

**INDIAN COAST GUARD**



**JOINING INSTRUCTIONS FOR ASSISTANT COMMANDANT  
(TRAINEE OFFICERS)**

**AT**

**INDIAN NAVAL ACADEMY EZHIMALA**

**FOR 02/2017 BATCH**

**THE DIRECTORATE OF RECRUITMENT  
COAST GUARD HEADQUARTERS  
NEW DELHI - 100001**

## Contents

<b><u>Ser No</u></b>	<b><u>Section</u></b>	<b><u>Topic</u></b>	<b><u>Page No</u></b>
1.	Section I	Foreword & General Information	1 – 4
2.	Section II	Useful Administrative Details	5 – 9
3.	Section III	Facilities at Naval Academy	10 – 12
4.	Section IV	Organization and Training	13 – 14
5.	Section V	Physical Conditioning Prior Joining for Training	15 – 16
<b><u>Appendices</u></b>			
6.	Appendix A	Letter of Acknowledgement	17
7.	Appendix B	List of Clothing/Equipment - Men Trainees	18
8.	Appendix C	List of Clothing/Equipment - Women Trainees	19
9.	Appendix D	Own Risk Certificate to be Signed by the Candidate	20
10.	Appendix E	Declaration to be Signed by the Candidate Selected for Training	21
11.	Appendix F	Service Subjects	22
12.	Appendix G	Agreement to be Signed by the Candidate Selected for Training for Asst Comdt	23 – 26
13.	Appendix H	Bond to be Signed by Parents/Guardian and the Candidates Selected for Training for Asst Comdt	27 – 29
14.	Appendix J	Form of Certificate Signed by Parent/Guardian	30
15.	Appendix K	Certificate by the Candidate regarding Marital Status	31
16.	Appendix L	Willingness Certificate to Join Indian Coast Guard	32
17.	Appendix M	Identity Certificate	33
18.	Appendix N	Attestation form for details Verification	34-37

**FOREWORD**

1. These instructions have been specifically compiled for candidates selected as trainee officers and joining Naval Academy, Ezhimala, for their ab-initio training. It contains guidelines to facilitate the candidates for smooth transition into the training environment of the Naval Academy and further into the Coast Guard.
2. The Naval Academy is located at Ezhimala in the Kannur (Cannanore) District of Kerala, which forms a part of its North Malabar Region. The premier training establishment of the Indian Navy is conducting basic training for all officers being inducted into the Navy / Coast Guard under various schemes.
3. Nestled between the imposing Mount Dilli, serene Kavvayi backwaters and the majestic Arabian Sea, Naval Academy, Ezhimala provides an idyllic setting for training with its picturesque and tranquil environment.
4. The curriculum at the Naval Academy has been specifically formulated to mould you into a morally upright, physically robust, mentally alert and technologically aware professional, dedicated to the excellence. The implementation of the curriculum is oriented to ensure a clean break from the traditional strait jacketed mentality and infuse in you a sense of innovativeness, creativity and resourcefulness leading to develop a passion for excellence.
5. At the Naval Academy, the staff is committed to impart the highest quality of training, and to mould trainees into officers and gentlemen. What we expect from you is sincerity of effort and diligence in an endeavour to bring out the best in you.

## SECTION- I

### EZHIMALA – GOD’S OWN LAND

1. **Ezhimala.** The name 'Ezhimala' is believed to have been derived from the seven hills ('Ezhu' means seven and 'Mala' means hill in Malayalam) that dominate the skyline of this area. The place was also known as 'Elimalai' meaning 'Rat Hill' ('Eli' in Malayalam means rat). Yet another legend has it that the name was derived from 'Ezhil Malai' meaning Land of Beauty ('Ezhil' means beauty). Folklore has it that the seven hills are parts of the 'Rishabadri' mountain that fell to earth when Lord Hanuman was carrying the mountain with Mrita Sanjivani and other herbs to Lanka for Lakshaman's treatment after he was critically injured and lying in coma during the battle as depicted in the epic of the Ramayana. Also to substantiate this, the area has many rare medicinal herbs.

2. **History.** During the Sangam era, approximately 1500 years ago, 'Ezhimala' was known as 'Ezhimalai'. Sangam literature gives us a vivid picture of the life of people at Ezhimala. In 500 AD there were three main kingdoms spanning the modern state of Kerala viz, Aynad in the South, Cheranad in the Centre and Ezhimalainad in the North. The modern districts of Kannur and Kasargode were part of Ezhimalainad ruled by 'Nanan'. At its zenith Nanan's rule extended up to Wynad and Gudalur in the foothills of the Western Ghats, bordering the present day Mysore district in Karnataka. It is believed that Nanan buried an immense treasure of coins in 491 AD in the foothills of Ezhimala. The Kolathiri Raja took over the reins of the kingdom from the Nanan dynasty in the 14<sup>th</sup> century AD. The Kolathiri Raja translated the name 'Ezhimalai' into 'Saptasilam' for the seven hills that dominate the area. In the 18<sup>th</sup> century Tipu Sultan captured the area and it fell into the hands of the British, after they defeated Tipu Sultan in the third Mysore War.

3. **Location.** Indian Naval Academy is situated approximately 35 km North of Kannur (Cannanore) and 135 km South of Mangalore, on the West Coast of peninsular India.



4. **Accessibility.** Indian Naval Academy is well connected by rail and road. The nearest railway station is at Payyanur, a town located 10 km away from the naval base. Payyanur is situated along NH 17 between Mangalore and Kannur. The broad gauge railway line links Payyanur to Mumbai and other major cities in Western, Central and Northern India via the Konkan Railway. The broad gauge rail network also links Payyanur to Chennai and other major cities in Eastern India (via Chennai) and Southern India (via Palakkad). The nearest airport is located at Mangalore, about 135 km from Indian Naval Academy. An International Airport is also situated at Kozhikode, 165 Km south of Academy. There is regular private bus service between Indian Naval Academy, Payyanur and Kannur.

5. **Climate.** Ezhimala has a tropical climate. Exceptionally heavy rainfall is experienced during monsoons, which last from May/June to December. The summer months ie from March to May/ June are hot and humid. The climatic period between January to March is mild hot. The average annual rainfall is about 350 cm and temperatures range between 21 to 31C during November to February and 27 to 38 C in summers. The relative humidity in the area is fairly high throughout the year.

6. **Clothing.** Tropical clothes are worn throughout the year. Light woollens may however be carried for wearing while visiting Ooty/ Bangalore/ Wynad during the course of training.

7. **Languages Spoken.** Malayalam is the language prevalent in the area. However English can be understood and spoken by majority of the local population. Hindi is understood, but not spoken by the people.

8. **Places of Interest.**

(a) **Towns.**

- (i) Payyanur – 10 km.
- (ii) Kannur (Cannanore) – 35 km.
- (iii) Mangalore – 120 km.
- (iv) Kozhikode (Calicut) – 150 km.

