



## **JOINING INSTRUCTIONS**

### **NAVAL ORIENTATION COURSE ASSISTANT COMMANDANT -02/2021 (SRD) BATCH**

DIRECTORATE OF RECRUITMENT  
COAST GUARD HEADQUARTERS  
NATIONAL STADIUM COMPLEX, NEW DELHI-110001

These Joining Instructions are guidelines only and the provisions mentioned herein may vary in accordance with the actual rules and regulations in force from time to time. Therefore, it cannot be quoted as authority.

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

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: 04985-223855**

**SELECTION UNDER PERMANENT/SHORT SERVICE APPOINTMENT COURSE**

Sir,

1. I have the honour to acknowledge the receipt of Coast Guard Headquarters Letter \_\_\_\_\_ dated \_\_\_\_\_ selecting me for training as an Assistant Commandant (Permanent / Short Service Appointment).
2. I confirm that I will report to the Commandant, Indian Naval Academy 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,

**Copy to:**

The Principal Director (Recruitment)  
Directorate of Recruitment  
Coast Guard Recruitment Centre  
C-1, Sector-62, Noida- 201 309  
Tele fax No: 0120-2975812

**Note:** Send the original of the acknowledgement to Commandant, Indian Naval Academy immediately on receipt of the Joining Instructions. Duplicate copy is to be sent to The Principal Director (Recruitment).

## **PART 1- GENERAL**

### **EZHIMALA - GOD'S OWN LAND**

1. 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 Mrityu Sanjivani and other herbs to Lanka for Laksham's treatment after he was critically injured and lying in coma during the epic battle of Ramayana. As though, 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 Ezhimalai and ruled by `Nanan'. At its zenith Nanan's rule extended up to Waynad 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 14th century AD. The Kolathiri Raja translated the name `Ezhimalai' into 'Saptasilam' for the seven hills that dominate the area. In the 18th 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, Ezhimala is situated approximately 35 km North of Kannur (Cannanore) and 135 km South of Mangalore, on the West Coast of peninsular India.
4. **Climate.** Ezhimala has a tropical climate. Exceptionally heavy rainfall is experienced during monsoons, which lasts from May/June to December. The summer months i.e. from March to May/June are hot and humid. The period between months of January to March is mild. The average annual rainfall is about 350 cm and temperatures range between 21° to 31° C during November to February and 27° to 38° C in summers. The relative humidity in the area is fairly high through the year.
5. **Clothing.** Tropical clothes are worn throughout the year. Light woolens may, however, be carried for use during outstation visits.
6. **Languages Spoken.** Malayalam is the lingua franca of the area. However, English can be understood and spoken by majority of the local population. Hindi is understood, but not spoken by the people.

### **USEFUL ADMINISTRATIVE DETAILS**

7. **Postal Particulars.** The Indian Naval Academy has a full-fledged post office. The postal and telegraphic 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- 670 310

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

The Commandant (for Flotilla Captain)  
Indian Naval Academy, Naval Academy PO  
Ezhimala, Kannur, Kerala- 670 310

8. **Official E-Mail Address.** ina-navy@nic.in

9. **Important Telephones.**

<b><u>Ser</u></b>	<b><u>Designation</u></b>	<b><u>Telephone</u></b>	<b><u>Remarks</u></b>
(a)	Training Office	04985-224165	0900-1700 hrs
(b)	Adjutant	04985-224164	0900-1700 hrs
(C)	Academy Duty Officer	9446032132	1700-0900 hrs
(d)	Flotilla Duty Officer	04985-222786 9447812930	1700-0900 hrs
(e)	Course Officer, Coast Guard	04985- 225077	0900-1700 hrs
(f)	INA Fax no.	04985-223855	

10. **Travelling.** You have to travel by train/Air at your own expense while joining the Indian Naval Academy. The nearest railway station from the Academy is Payyanur. Trainees arriving from various destinations should disembark at Payyanur Station. Details of trains to/from Payyanur are covered in Appendix A. 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 four km from railway station).

