS
OFFICERS TRAINING ACADEMY, CHENNAI

1. The Scheme covers all Gentlemen Cadets (GCs) and Lady Cadets (LCs) of Short Service Commission (SSC), who receive a monthly stipend of Rs.21,000/- per month (Under Revision). 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. 75 lacs is assured for death due to any reason, while under training in the Academy.
   (b) **Disability.** A maximum of Rs. 25 lacs will be paid for 100% disability proportionately reduced to Rs 5 lacs for 20% disability. 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 GCs/LCs and this Directorate. GCs/LCs leaving at their own request or on disciplinary grounds or as undesirable or invalided 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 GCs / LCs who cease to be members of the academy and leave the academy permanently on any pretext. Once a GC/LC gets commissioned, maturity benefits continue to accumulate till retirement or death (in service), as the case may be.

3. Compulsory Premium. Rs 5,000/- 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 benefits as given above.
   (b) GCs/LCs 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) GCs/LCs 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).
SUPPLEMENTARY AGREEMENT TO BE SIGNED BY GENTLEMEN/LADY CADETS SELECTED FOR THE PROVISIONAL ADMISSION TO THE OFFICERS TRAINING ACADEMY FOR INITIAL TRAINING WITH A VIEW TO BEING COMMISSIONED INTO THE REGULAR ARMY 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 Gentlemen/Lady Cadet has been selected by the Government for provisional admission to Officers Training Academy, Chennai for the purpose of receiving initial training with a view to being commissioned as an officer in the Regular Army PROVIDED he 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 Gentlemen/Lady Cadet to OTA Chennai for the purpose of aforesaid training, the Gentlemen/Lady 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.

(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 Gentlemen/Lady Cadet shall be liable to be removed from the OTA, Chennai and the Gentlemen/Lady Cadet and the surety shall jointly and severally, be liable to pay forthwith to the Govt in cash such sum not exceeding such expenses as shall be or have been incurred by the Govt on account of the
Gentlemen/Lady 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 Gentleman/Lady 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.

(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.

(c) The agreement form should not be stamped or executed until the candidate has been selected by the Govt. for provisional admission.
Annexure 7
(Refers to paragraph 45 of OTA, Chennai Joining Instructions)

ADDITIONAL BOND

AFFIDAVIT ON NON-JUDICIAL STAMP PAPER FOR RS 20/-
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 _______________________________ (Herein after called the candidate) who has been
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 40,988/- @ Rs 10,247/- per week till Jul 2018. Thereafter a yearly escalation of 8% p.a. 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)

Witness:-

1. Signature
Name
Address

________________________
Signature

I ________________________ (candidate) S/O Sh ________________________, am bound by the above agreement between my parent/guardian and President of India.

________________________
(Signature of Candidate)

ATTESTED BY CLASS – I MAGISTRATE / NOTARY PUBLIC
FORMAT OF PARENTS/GUARDIAN CONSENT FOR RESIGNATION

I, _____________________________ Son of Shri ____________________
Father of No _____________________ GC/LC _______________________
who is presently undergoing Pre-Commission training at Officers Training
Academy, Chennai agree that his/her resignation be accepted as requested
above.

I, further declare that I accept all financial liabilities to the state on account of the
resignation tendered by my son/daughter and in accordance with rules and
regulations vogue and I am solely responsible for the above mentioned decision.

Dated _________________ Signature __________________________
Name __________________________

Place __________________________ Address _______________________

__________________________________
(Signature of Cadet)

Witness/Guarantor

1. Signature ______________________ 2. Signature ______________________
Name __________________________ Name __________________________
Address _________________________ Address _________________________

Date __________________________ Date __________________________
Annexure 9
(Refers to paragraph 56 of OTA, Chennai Joining Instructions)

ACKNOWLEDGMENT

O BE RETURNED IMMEDIATELY, DULY FILLED)

NAME :

ADDRESS :

To

Additional Director General 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. 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                                           Signature of the Candidate as given in the application form
Father / guardian