(b) **Places of Historical Interest.**

- (i) Pazhassi Dam – 70 km South East of Indian Naval Academy.
- (ii) Pailathal Mala – 65 km East of Indian Naval Academy
- (iii) Bekal Fort – a grand fort located 55 km North of Indian Naval Academy
- (iv) Chandragairi Fort – 65 km North of Indian Naval Academy
- (v) St Angelo Fort – located at Kannur, 40 km from Indian Naval Academy

(c) **Beaches.**

- (i) Muzhapilngadu - a drive-in beach about 55 km South of Indian Naval Academy
- (ii) Payyambalam - located in Kannur about 40 km South of Indian Naval Academy
- (iii) Pallikara – near Bekal fort, about 55 km North of Indian Naval Academy
- (iv) Kappil – situated about 5 km North of Bekal Fort.

(d) **Other Places of Interest.**

- (i) Parassinikkadavu Snake park – 35 km South of Indian Naval Academy
- (ii) Valiyaparamba Islands – located in picturesque Kavyayi backwaters.

**SECTION- II****USEFUL ADMINISTRATIVE DETAILS**

1. **Postal Particulars.** The Naval Academy has a full-fledged post office. The postal address during your stay at the Academy will be as follows:-

(a) **Postal Address.** Asst Comdt \_\_\_\_\_  
 Indian Naval Academy  
 Naval Academy PO  
 Ezhimala,  
 Kannur, Kerala 670310

(b) **Official Address.** All official letters must be addressed to The Commandant, Indian Naval Academy on the following address:-

The Commandant  
 (for Training Captain)  
 Indian Naval Academy,  
 Naval Academy, PO  
 Ezhimala  
 Kannur, Kerala 670310

2. **Official E-Mail Address.** [ina-navy@nic.in](mailto:ina-navy@nic.in)

3. **Important Telephones/Fax/E- Mail.**

<b><u>S. No</u></b>	<b><u>Designation</u></b>	<b><u>Telephone</u></b>	<b><u>Fax</u></b>
(a)	Commander, Training Team	04985-223700	04985-224165
(b)	Adjutant (Cdr.Gaurav Rana )	04985-224164	04985-224164
(c)	Flotilla Duty Officer	04985-222786 09447812930 09447166980	04985-222786
(d)	Academy Duty Officer	09446032132	04985-223855
(e)	Flotilla Co-ordinator	04985-223639	04985-223855
(f)	Course Officer, Coast Guard	04985-225077	04985-223855
	Asst Comdt Lijo Jhon	08690148799	
	Asst Comdt Rakesh Ranjan	08547759490	
	Asst Comdt Dhanjay Bhardwaj	90910803169	

4. **Travelling.** You are to travel by train / Air at your own expense while joining the Naval Academy. The nearest railway station from the Academy is Payyanur. Trainees arriving from various destinations should disembark only at Payyanur Station. Payyanur station can be reached as follows:-

(a) **Rail.** All trains on the Konkan Railway route except Rajdhani Express (plying between Delhi - Thiruvananthapuram), Sampark Kranti Express (plying between Chandigarh – Thiruvananthapuram), Jodhpur Express (plying between Jodhpur – Thiruvananthapuram) and Jaipur Maru Sagar Express (plying between Jaipur – Ernakulam) halt at Payyanur. The nearest stop for Rajdhani, Sampark Kranti, Jodhpur and Jaipur Maru Sagar Express is Kannur.

(b) **Road.** NH 17 connects Payyanur with Kannur and Mangalore. There are regular state government and private bus services connecting Payyanur to Kannur and Mangalore. Trainees arriving by bus are to disembark at Payyanur bus stand (located within Payyanur town, about 04 km from railway station).

(c) **Air.** Payyanur does not have an airport. The nearest airport is located at Mangalore, 135 km from Payyanur. Indian Airlines and Jet Airways operate services to and from Mangalore. The other airport is at Kozhikode (Calicut), 165 km from Payyanur. Both, Mangalore and Kozhikode, are well connected to Payyanur by road and rail.

5. **Transport to Naval Academy.** You are required to intimate your arrival particulars to Naval Academy, Ezhimala, by fax/ speed post/ e-mail at the earliest. Arrangements will be made for your reception at Payyanur railway station (only for two days prior to the date of commencement of the course). A suitable transport would be provided to convey you from Payyanur railway station to the Academy. If you arrive by any other means, you are requested to reach the Payyanur railway station on your own. The Payyanur bus stand and Railway station are well connected by bus service/ auto rickshaw service. If you arrive on any other day, you are to make your own arrangements to reach the Academy. In case of any difficulty or doubt you may contact the Training Office/ Duty Training Officer/ Officer of the Day, Indian Naval Academy on telephone.

6. **Acknowledgement of Appointment.** The receipt of joining Letter despatched from Coast Guard Headquarters is to be acknowledged by fax/ speed post/ courier, stating the arrival details as per the format given at **Appendix A.**

7. **Clothing.**

(a) **Personal Clothing.** A list of the minimum essential items required to be brought along by you while reporting to the Naval Academy is given at **Appendix B and C** for men and women respectively. It is requested that all clothing/items indicated in the appendices mentioned ibid be necessarily carried while reporting for training. Additional clothing/items required thereafter shall be made available at the Academy.



(b) **Uniform.** Various Coast Guard uniforms will be stitched for you on arrival at Academy. You will be required to pay Rs 7,500/-. This expenditure is to be met by you upfront for which you will be reimbursed by the Coast Guard later. On completion of the course you will be required to carry all the uniforms thus acquired. It would thus be advisable to bring a 32" suitcase or equivalent and a handbag for the purpose. In case you do not bring these along with you, they can easily be purchased from the unit canteen. The money to purchase these will have to be brought in addition to the amount mentioned in Para 9 below.

8. **Documents.** The candidates are to hand over the **original and three attested photocopies each**, of the under mentioned documents on arrival at Naval Academy: -

- (a) Own Risk Certificate (**Appendix D**).
- (b) Declaration (**Appendix E**).
- (c) Appointment letter sent by Coast Guard Headquarters intimating selection of the candidate.
- (d) Class X pass certificate (matriculation certificate).
- (e) Class X mark sheet.
- (f) Class XII pass certificate.
- (g) Class XII mark sheet.
- (h) Degree certificate.
- (j) Degree final year mark sheet (including mark sheets for all previous years/ semesters).
- (k) PAN Card (If not held then relevant photo ID proof documents like driving license, aadhar card and voter ID card etc.)
- (l) Agreement (**Appendix G** – to be signed by the candidate selected for the Asst Comdt).
- (m) Bond (**Appendix H**) to be executed jointly by the parents/guardian and the selected candidate regarding marital status on non-judicial stamp papers of a value of 100/- or as applicable to state of your residence.
- (n) Form of certificate to be signed by parents/guardian (**Appendix J**) and certificate from candidate selected for Asst Comdt (**Appendix K**).
- (p) Willingness certificate to join Indian Coast Guard (**Appendix L**).
- (q) Identity certificate (**Appendix M**).
- (r) Attestation form for detailed verification (Three Set) (**Appendix N**).
- (s) Caste certificate if applicable.