(c) **Air.** Payyanur does not have any airport. The nearest airport is located at Mangalore, 135 km from Payyanur. Indian Airlines, Jet Airways and a number of private airlines 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.

11. **Transport to Indian Naval Academy.** You are required to intimate your arrival particulars to Indian Naval Academy, Ezhimala, by fax/ telegram / speed post/ e-mail at the earliest. A reception cell would be set up at Payyanur Railway Station on the days mentioned on your call letter. 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. Trainees reporting at INA should be in formals (shirt & tie, trousers and leather shoes). In case of any difficulty or doubt you may contact the Training Office/ Flotilla Duty Officer/ Academy Duty Officer, Indian Naval Academy on telephone.

12. **Clothing.**

(a) **Personal Clothing.** A list of the minimum essential items required to be brought along by gentleman trainees while reporting to the Indian Naval Academy is given at Appendix B. It is advised to forward the measurement details of the trainee as per the given format covered in Appendix 'J' to zamstoreic@gmail.com. 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 on payment basis. This expenditure is to be met by you upfront. The uniform allowance will be applicable in accordance with 7<sup>th</sup> CPC/ Govt. rules. 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 14 below.

(c) **Miscellaneous Clothing.** You will be required to purchase/ stitch certain items of personal clothing at the Academy. These would include squadron vests, squadron shorts, squadron T-shirts, Academy T-Shirts, Academy Track Suit, Academy Blazer, a lounge suit, Academy Tie and Academy Muftis.

13. **Documents.** The candidates are to hand over the original and two unattested photocopies each of the under mentioned documents on arrival at Indian Naval Academy:

- (a) Own Risk Certificate (Appendix 'D').
- (b) Declaration (Appendix 'E').

- (c) Bond (Appendix 'F') to be executed jointly by the parent/guardian and the selected candidate on non-judicial stamp paper of a value of Rs. 100/-or as applicable to the state of your residence).
- (d) Agreement (Appendix 'G') to be signed by the candidate selected for the Asst Comdt).
- (e) Appointment letter sent by the Coast Guard Headquarters intimating selection of the candidate.
- (f) Class X passing certificate (matriculation certificate).
- (g) Class X mark sheet.
- (h) Class XII passing certificate.
- (j) Class XII mark sheet.
- (k) Degree certificate.
- (l) Degree final year mark sheet (including mark sheets for all previous years/ semesters).
- (m) Aadhar Card, Voter Id and PAN Card (If applied for but not received then relevant documents).
- (n) Certificate to be signed by parent/guardian of candidate and handed over by candidate at Indian Naval Academy, Ezhimala (Appendix 'L').
- (p) Form of certificate from candidate selected for Asst Comdt (Appendix 'M').
- (q) Willingness certificate to join Indian Coast Guard (Appendix 'N').
- (r) Identity certificate (Appendix 'P').
- (s) Attestation form for detailed verification (Three Sets) (Appendix 'Q').
- (t) Caste certificate, if applicable.

14. **Deposit Money.** You are required to deposit a sum of **56000/-** in your personal bank account which you can utilize during your training. Trainees are not permitted to keep in possession more than Rs 1000/- in cash. Delays are sometimes encountered in the remittance of pay into your bank accounts. The deposit money is thus a safety net to cater for basic expenditure during training, if a delay takes place in remittance of your pay into your saving bank account. This deposit money would be used to meet the following expenses:-

<b>Ser</b>	<b>Services</b>	<b>Charges</b>
(a)	Pocket/personal expenses	<b>Rs 6,000/- @ Rs 1,000/- per month</b>
(b)	Expenses on laundry, civilian bearer, haircutting and other sundry services	<b>Rs 9480/- @ Rs 1580/- per month</b>
(c)	Expenses on stitching/ purchase of Academy blazer, Uniforms, Academy tie, Academy mufti, formal wear including footwear, Academy sportswear, jogging shoes, jungle boots, swimming trunk/suits, satchels and other stationery	<b>Rs 34,300/-</b>

(d)	Travelling expenses for proceeding to next duty station or home station on leave on Completion of the term (though you would be entitled to free journey warrants, you will have to meet other expenses enroute)	<b>Rs 2,000/-</b>
(e)	Table money charge and subscriptions for Cadets' Mess	Rs 150/- @ Rs 25/- per month
(f)	Contingency	<b>Rs 3,300/-</b>
(g)	Squadron fund	<b>Rs 600/- @ Rs 100/- per month</b>
<b>Note</b> – The amounts mentioned are subject to change without prior notice.		

15. **Initial Settling Down.** When you report at Indian 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 stresses and strains 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 an officer.

16. **Encouragement from Parents.** Parents/Guardians of trainees may note that the initial stresses and strains 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 in adapting to and settling down in this disciplined environment. One of the ways of taking a step in this direction is to allow your son to travel alone from home to the Academy and not accompanying them on this journey.

17. **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.

18. **Prohibited Items.** You are not to bring any of the following to the Academy:

- (a) Dogs or other pets.
- (b) Wireless sets (mobile phones if carried are to be deposited on arrival for safe keeping).
- (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 jewelry.
- (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).

19. **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 course.

20. **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 Academy premises on Sundays and holidays subject to meeting certain stipulations. The trainee would be granted leave on completion of Naval Orientation Course.



21. **Ragging.** Indian Naval Academy follows a zero tolerance policy towards ragging. Ragging in any form is prohibited in all ships and establishments of Navy. The mandatory minimum punishment for all cases of trainees indulging in unauthorized activity related to ragging is relegation and if necessary, withdrawal or discharge from service. A certificate related to ragging is placed at Appendix 'K'. You are required to bring the same while coming at INA.

### **FACILITIES AT INDIAN NAVAL ACADEMY**

22. **Sports and Games.** Sports and games are conducted every day to develop trainee's interest and proficiency in outdoor games as also sportsmanship. To this end, modern facilities exist for football, hockey, basketball, volleyball, tennis, badminton, squash, cricket, swimming and all water sports at the Indian Naval Academy.

23. **Extra-Curricular Activities.** Extra-curricular activities such as quiz, debates, declamation, 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 hobby club activities such as yachting, gymnastics, Astronomy, photography, Para gliding, shooting, archery, software programming etc. which could be pursued by them during their leisure time. In addition, the trainees are given chance to go on hike like River rafting, Para Jumping, Camel safari etc. during the course of training.

24. **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 Sunday evenings in the mini auditorium, located within the Academy.

25. **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 asked to review books to inculcate the habit of reading in them and to help them hone their English writing skills.

26. **Canteen.** A Canteen outlet functions within the base for sale of toiletries, clothing and other items of common use. Specific timings are promulgated for trainees to avail the services of the canteen.

27. **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 on weekends and holidays. The trainees can have meals and snacks against cash payment and also entertain guests and visitors at the cafeteria. Trainees are not to source food from anywhere else due to concerns of hygiene and need for healthy food.

28. **Amenities.** The following facilities are also available:

- (a) Tailoring service.
- (b) Stationery and General store.

- (c) Trainees Saloon.
- (d) Photo studio.
- (e) Laundry.
- (f) STD booth.
- (g) Broadband Internet (this facility is available within the Squadrons).
- (h) Cobbler facility.
- (j) ATMs of SBI, ICICI, HDFC and Axis Bank.

29. **Transport.** Transport is provided to trainees for training purposes only. The trainees are not allowed to keep any form of private/personal transport.

30. **Medical Facilities.** A fully functional hospital INHS Navjivani, with all facilities is inside the premises of the Academy. A Medical Inspection Room (mini hospital) is also available in vicinity of cadets residential area. There are many large military and civil hospitals in the vicinity of the Academy where trainees are referred for organized medical treatment, if required. Medical treatment is provided free of cost to the trainees.