9. **Deposit Money.** A sum of **Rs 35,000.00** may be deposited in your personal bank account, which you would use during training. Delays are sometimes anticipated in remittance of pay into your bank accounts. The deposit money is a safety net to cater for the basic expenditure during training, if such a delay takes place in remittance of your pay into your saving bank account. The deposit money would be used to meet the following expenses: -

- (a) Pocket/personal expenses - **Rs 5,000/-** @ Rs 1,000/- per month.
- (b) Expenses on laundry, civilian bearer, hair cutting and other sundry services - **Rs 4500/-** @ Rs 900/- per month.

(c) Expenses on stitching/purchase of Academy blazer, Pinstripe suit, Uniforms, Academy tie, Academy mufti, formal wear including footwear, Academy sportswear, jogging shoes, jungle boots, swimming trunk/costumes, satchels and other stationery- **Rs 16,000/-**

(d) Travelling expenses for proceeding to next duty station/ home station on leave on completion of the Naval Orientation Course (though you would be entitled to free journey warrants, you will have to meet other expenses enroute)-**Rs 2,000/-**

(e) Table money charge for Cadets' Mess - **Rs 3,750/-** @ Rs 750/- per month.

(f) Contingency - **Rs 3,300/-**

10. **Initial Settling Down.** When you report at Naval Academy you will be entering a regimented and disciplined environment, which is quite different from civilian life. Not many of you would have experienced such an environment. The stress and strain that you will feel initially are a part of the settling down process. The academic, physical, mental and moral training that you will undergo is designed to achieve certain minimum standards for your all round development, which is a prerequisite for every officer.

11. **Encouragement from Parents.** Parents/Guardians of trainees may note that the initial stress and strain that the trainee is undergoing may be evident from his letters to them from the Academy after reporting. They are advised to encourage and guide their child/ward to help him/her in adapting to and settling down such disciplined environment. One of the ways of taking a step in this direction is to allow your son/daughter to travel alone from home to the Naval Academy and not accompanying them on this journey.

12. **Resignation.** Despite all our encouragement and help, should you feel that you are unable to adapt to the service environment, you may resign from the service after paying the cost of training and allied charges as fixed by the Government of India from time to time. If you apply for resignation within a period of 14 days of reporting to the Academy, you shall be sent on leave pending formal and final approval from the Government. If you resign after 14 days, you will be allowed to proceed on leave pending withdrawal only on approval from Coast Guard Headquarters subject to final and formal approval from Government of India and recovery of cost of training and allied charges.

13. **Prohibited Items.** You are not to bring any of the following to the Naval Academy:-

(a) Dogs or other pets.

(b) Wireless sets (**mobile phones if carried are to be deposited on arrival for safekeeping**).

(c) Car, motorcycle, bicycles.

(d) Air guns, firearms and ammunition.

(e) Private servants.

(f) Wines, spirits, liquors, drugs, and intoxicants.

(g) Articles of value or jewellery.

- (h) Electric heaters.
- (j) Music system
- (k) Eatables of any nature.
- (l) Stuffed toys, decorative items, posters, etc.
- (m) Cigarettes or other smoking material (smoking is prohibited at Indian Naval Academy).

14. **Discipline**. You would be subjected to Naval Law in accordance with the Navy Act 1957 from the time you report to the Academy for the Naval Orientation Course.

15. **Leave**. Except for leave on medical or extreme compassionate grounds, no leave would be granted during the period of training. You may, however, be permitted to proceed outside the Naval Academy on Sundays and holidays subject to meeting certain stipulations. While proceeding home on leave or travelling to the next duty station, on completion of the Naval Orientation Course, you are entitled to travel in II AC on free railway warrant.

**SECTION -III****FACILITIES AT NAVAL ACADEMY**

1. **Sports and Games**. Sports and games are conducted every day to develop trainees' interest, stamina and proficiency in outdoor games as well as sportsmanship qualities. To this end, modern facilities are existing for football, hockey, basketball, volleyball, tennis, badminton, squash, cricket, swimming and all water sports at the Naval Academy.
2. **Extra Curricular Activities**. Extracurricular activities such as Quiz, Debates, Snap talks, prepared talks and Dramatics/ Music competitions are conducted to improve the overall personality of a trainee. The trainees are also provided opportunity to take part and develop interest in various hobbies and club activities such as yachting, trekking, photography, sailing and painting, etc. which could be pursued by them during their leisure time.
3. **Cinema**. A modern auditorium cum cinema hall is being constructed in the premises of the Academy. At present various classics revealing the traits of military leadership and training documentaries are screened on Saturday evening in the mini auditorium located within the Academy Main Building Complex (Aryabhata).
4. **Library**. The Indian Naval Academy has a well-stocked library with over 20000 books on various subjects including fiction and classics. Several leading periodicals and newspapers in English and Hindi also provide adequate reading material. Trainees are tasked to review books to inculcate the habit of reading in them and to help them hone their English writing skills.
5. **Canteen**. A Canteen outlet functions within the base for sale of toiletries, clothing and other items of common use. Specific timings will be promulgated for trainees to avail the services of the canteen.
6. **Cafeteria**. A cafeteria functions within the training area of the Academy. It offers fast food, sweets, cold drinks and oriental as well as traditional menu at a reasonable price. The trainees can have meals and snacks against cash payment and also entertain any guests and visitors at the cafeteria.
7. **Amenities**. The following facilities are also available: -
  - (a) Tailoring service.
  - (b) Stationery and General store.
  - (c) Trainees Saloon.
  - (d) STD booth.
  - (e) Broadband Internet (this facility is available within the Squadrons).
  - (f) Cobbler facility.
  - (g) ATMs of SBI, HDFC, ICICI and Axis Bank.

8. **Transport.** Transport is provided to trainees for training purposes only. The trainees are not allowed to keep any form of private/personal transport.
9. **Medical Facilities.** A Medical Inspection Room (mini hospital) is available at Indian Naval Academy. A 64-bed hospital with state of the art facilities is under construction. There are many large military and civil hospitals in the vicinity of the Academy where trainees are referred for specialised medical treatment, if required. Medical treatment is provided free of cost to the trainees.
10. **Cultural and Social Activities.** These activities are conducted from time to time for all round development of the trainees. They include the following: -
- (a) Inter Squadron Dramatics.
  - (b) Inter Squadron Debate.
  - (c) Inter Squadron Quiz.
  - (d) Academy Dinner Night.
  - (e) Squadron Socials
11. **Guest Lectures and Practice Public Speaking.** Guest lectures by eminent personalities are organised periodically. Prepared talks and snap talks are also conducted regularly, wherein trainees are given the opportunity to develop their oratory skills.
12. **Messing.** During training at the Academy, you will be messing in the Trainees' Mess. You will be provided with entitled messing and allied services (including light, water, and conservancy and part payment of laundry). Entitled messing or allowance in lieu, will not, however, be admissible during vacations, when you are permitted to leave the Academy premises.
13. **Accommodation.** You will be provided with free accommodation and would be obliged to live in the accommodation allotted. Permission to live out will not be granted in any case and you will have to be responsible for the upkeep of accommodation allotted to you.
14. **Telephone Calls.** An STD booth is located in the Cafeteria where trainees are permitted to make STD calls. Trainees are not permitted to keep mobile phone at the Academy.
15. **Incoming STD Calls from Parents/Guardians.** Incoming calls from next of kin/guardians will be entertained only on the days and timings as below at designated phones located in the Squadrons: -
- (a) All Saturdays 1700 - 2200 h
  - (b) All Sundays/holidays 1000 - 2200 h
16. **Civilian Bearers.** Civilian bearers or orderlies are employed to carry out various chores, so that the trainees can focus on training activities.

17. **Internet.** A broadband internet facility operates from the Computer room in each Squadron and from the library during stipulated times.

18. **Bank.** A branch of the State Bank of India with an ATM facility is functional in the campus. In addition, ATM of HDFC and ICICI bank are available in close proximity to the trainees' accommodation area. You will be required to open a bank account on arrival (if not opened prior joining) and shall be given an ATM card within two weeks. Alternately, you may choose to open an account in either of these banks at your home town and carry along necessary documents/ATM card for transactions at Ezhimala. Trainees are not permitted to keep more than Rs 1000/- in cash within the Academy. Branches of all major banks and their ATM facilities are located at Kannur.

## **SECTION -IV**

### **ORGANISATION AND TRAINING**

1. **Organisational Structure.** The Indian Naval Academy organisational structure is designed to provide optimum resources for the conduct of training. The main departments under The Commandant are Training Faculty, Academic Faculty, Administration (including base depot ship, INS Zamorin), Logistics and Medical (including Naval Hospital Navjeevani). All matters relating to trainees fall under the purview of the Training Faculty. The Training Faculty deals with professional training in naval service subjects, and all forms of outdoor training. All matters pertaining to trainees such as accommodation, messing, discipline etc are also dealt by the Training Faculty. The administration, logistics and medical departments provide vital support for the conduct of training.
2. **Decorum of Training.** Being the 'cradle' for all officer entrants of the Navy and Coast Guard, it is imperative that all trainees at the Naval Academy maintain the highest standards of turnout and self-discipline.
3. **Initial Training.** The period of initial training is 22 weeks. On completion of ab-initio training you shall proceed for specialised training in your respective branches at various training establishments/ships of the Indian Navy/Coast Guard. Some of you may also proceed on leave prior specialised training as per a detailed plan which will be intimated on arrival at the Academy.
4. **Major Service Subjects Covered.** The list of various service subjects covered is placed at **Appendix F**.
5. **Examination.** Examinations are conducted at various stages during the course and trainees are graded for performance based on a prescribed scale. Incentives for excellence in service subjects include book prizes, awards, trophies and medals.
6. **Outdoor Training.** The following outdoor activities form an important part of the curriculum: -
  - (a) **Physical Training (PT).** PT sessions are conducted in the early mornings and extra coaching is conducted in the afternoons. Beginning with simple exercises, the trainee is gradually conditioned for advanced exercises over a period of ten weeks. The trainee is required to clear the prescribed PT tests by the end of the course.
  - (b) **Swimming.** Swimming is compulsory and all trainees are required to clear the basic swimming test before the end of course. The basic swimming test consists of swimming 50 m (any stroke) followed by floating for three minutes while wearing a full sleeve shirt and a pair of trousers.

(c) **Waterman Ship Training (WST)**. Theoretical as well as practical instructions are imparted in waterman ship. Sufficient practical classes are conducted, so as to enable the trainee to understand the parts of a boat, rig the sails of a boat and handle the boats in water. Proficient trainees are also given the opportunity to sail in Enterprise Class dinghies as part of the hobby club activities. Waterman ship activities include:-

- (i) Pulling/sailing training in 27 feet service whaler boat (rowing and sailing boat).
- (ii) Sailing (yachting) in Enterprise Class dinghy (sailboat).
- (iii) Power boat handling.

(d) **Drill and Small Arms Training**. Drill is the bedrock of discipline. Instructions in squad drill (ie, as part of a contingent) are imparted from the beginning of the course till completion. Rifle and sword drill form an integral part of parade training. Trainees are also taught how to lead a contingent/ squad. The trainees are taught to handle and fire a variety of small arms during their stay at the Academy.

(e) **Camps**. During the course the trainees would proceed for an outdoor camp of four days duration. During the camp, trainee would be acquainted with aspects of map reading, land fighting, survival in hostile terrain as well as long distance sailing.

(f) **Outbound Visits**. The trainees would also visit various civil/military establishments during outbound educational trips organised by the Academy.

7. **Passing Out Parade (POP)**. A Passing Out Parade is held at the end of the course wherein successful trainees pass out of the Naval Academy and proceed for their next phase of training.



**SECTION -V****PHYSICAL CONDITIONING**

1. Physical fitness is a major attribute of an individual in uniform. Being physically fit enables an individual to utilise his mental faculties better and the Indian Coast Guard desires that all its personnel are able to utilise their potential to the optimum in the service of the Coast Guard and the country. Physical training therefore forms an important element of the training curriculum at the Indian Naval Academy.

2. Past experience has revealed that trainees experience considerable difficulty in adapting to the physical training regime. Our analysis shows that this is primarily on account of the fact that a majority of the trainees have had very limited participatory experience in sports activities.

3. Realising the limitations prevalent in our schools and colleges on the domain of physical fitness training, a very scientific approach is being followed at the Academy to lead the candidates to the required physical standards gradually. It would however be prudent for candidates to utilise the time available prior to joining the Navy, to condition themselves physically so that they can adapt to the training regime easier. A candidate should endeavour to do the following at least three to four times a week: -

<b><u>Sl</u></b>	<b><u>Activity</u></b>	<b><u>Duration</u></b>
(a)	Running/jogging	At least 2 to 3 km
(b)	Sit-ups – straight legs	20 times
(c)	Push ups	10-15 times

4. Proficiency in swimming is another necessity for a person in white uniform. It will help to a great extent if you can avail of the facilities of any water pool in the vicinity of your home and gain experience in this field. You will of course be trained by the Navy in swimming, but it will help if you already possess the basic skills.