31. **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 Declamation.
- (b) Inter Squadron Debate.
- (c) Inter Squadron Quiz.
- (d) Dinner Nights.
- (e) Squadron Socials.
- (f) INA Ball for passing out Courses.
- (g) Maritime Heritage Seminar.

32. **Guest Lectures/Cultural events 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. Cultural events by renowned artistes of national repute are also conducted to expose the cadets to the arts.

33. **Messing.** While under training at the Academy, you will be dining at Trainees Mess. You will be provided messing as per Govt of India regulations promulgated from time to time.

34. **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 the accommodation allotted to you. Any damage to the training premises will need to be paid for.

35. **Telephone Calls.** An STD booth with 4 terminals is located in the Cafeteria and 2 lines are in accommodation area where Trainees are permitted to make STD calls on weekends and holidays. Trainees are not permitted to keep mobile phone at the Academy and deposit their mobile phones on arrival for safe keeping. In addition, Squadron lines have landlines connections facilitating incoming calls on weekends and holidays.

36. **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 hrs- 2200 hrs

(b) All Sundays/holidays - 1000 hrs- 2200 hrs

37. **Civilian Bearers.** Civilian bearers are employed to assist the trainees with laundry and cleaning of rooms etc., so that the trainees can focus on training activities.

38. **Internet.** A PC and a training LAN with limited internet facilities is available in every room and in the library during stipulated times.

39. **Bank.** A branch of the State Bank of India with an ATM facility is functional in the campus. In addition, ATM of HDFC, Axis and ICICI bank are available in close proximity to the trainees' accommodation area. You will be required to open a bank account (if not opened prior joining) and shall be given an ATM card within two weeks. Alternately, you may choose to open a bank account in either of these banks at your home town and carry all necessary documents/ATM card for transaction at Ezhimala.

### **ORGANISATION AND TRAINING**

40. **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. Academic faculty deals with the B Tech curriculum management and languages. 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.

41. **Decorum during Training.** Being the 'cradle' for all officer entrants of the Navy and Coast Guard, it is imperative that all trainees at the Indian Naval Academy maintain the highest standards of turnout and self-discipline.

42. **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/ Indian 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.

43. **Major Service Subjects Covered.** The list of various service subjects covered for Naval Orientation course is placed at Appendix H.

44. **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 training include book prizes, awards, trophies and medals.

45. **Outdoor Training.** An officer in the armed forces is expected to remain physically fit and undertake outdoor activities with men under command. Therefore outdoor activities form an important part of the curriculum. The Physical training and swimming curriculum is gradually increased every term to attain higher standards every term. In the first term following standards are expected of under trainee officers:

(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 through a period of ten weeks. The trainee is required to clear the prescribed PT tests by the end of course. The physical standards required to be achieved and passed during the course are as follows:

Ser No	Test	Remarks
		<b>Men/Women</b>
(i)	2.5 Km Run	Less than 11:30 Minutes
(ii)	Bent knee sit ups	25 repetitions
(iii)	Push ups	21 repetitions
(iv)	300 mtr shuttle	Less than 59 Sec
(v)	Swimming	50 mtr any style, 03:00 Minutes floating and 5 mtr jump

(b) **Swimming Test.** Swimming is compulsory and all trainees are required to clear swimming test before the end of course. The basic swimming test consists of swimming 50 mtr followed by 03:00 min floating and 5 mtr jump for men and 3 mtr jump for women while wearing a full sleeve shirt and a pair of trousers.

(c) **Watermanship Training (WST).** Theoretical as well as practical instructions are imparted in watermanship. 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 sail the boats in water. Watermanship 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 & Small Arms Training.** Drill is the bedrock of discipline. Instructions in squad drill, 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. Small Arms training is an integral part of the training curriculum. 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 outdoor camps of 3 -4 days duration. During the camp, the trainee would be acquainted with aspects of map reading, land fighting and survival in hostile terrain.