5. **Physical Efficiency Test.** During your training at the Academy, you will be required to clear the Physical Efficiency Test (PET). These physical tests are designed for an average person and are the minimum standards expected from an officer in uniform. The PET standards expected to be passed are as follows: -

<b><u>Ser No</u></b>	<b><u>Test</u></b>	<b><u>Remark</u></b>
<b><u>For Men</u></b>		
(a)	2.5 km run	Less than 11:30 minutes
(b)	Bent knee sit ups	25 repetitions

(c)	Push ups	21 repetitions
(d)	300 m shuttle	Less than 59 s
(e)	Swimming	50 m any style, 03 min floating and 5 m jump
<b><u>For Women</u></b>		
(f)	1 mile run	Less than 11 min
(g)	Bent knee sit ups	20 repetitions
(h)	Shot put throw (12 lbs)	4.5 m
(j)	60 m sprint	Less than 10 s
(k)	Jump and reach	11" and more
(l)	Swimming	50 m any style, 03 min floating and 5 m jump

6. **Swimming Test.** During your training at the academy, you will also be required to clear a swimming test of swimming 50 m (Breast Stroke) followed by 03:00 min standing floating and 5 m jump (Standing-Feet down) for men and 3 m jump (Standing-Feet down) for women.

7. **Conclusion.** The training is considered to be the pillars of all round growth and all trainees are required to put in whole hearted efforts for successful completion on time. Today's trainee will be tomorrow's leader. This organisation needs the dynamic youth to lead and handle the challenges and tasks of the nation with ethos "**I can, I must and I am** embedding with sheer motto "**Vayam Rakshyam**" (**We Protect**)

**Appendix A**  
(Refers to Para 6 of Section II)

**LETTER OF ACKNOWLEDGEMENT**  
**(Fax/Speed Post)**

Name of the Candidate \_\_\_\_\_  
(In block letters)

Address \_\_\_\_\_

Ph No: \_\_\_\_\_

The Commandant  
(for Training Captain)  
Indian Naval Academy  
Naval Academy PO, Ezhimala  
Kannur – 670310, Kerala  
Fax No. 04985 - 224165

**SELECTION UNDER PERMANENT/ SHORT SERVICE APPOINTMENT**

Sir,

1. I have the honour to acknowledge the receipt of Coast Guard Headquarters Letter RT/0103/02/2017/\_\_\_\_ dated \_\_\_\_\_ selecting me for training as an Asst Commandant (Permanent/ Short Service Appointment).
2. I confirm that I will report to the Commandant, Indian Naval Academy Ezhimala on \_\_\_\_\_ for the training commencing on \_\_\_\_\_.
3. I expect to reach Payyanur railway/bus station at \_\_\_\_\_(Time) on \_\_\_\_\_(date) by \_\_\_\_\_(name and number of train/bus).

Yours faithfully,

(Signature)

**Copy to:-**

The Principal Director (Recruitment)  
Coast Guard Headquarters  
Coast Guard Selection Board  
A-1, Sector-24, Noida  
Telefax No: 0120-2411752

**Appendix B**

(Refers to Para 7(A) of Section II)

**LIST OF CLOTHING TRAINEES (MALE)****Personal Clothing**

- |     |  |                  |
|-----|--|------------------|
| 1.  | Socks (plain black, White)   | : Six pairs each |
| 2.  | Neck tie   | : One            |
| 3.  | Pure white full sleeve readymade shirts with no pleats : One/Three<br>& front borders                  |                  |
| 4.  | Vests cotton ( <b>white sleeveless</b> e.g. VIP Bonus)   | : Twelve         |
| 5.  | Underwear (readymade white)  | : Twelve         |
| 6.  | Towels (plain white Turkish large)   | : One            |
| 7.  | Sleeping suits ( <b>light blue</b> )   | : One            |
| 8.  | Handkerchiefs (plain white)  | : Twelve         |
| 9.  | Trousers ( <b>black colour with single pleat outwards</b> )  | : Two            |
| 10. | Civil clothing   | : Four Pairs     |
| 11. | Alarm clock  | One              |
| 12. | Black shoes – Derby Pattern (without the toe piece, e.g. <b>Bata</b> : One pair<br><b>Ambassador</b> ) |                  |
| 13. | Torch pocket (size to suit carrying in shirt pocket)   | : One            |
| 14. | <b>Black leather sandals with back strap</b>   | : One pair       |
| 15. | Bathroom slippers  | : One pair       |
| 16. | White and black thread with buttons and at least two needles   |                  |

**Bedding**

- |     |                     |        |
|-----|---------------------|--------|
| 17. | White bed sheets    | : Four |
| 18. | White pillow covers | : Four |

**Sports Clothing**

- |     |   |               |
|-----|---|---------------|
| 19. | White T-shirts with collars (plain white half sleeves)    | : Two         |
| 20. | White shorts (plain white, single pleat, without elastic) | : Two         |
| 22. | Swimming cap (maroon colour for Sikh personnel only)      | : One         |
| 23. | Personal sports gear like racquets etc                    | : As required |
| 24. | White cotton sports socks                                 | : Four pairs  |
| 25. | Swimming trunk (dark sober colours)                       | : One         |
| 26. | White Sports (running) shoes (Reebok/Nike/Adidas)         | : One         |

Note: - Though an endeavor will be made to provide shoes of all sizes, difficulties have been experienced in procuring shoes of sizes other than eight to ten. Considering the short duration of the orientation course, you may bring a long a pair of jungle boots if you have an odd size.

**Appendix C**

(Refers to Para 7(A) of Section II)

**LIST OF CLOTHING - WOMEN TRAINEES****Personal Clothing**

- |     |   |                  |
|-----|---|------------------|
| 1.  | Socks (plain black, nylon)  | : Six pairs each |
| 2.  | Undergarments (readymade white)   | : Twelve         |
| 3.  | Towels (plain white Turkish large)  | : One            |
| 4.  | Sleeping suits  | : One sets       |
| 5.  | Handkerchiefs (plain white without any patterns/ designs)                   | : Twelve         |
| 6.  | Civil clothes (sari - any colour/ pattern)                                  | : One            |
| 7.  | Civil clothes   | : Four           |
| 8.  | Alarm clock   | : One            |
| 9.  | Formal black shoes with nominal heel, eg Bata Belle                         | : One pair       |
| 10. | Torch pocket (size to suit carrying in shirt pocket)                        | : One            |
| 11. | Black leather sandals with back strap                                       | : One pair       |
| 12. | Hair drier (optional)   | : One            |
| 13. | Bathroom slippers   | : One pair       |
| 14. | White and black thread with buttons and at least two needles                |                  |
| 15. | Pure white half sleeve readymade shirts with no pleats<br>and front borders | : Four           |
| 16. | Black Skirt (Cotton blend, length 2 inches above the knee)                  | : Three          |