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

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

47. **NOK Photographs.** The trainees are advised to bring passport size photographs (at least 12) of their next of kin for records in many documents at the time of induction.

48. **Parents Visit.** Parents of the trainees are given the opportunity to meet their wards during the course of their training at the Academy during the Mid-term breaks where trainees are allowed to meet their parents and proceed on short leave to Payyanur.

49. **COVID-19.** COVID-19 quick guidance for the safety and good health of candidates scheduled to join INA is placed at Appendix 'R'.

**Appendix 'A'**  
**(Refers to Para 10)**

**TRAINS TO PAYYANUR FROM NORTH**

TRAIN NO.	TRAIN NAME	ARRIVAL TIME	REACHING TIME	TH R	FRI	SAT	SUN
22637	WEST COAST SF EXP	0152	0243	YES	YES	YES	YES
16338	ERNAKULAM-OKHA EXP	0238	0338	YES	NO	YES	NO
19259	KOCHUVELI-BHAVNAGAR EXP	0238	0338	NO	YES	NO	NO
16604	MAVELI EXP	0553	0649	YES	YES	YES	YES
12685	CHENNAI MANGALORE SUPER FAST EXP	0644	0728	YES	YES	YES	YES
16629	MALABAR EXP	0724	0828	YES	YES	YES	YES
16855	PUDUCHERRY MANGALORE WEEKLY	0733	0818	NO	YES	NO	NO
22851	SANTRAGACHI MANGALORE EXP(VIVEK)	0733	0819	NO	NO	YES	NO
56655	KANNUR MANGALORE PASSENGER	0805	0918	YES	YES	YES	YES
16347	TRIVANDRUM MANGALORE EXP	0833	0939	YES	YES	YES	YES
17606	KACHEGUDA MANGALORE EXP	0848	0953	NO	NO	YES	NO
12601	CHENNAI MANGALORE SF MAIL	1025	1118	YES	YES	YES	YES
22610	COIMBATORE MANGALORE INTERCITY	1154	1237	YES	YES	YES	YES
16606	ERNAD EXP	1458	1552	YES	YES	YES	YES
56323	COIMBATORE MANGALORE FAST	1632	1811	YES	YES	YES	YES
16518	KANNUR BANGALORE CITY EXP	1657	1744	YES	YES	YES	YES
16650	PARASURAM EXP	1816	1908	YES	YES	YES	YES
16859	CHENNAI EGMORE MANGALORE CENTRAL	1918	2018	YES	YES	YES	YES
12617	MANGALA LAKSHADEEP EXP	1955	2049	YES	YES	YES	YES
16346	NETRAVATI EXP	2121	2217	YES	YES	YES	YES

**Appendix 'A'**  
**(Refers to Para 10)**

**TRAINS TO PAYYANUR FROM SOUTH**

<b>TRAIN NO.</b>	<b>TRAIN NAME</b>	<b>ARRIVAL TIME</b>	<b>REACHING TIME</b>	<b>THR</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>
22852	MANGALORE SANTRAGACHI EXP(VIVEK)	0023	0110	NO	NO	NO	YES
12618	MANGALA LAKSHADEEP EXP	0223	0310	YES	YES	YES	YES
16345	NETRAVATI EXP	0613	0700	YES	YES	YES	YES
16649	PARASURAM EXP	0632	0720	YES	YES	YES	YES
56654	MANGALORE KOZHIKODE PASSENGER	0721	0825	YES	YES	YES	YES
16860	MANGALORE CENTRAL CHENNAI EGMORE	0836	0925	YES	YES	YES	YES
16605	ERNAD EXP	0902	0950	YES	YES	YES	YES
56324	MANGALORE COIMBATHORE FAST	0945	1105	YES	YES	YES	YES
16517	BANGALORE CITY KANNUR EXP	1018	1125	YES	YES	YES	YES
22609	MANGALORE COIMBATHORE INTERCITY	1304	1345	YES	YES	YES	YES
12602	MANGALORE CHENNAI SF MAIL	1456	1540	YES	YES	YES	YES
16335	VERAVAL TRIVANDRUM EXP	1518	1605	NO	NO	YES	NO
16333	GANHIDHAM NAGARCOIL EXP	1518	1605	NO	YES	NO	NO
16348	MANGALORE TRIVANDRUM EXP	1601	1700	YES	YES	YES	YES
12686	MANGALORE CHENNAI SF EXP	1743	1830	YES	YES	YES	YES
16856	MANGALORE PUDUCHERY WEEKLY EXP	1815	1900	NO	YES	NO	NO
56656	MANGALORE KANNUR PASSENGER	1849	2000	YES	YES	YES	YES
16603	MAVELI EXP	1915	2020	YES	YES	YES	YES
16630	MALABAR EXP	2018	2115	YES	YES	YES	YES
11097	POORNA EXP	2103	2150	NO	NO	NO	YES
17605	MANGALORE KACHEGUDA EXP	2124	2210	NO	NO	YES	NO
22638	WESTCOAST SF EXP	2350	0040	YES	YES	YES	YES

**LIST OF CLOTHING -MEN TRAINEES**

1. **Personal Clothing.**

- (a) Cotton Socks (plain black and white) : Four pairs each
- (b) Vests cotton (White with sleeve) : Twelve/Ten
- (c) Underwear (Readymade white cotton) : Twelve
- (d) Towels (Plain white turkish large) : Two
- (e) Sleeping suits (Light Blue) : One
- (f) Handkerchiefs (Plain white) : Twelve
- (g) Civil clothing (Dark Trouser, Light Shirt) : Two pairs
- (h) Alarm clock : One
- (j) Black shoes (Derby Pattern) : One pair
- (k) Bata Ambassador (only personnel requiring sizes other than 8-10 may procure) : One pair
- (l) Torch pocket : One
- (m) Black leather sandals with back strap : One pair
- (n) Bathroom slippers : One pair
- (p) White and black thread with buttons and at least six needles
- (q) Neck Tie : One

2. **Sport Clothing.**

- (a) White T-shirts with collars (Plain white half sleeves) : Two
- (b) White shorts (Plain white, single pleat, without elastic): Two
- (c) Personal sports gear like racquets etc : As required
- (d) White cotton sports socks : Two pairs
- (e) White Sports (running) shoes : One

**Note:** Though an Endeavour will be made to provide shoes of all sizes, difficulties have been experienced in procuring shoes of sizes other than eight to ten. During the stay, swimming costume, swimming cap, Bathing Gown, Squadron Colour T-Shirts, White & Black Shorts, Satchel, Socks, Drill belt & anklets etc would need to be bought from Cadets canteen for which he will need to carry an amount of approximately Rs. 5000/-



**Appendix 'C'**  
**[Refers to Para 12(a)]**

**LIST OF CLOTHING -WOMEN TRAINEES**

1. **Personal Clothing.**

- (a) Cotton Socks (Plain black and white) : Four pairs each
- (b) Undergarments (Readymade white cotton –bras & panties): Twelve
- (c) Sports Bra (white) : Six
- (d) Towels (Plain white turkish large) : Two
- (e) Handkerchiefs (Plain white) : Twelve
- (f) Civil clothing (Dark Trouser, Light Shirt) : Two pairs
- (g) Alarm clock : One
- (h) Black shoes (Derby Pattern) : One pair
- (j) Bata Ambassador (Only personnel requiring sizes other than : One pair  
8-10 may procure)
- (k) Torch pocket : One
- (l) Black leather sandals with back strap : One pair
- (m) Bathroom slippers : One pair
- (n) Neck Tie : One

2. **Sport Clothing.**

- (a) White T-shirts with collars (Plain white half sleeves) : Two
- (b) White shorts (Plain white, single pleat, without elastic) : Two
- (c) Personal sports gear like racquets etc : As required
- (d) White cotton sports socks : Six pairs
- (e) White Sports (running) shoes : One