**Bedding**

- |     |                     |        |
|-----|---------------------|--------|
| 17. | White bed sheets    | : Four |
| 18. | White pillow covers | : Four |

**Sports Clothing**

- |     |   |                 |
|-----|---|-----------------|
| 19. | White T-shirts with collars (plain white half sleeves)  | : Three         |
| 20. | White shorts (cotton, plain white colour, single pleat, without<br>and length five inches above the knee) | : Three elastic |
| 21. | Swimming suit and cap (dark blue/ navy blue colour)   | : One           |
| 22. | Personal sports gear like racquets etc  | : As required   |
| 23. | White cotton sports socks   | : Four pairs    |
| 24. | Cycling shorts (black and white)  | : One each      |
| 25. | Sports undergarments  | : Three pairs   |
| 26. | White Sports (Running) shoes (Reebok/Nike/Adidas)   | : One           |

**Note:** - Though an endeavor will be made to provide shoes of all sizes, difficulties have been experienced in procuring shoes of sizes other than eight to ten. Considering the short duration of the orientation course, you may bring a long a pair of jungle boots if you have an odd size.

**Appendix D**  
(Refers to Para 8 of Section II)

**OWN RISK CERTIFICATE TO BE SIGNED BY THE CANDIDATE**

I hereby certify and I fully understand that I will, if required, undergo training at the Indian Naval/Coast Guard Ships/Establishments 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 in respect of any injury which I may sustain in the course or as a result of training given to me at the said Indian Naval /Coast Guard Ships/Establishments whether due to the negligence of any person or otherwise.

Place: -

Signature of candidate

Date: -

(Name in Block Letters)

**Appendix E**

(Refers to Para 8 of Section II)

**DECLARATION TO BE SIGNED BY THE CANDIDATES SELECTED FOR TRAINING**

1. I (Name)\_\_\_\_\_ hereby confirm that in the event of my being selected for another job, I shall not withdraw from the training at Naval Academy/Ship/Establishments, even if I had applied for it before joining the establishment/ Indian Coast Guard.

2. **Liability to Refund Cost of Training.** I hereby confirm that in the event of my application for withdrawal from training, for any reason, I will be liable to pay the entire cost of training that has been incurred by the Government as may be fixed by Integrated Headquarters, Ministry of Defence (Navy) from time to time.

3. **Living Out Privileges.** I fully understand that I will not be permitted to live out or to bring my family to the training establishment for the purpose of staying at the premises.

4. **Marital Status.** I undertake that I will not marry/**Keep family with me** during the period of training/completion of probation whichever is later.

**Note:** Candidates who marry whilst undergoing training will be discharged and will be liable to refund all expenditure incurred on them by the Government.

Signature of Witness)

(Signature of the Candidate)

(Name in Capitals)

Full Address

Full Address

Date:

Date:

**Appendix F**  
(Refers to Para 4 of Section IV)

**SERVICE SUBJECTS**

1. **Seamanship.**

- (a) Seamanship Theory comprising of Boat Work, Rigging and Anchor work.
- (b) Practical training in Rigging, Boat work and Anchor work.
- (c) General Navigation and Watch keeping duties

2. **Miscellaneous.**

- (a) Small Arms Training.
- (b) Naval Organization.
- (c) Divisional Duties.
- (d) Naval Science and Technology.
- (e) Nuclear Biological and Chemical Defence and Damage Control including Fire Fighting (NBCD).
- (f) Leadership and Management.
- (g) Indian Naval History.
- (h) Conventions of Service Writing.
- (j) Communication (Theory and Practical).
- (k) Naval Value System.
- (l) Naval Orientation.
- (m) Map Reading and Land Navigation (during camp).
- (n) Security.
- (p) Field Hygiene and Sanitation (during camp).
- (q) Man Management (during camp).
- (r) Social Graces and Etiquettes.
- (s) Maritime Studies.



**Appendix G**

(04 pages including Additional Bond)  
(Refer to para 8(I) of section II)

**AGREEMENT TO BE SIGNED BY THE OFFICER SELECTED FOR  
APPOINTMENT IN THE COAST GUARD  
(EXECUTED ON NON-JUDICIAL STAMP PAPER)**

This agreement made on .....(date) day of .....(month and year)..... between .....(full name of the candidates) son of.....(Full name of father) of .....(Address and place of residence) hereinafter called the officer (which expression shall include his heirs, executors, administrators and representative where the context so admits) of the first part and .....(full name of surety) son of ..... (full name of surety's father) (hereinafter called the surety) which expression shall include his heirs, executors, administrators and representative where the context so admits of the second part and the President of India (hereinafter called the Government which expression shall include his successors and assigns where the context so admits) on the third part.

Whereas.....(Name of the officer) has been selected by the Government subject to the production to the Government of the document mentioned below (hereinafter referred to as the said documents) by ..... or such later date as may be fixed by the Government in this behalf:

- (a) High School Certificate or equivalent indication date of birth.
- (b) Degree Certificate indicating basic qualification for the post.

NOW THIS: Witness and the parties hereto hereby agree as follows:

1. That in consideration of the provisional selection of the officer, the officer and the surety covenant with the Government that the said documents will be produced to the Director General, Coast Guard by ..... 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 time fixed by the Government for their production as covenanted above then the officer shall be liable to be removed from the service with Coast Guard and the officer and Surety shall jointly and severally, be liable to pay forthwith to the Government in cash such sum not exceeding such expenses as shall have been incurred by the Government on account of the officer in respect of the said training (and the decision to the Government as to amount so payable shall be final). Together with all money received by the officer as pay and allowances from the Government with interest on the said money calculated at the rate in force for Government loans.

3. That the liability of the surety hereunder shall not in any manner be affected by any time which may be granted, or any other indulgence which may be shown to the officer in respect of the recovery of the said money by the Government nor shall it be necessary for the Government to sue the officer before suing the Surety for amounts due hereunder.

4. That if there is any dispute as to the effect or meaning of these present, the same shall be referred to the decision of the Secretary to the Government of India in the Ministry of Defence whose decision shall be final.

As witness our hands the day and year first above written

Signed by the officer above named  
(Name and address to be clearly indicated) in the presence of (Signature)

Witness (Name, designation and address to be clearly indicated) (Signature)

Signed by the Surety above named  
(Name, designation and address to be clearly indicated) in the presence of (Signature)

Witness (Name, designation and address to be clearly indicated) (Signature)

Signed by and on behalf of the  
President of India in the presence of (Signature)

Witness (Name, designation and address to be clearly indicated) (Signature)

**NOT TO BE INCLUDED IN THE AGREEMENT**

1. The Agreement Form is to be executed by the Surety and the selected candidate immediately on acceptance of offer of selection.
2. It should be executed on non-judicial stamp paper. Necessary stamp paper is to be purchased by the Surety from the local revenue officer. The value of stamp paper required varies with different States. The actual value of the stamp paper on which the agreement (i. e. Agreement Form) has to be executed should be ascertained by the Surety from the Superintendent of Stamps of the district in which he normally resides.
3. The signature of the Surety is to be witnessed by a serving officer, of the gazetted status. The signature is to be witnessed as specified, even when the Surety himself happens to be a gazetted officer.
4. The agreement will be signed on behalf of the President by the Director General, Coast Guard.