Note: Though an endeavour will be made to provide shoes of all sizes, difficulties have been experienced in procuring shoes of sizes other than eight to ten. During the stay, swimming costume, swimming cap, Bathing Gown, Squadron Color T-Shirts, White & Black Shorts, Satchel, Socks, Drill belt & anklets etc would need to be bought from Cadets Canteen for which she will need to carry an amount of approximately Rs. 5000/-

**Appendix 'D'**  
**[Refers to Para 13(a)]**

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

I hereby certify that 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 13(b)]**

**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 Indian Naval Academy/Ship/Establishments to join another post, even if I had applied for it before joining the Indian Coast Guard.

2. **Liability to Refund Cost of Training:** I hereby confirm that in the event of my applying for withdrawal from the Indian Coast Guard, 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 (CG) from time to time. However, the final decision to allow or disallow you to leave the service will be decided by the Competent Authority in Indian Coast Guard.

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 I shall 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)  
(Name in Capitals)

Full Address

Date:

(Signature of the Candidate)  
(Name in Capitals)

Full Address

Date:

**Appendix 'F'**  
**[Refers to Para 13(c)]**

**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 the presence of (Signature)

(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**

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.

**ADDITIONAL BOND**

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

This agreement made on ..... this day of ..... 2021 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 **02/2021 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 31 Dec 2021.
- (b) If the candidate fails to submit proof of passing the qualifying examination with at least overall 60% 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 'G'**  
**[Refers to Para 13(d)]**

**AGREEMENT TO BE SIGNED BY THE OFFICER SELECTED FOR**  
**APPOINTMENT IN THE INDIAN 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) (herein after 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 here to hereby agree as follows:

(a) 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, Indian Coast Guard by ..... or by such later date as may be fixed by the Government.

(a) 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.

(b) 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 be the Government nor shall it be necessary for the Government to sue the officer before suing the Surety for amounts due hereunder.

(c) 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 be 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**

- (a) The Agreement Form is to be executed by the Surety and the selected candidate immediately on acceptance of offer of selection.
- (b) 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.
- (c) 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.
- (d) The agreement will be signed on behalf of the President by the Director General, Indian Coast Guard.

**SERVICE SUBJECTS FOR NAVAL ORIENTATION COURSE**

1. **Seamanship.**

- (a) Seamanship Theory comprising of Boat Work, Rigging and Anchor work.
- (b) Practical training in Rigging, Boat work and Anchor work.

2. General Navigation and Watch-keeping duties

3. **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.
- (f) Leadership and Management.
- (g) Indian Naval History.
- (h) Conventions of Service Writing and Staff Duties.
- (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.
- (t) Ceremonials
- (u) Joint Service Aspects

**CLOTHING MEASUREMENT DETAILS**

**Name in Hindi and English**

**Blood Group**

**Shirt**

- (a) Length from shoulder to six inches below waist
- (b) Chest Size
- (c) Shoulder Length
- (d) Half Sleeve Length -Shoulder to 2.5 inches short of elbow

**Trouser**

- (a) Length -Waist to heel
- (b) Waist Size
- (c) Hip Size
- (d) Thigh Size

**Shorts**

- (a) Length -Waist to 4.8 inches above the centre of knee cap
- (b) Waist Size
- (c) Hip Size
- (d) Thigh Size

**Appendix 'K'**  
**[Refers to Para 21]**

**PREVENTION OF RAGGING CERTIFICATE TO BE SIGNED BY**  
**PARENT/GUARDIAN OF CANDIDATE AND HANDED OVER BY CANDIDATE AT**  
**INDIAN NAVAL ACADEMY, EZHIMALA**