**ADDITIONAL BOND**

**AFFIDAVIT ON NON JUDICIAL STAMP PAPER DULY ATTESTED**  
**BY CLASS - I MAGISTRATE / NOTARY PUBLIC**

This agreement made on ..... this day of ..... 2017 between Shri..... (Herein after called the guarantor) F/O Shri ..... (Herein after called the candidate), who has been selected as Assistant Commandant for provisional admission to the Indian Naval academy, Ezhimala for 02/2017 batch 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 of the eligibility degree examination by **30 Jun 2017**.

(b) If the candidate **fails to submit proof of passing the qualifying examination with at least overall 67 % aggregate by the due date, his candidature will be cancelled and the cost of training, boarding and lodging including the food and items of clothing issued to him up to the date of such cancellation will be calculated by the Coast Guard Headquarters and recovered from him.**

Signature of Guarantor  
(Parent/ Guarantor of the candidate)

Witness:-

1. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_(candidate) S/o Shri \_\_\_\_\_, am bound by the above agreement between my parent/ guardian and the President of India.

(Signature of the candidate)

**Attested by Class-I Magistrate/ Notary public**

**Appendix H**

(Refer to para 8(m) of section II)

**BOND TO BE SIGNED BY PARENT/GUARDIAN AND THE CANDIDATE SELECTED  
FOR INITIAL TRAINING AS ASSISTANT COMMANDANT IN THE COAST GUARD  
(EXECUTED ON NON-JUDICIAL STAMP PAPER)**

1. The agreement made on (date).....day of (month and year).....Between .....(full name of Parent/Guardians) son of.....( full name of Parent/Guardians) residents of .....(address and place of residence) (hereinafter called the 'Guarantor' which expression shall include his personal representative when the context so admits) of the first part and (full name of candidate).....son/ward of the aforesaid Guarantor (hereinafter called the officer) of the second part and the President of India (hereinafter called the 'Government' which expression shall include a successor and assigns where the context so admits) of the third part.

2. Whereas the officer has been selected by the Government on the terms hereafter appearing for the purpose of receiving initial training with a view to being appointed as an officer in the Coast Guard provided he is considered by the Government to be suitable in all respects.

3. Now it is agreed between the parties referred to above that in consideration of the officer being selected by the Government for the purpose of the aforesaid training. The Guarantor covenants with the Government that the officer will attend the aforesaid training as the Government may determine from time to time for the prescribed periods 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 hold the assigned appointment and also complete the prescribed probationary period, unless he, the officer is prevented from doing so by death or on account of ill health or some other reason over which the officer has no control or by being removed on the ground that the officer is considered by the said appropriate authority to be unfit to continue as an officer on probation.

4. If for any reason not beyond the control of the officer, he does not complete period of his training and probation or does not hold appointment assigned to him then the Guarantor and the officer shall jointly and severally, be liable to pay forthwith to the Government in cash such sum as the Government shall fix, but no exceeding such expenses as shall have been incurred by the Government on account of the officer on his training and all money received by the officer as pay and allowances from the Government together with interest on the said money calculated at the rate in force for Government loans.

5. The Guarantor further agrees that the Guarantor shall not be relieved from his liability by reason of any variation of the terms of or any indulgence by the Government to the officer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving the Guarantor.

6. And it is lastly agreed that if there is any dispute as to the effect or meaning of these presents, the decision of which has not been expressly hereinbefore provided for the same shall be referred to the decision of the secretary to the Government of India in the Ministry of Defence, whose decision shall be final. In witness whereof the parties have there-to set their respective hands the day and year first before written.

Signed by the Guarantor..... (Signature)  
(Name, designation and address to be clearly indicated)

-----  
Has signed in the presence of under signees

(a) Witness Shri..... (Signature)  
(Write name & address clearly)

(b) Witness Shri ..... (Signature)  
(Write name & address clearly)

(c) Signed on behalf of the  
President of India in (Signature)  
the presence of

(d) Witness Shri..... (Signature)  
(Name, designation and address to be clearly indicated)

(e) Witness Shri..... (Signature)  
(Write name & address clearly)

**NOTE TO BE INCLUDED IN THE BOND**

Note : 1. A bond (or covenant) is to be executed by the parent or guardian and the selected candidate immediately on acceptance of offer of selection.

2. It should be executed on non-judicial stamp paper. Necessary stamp paper is to be purchased by the Guarantor (for explanation of the term Guarantor see paragraph 3 below) from the local revenue officer. The value of stamp paper required varies with different states. The actual value of the stamp paper on which the agreement (i.e. the BOND) has to be executed should be ascertained by the Guarantor from the Superintendent of Stamps of the district in which he normally resides.

3. The word "Guarantor" means parent (Father) or guardian as the case may be. The BOND should not be executed by the mother of the candidate when the father is alive.

4. The signature of the Guarantor is to be witnessed by a serving or pensioned Commissioned Officer, or any Civilian Government servant of gazetted status. The signature is to be witnessed as specified, even when the Guarantor himself happens to be a gazetted officer.

5. The completed bond is to be handed over to the unit of reporting.

6. The BOND will be signed on behalf of the president by the Director General Coast Guard.

**Appendix J**

(Refer to Para 8 (n) section –II)

**FORM OF CERTIFICATE TO BE SIGNED BY PARENT OR GUARDIAN OF CANDIDATE TO BE HANDED OVER AT THE NAVAL ACADEMY EZHIMALA**

1. I (Name)\_\_\_\_\_father of/ guardian of (Name)\_\_\_\_\_who is a candidate for a course commencing at Naval Academy, Ezhimala, with effect from **23 Jun 2017** hereby certify that I fully understand that my son/ward\* if required will undergo training at Naval Academy, Ezhimala and Naval College of Engineering INS Shivaji, Lonavala and further training at various ships and establishment with my full and free consent and at my own risk and I or my son or ward shall not be entitled to claim any compensation or other relief from the Government in respect of any injury which my \* son/ ward may sustain in the course of or as a result of the training or where bodily infirmity or death results in the course of or as a result of surgical operation performed upon or anaesthesia administered to him for the treatment of any injury as aforesaid or otherwise.

2. I also agree to abide by the decision of the Coast Guard Headquarters regarding allocation of Branch/ Service in the Coast Guard.

Place\_\_\_\_\_

Signature of father/ guardian

Date\_\_\_\_\_

Name in full\_\_\_\_\_

Signature of candidate\_\_\_\_\_

Name in full\_\_\_\_\_

\* delete whichever is not applicable

**Appendix K**

(Refer to para 8(n) of section II)

**CERTIFICATE FROM CANDIDATE SELECTED FOR ASST COMDT**

I hereby solemnly declare and undertake that:-

1. I shall not enter into or contract marriage/**keep family with me** during my training period or till award of Watch Keeping Certificate/Award of Wings or completion of probation whichever is later.

2. My appointment shall also be liable for termination for violating any of the following conditions, namely:-

- (i) In case of pregnancy within three years from the date of completion of training.
- (ii) In case of more than two pregnancies during the entire terms of appointment.

**Note** :- Para 2 is applicable only for women candidates. Male candidates may score it out being inapplicable.

Signature\_\_\_\_\_

Name of Candidate\_\_\_\_\_

Roll No\_\_\_\_\_

Dated\_\_\_\_\_



**Appendix L**

(Refer to para 8(p) of section II)

**WILLINGNESS CERTIFICATE TO JOIN INDIAN COAST GUARD**

It is certified that I have read and understood all the terms and conditions given in the joining letter and I am ready to join Indian Coast Guard as per these terms and conditions.

( )  
**Name & Signature of Father/Mother  
of the Candidate**

( )  
**Name & Signature of Candidate**

**Date : \_\_\_\_\_ 2017.**

**Appendix M**

(Refer to para 8(q) of section II)

**IDENTITY CERTIFICATE**

Certificate to be signed by any one of the following:-

- (i) Gazetted Officers of Central or State Government
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian, is ordinarily resident
- (iii) Sub-Divisional Magistrate/ Officers
- (iv) Tehsildar or Naib/ Dy. Tehsildar authorised to exercise magisterial powers
- (v) Principal/ Headmaster of the recognised School/ College/ Institution where the candidates studied last
- (vi) Block Development Officers
- (vii) Postmasters; and
- (viii) Panchayat Inspectors

Certified that I have known Shri/ Shrimati/ kumari .....  
 Son/ daughter of Shri..... for the last..... years..... months  
 and that to the best of my knowledge and belief the particulars furnished by him/ her are correct.

Signature .....

Designation or Status and address.....

.....

Place .....

Date .....

**(To be filled by the Office)**

- (1) Name designation and full address of the appointing authority
- (2) Post for which the candidate is being considered.

**Appendix N**  
**(Refer to para 8(r) of section II)**

**FOR DETAILED VERIFICATION ATTESTATION FORM**  
**ATTESTATION FORM / WARNING**

**Affix signed  
passport size (5cm  
x 7cm approx.)  
copy of recent  
photographs**

1. The furnishing of the false information or suppression of any factual information in the Attestation Form would be disqualification and is likely to render the candidate unfit for employment under the Government.
2. If detained, convicted debarred etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authority to whom the attestation form has been sent earlier. Failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of person, his services would be liable to be terminated.

1. Name in Full (In Block letters) with aliases, if any (Please indicate if you have added or dropped at any stage, any part of your name or surname)	
2. Present Address in full (i.e. Village, Thana and District or House Number, Lane / Street / Road and Town	
3. (a) Home Address in full (i.e. Village, Thana and District or House Number, Lane / Street / Road and Town of the District Headquarters).	
(b) If originally a resident of Pakistan, the address in the country and the date of migration to Indian Union.	

4. Particulars of places (with periods of residence) where you have resided for more than one year at the time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential Address in full (i.e. Village Thana and District or House number, Lane/Street/ Road and Town)	Name of the District Headquarters of the place mentioned the preceding column)

5. (a)

Relation Name	Nationality (By Birth and / or by domicile)	Place of Birth	Occupation (if employed; give full designation & official address)	Present Postal Address (if Dead, give last Address)	Permanent Home Address
(i) Father (Name in Full, aliases if any)					
(ii) Mother					
(iii) Wife/ Husband					
(iv) Brother(s)					
(v) Sister(s)					

(b) Information to be furnished with regards to son(s) and / or daughter(s) in case they are studying living in foreign country.

Name	Nationality (by birth and / or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column

6. Nationality: \_\_\_\_\_
7. (a) Date of Birth (in Christian era)  
(b) Present Age  
(c) Age at Matriculation
8. (a) Place of Birth, District and State in which situated  
(b) District and State to which you belong  
(c) District and State to which you father originally belongs
9. (a) Your Religion  
(b) Are you a member of a Scheduled Caste / Answer 'Yes' or 'No'
10. Educational qualifications showing place of education with years in schools and college since 15<sup>th</sup> year of the age:-

Name of school/ college with full address	Date of entering	Date of leaving	Examination passed

11. (a) Are you holding or have any time held an appointment under the Central of State Government or a semi-Government or a quasi Government body, or an autonomous body, or a public undertaking, or a private firm or institution. If so give full particulars with dates of employment, up-to-date.

Period		Designation, emoluments and nature of employment	Full Name and address of employer	Reason of leaving previous service
From	To			

- (b) *If the previous employment was under the Government of India / State Government / Undertaking owned or controlled by the Govt. of India or a State Government / Autonomous body / University / Local body. If you had left service on giving a months' notice under Rule 5 of the Central Civil Services (temporary service) Rules, 1965 or any similar corresponding Rules, were any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services actually terminated.*

12. (a) (i) Have you ever been arrested? Yes/No  
 (ii) Have you ever been prosecuted? Yes/No  
 (iii) Have you ever been keep under detention? Yes/No  
 (iv) Have you ever been bound down? Yes/No  
 (v) Have you ever been fined by a court of law Yes/No  
 (vi) Have you ever been convicted by a court of law for any offence? Yes/No  
 (vii) Have your ever been debarred from any examination or rusticated by any university or any other educational authority / institution ? Yes/No  
 (viii) Have you ever been debarred disqualified by any Public service commission / Staff selection commission or any of its examination / selection ? Yes/No  
 (ix) Is any case pending against you in any court of law at The time of filling up this Attestation Form? Yes/No  
 (x) Is any case pending against you in any university or any other their educational authority / Institution at the time of filling up this Attestation form? Yes/No  
 (xi) Whether discharged / expelled / withdrawn from any Training institute under the Govt. otherwise? Yes/No

(b) If the answer to any of the above mentioned question is "Yes", give full particular of the case / arrest / detention / fined / conviction / sentence / punishment etc. and / or the nature of the case pending in the court / university / educational authority etc. at the time of the case pending in the court / university / educational authority etc. at the time of filling up this form.

Note: (i) Please also see the "warning" at the top of this Attestation form.  
 (ii) Specific answers to each of the questions should be given by striking out "Yes" or "No" as the case may be.

13. Name of two responsible persons of your locality or two referees to whom you are known.  
 (i) .....  
 (ii) .....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am unaware of any circumstances which might impair my fitness for employment under Government.

Date:.....

Signature of candidate.....