1. We hereby certify that we are aware that INA follows a zero tolerance policy towards ragging. Ragging is defined as "any disorderly conduct, whether by words, spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any person, indulging in rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior under-trainee officer and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior under-trainee officer".
2. We fully understand that, any incident of ragging reported to us by our ward or inferred by us while interacting with him/her will be reported to the authorities at INA. We also agree that we have advised our ward not to indulge in any form of ragging.
3. We also fully understand that our ward will be required to undergo tough military training at INA, as a consequence of which he will endure physical and mental discomfort. We are aware that corrective measures by senior cadets to juniors are an integral part of training in a military academy to bring in concepts of discipline amongst the cadets and are a process of 'mentoring and grooming', and therefore, he/she will be undergoing such corrective measures during training at INA. They also build core strength and cause physical discomfort, without bringing any injury, humiliation or insult, so as to maintain discipline in the academy. Hence, we agree that authorised corrective measures to a junior by a senior are not an illegal act and cannot be compared with 'ragging' in any 'civil' college.
4. It is also agreed by us in respect to the above that in consideration of our ward being selected by the Government for the purpose of the aforesaid training, we agree that our ward is aware of the approach of Indian Naval Academy, Ezhimala towards ragging and the corrective measures/ penalties to which our ward shall be liable if found guilty of ragging (as to which the decision of the appropriate authority prescribed by the Government for the time being shall be final).

Signature of Father/Guardian

Name in Full \_\_\_\_\_

Place:

Date:

Signature of the Candidate

Name in Full \_\_\_\_\_

**Appendix 'L'**  
**(Refer to Para 13(n))**

**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 \_\_\_\_\_ 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 anesthesia 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 'M'**  
**(Refer to para 13(p))**

**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:-
  - (a) In case of pregnancy within three years from the date of completion of training.
  - (b) 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 'N'**  
**(Refer to para 13(q))**

**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: \_\_\_\_\_ 2020.

**IDENTITY CERTIFICATE**

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

- (a) Gazetted Officers of Central or State Government.
- (b) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian, is ordinarily resident.
- (c) Sub-Divisional Magistrate/ Officers.
- (d) Tehsildar or Naib/ Dy. Tehsildar authorised to exercise magisterial powers.
- (e) Principal/ Headmaster of the recognised School/ College/ Institution where the candidates studied last.
- (f) Block Development Officers.
- (g) Postmasters.
- (h) 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 'Q'**  
**(Refer to para 13(s))**

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

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.

(a)

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)

(b)

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)					

(c) 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.....

**COVID 19 QUICK GUIDANCE FOR CANDIDATES**

1. **Preamble.** Due to rapid spread of novel Coronavirus Diseases (COVID-19) throughout the country, several safety guidelines and travel restrictions have been issued by the Government of India to contain the outspread. The Indian Naval Academy (INA) is closely monitoring and carefully preparing for the forthcoming induction of trainees for Autumn Term 2021 scheduled from Jun 21. Candidates who have been directed to join INA would be traversing through various states/ districts categorised into 'zones' viz Red, Orange and Green. While the INA remains a low-risk area, certain measures in accordance with National directives for COVID-19 management issued by GoI/ MHA, have been enumerated in succeeding paragraphs for the safety and good health of candidates scheduled to join INA.
2. **COVID Free Certificate.** All candidates are to compulsorily carry COVID free certificates (issued by State/ District medical authorities).
3. **Arogya Setu APP.** All candidates are to compulsorily download and register on '**Arogya Setu App**' on their smart phones (if held).
4. **Travel Advisory.** All candidates are advised to visit **mha.gov.in** for the latest travel/ safety advisories. Following points are to be strictly followed while travelling from home station/ place of residence to INA: -
  - (a) **Wearing of face cover/ mask is compulsory at all times (all trainees are to compulsorily carry five pairs of facial masks).**
  - (b) All candidates are advised to minimise contact with other travellers. **Maintain a daily contact diary to record interaction details for last 14 days preceding date of arrival at INA.** The same would be collected for contact tracing at the induction cell at INA.
  - (c) Adequate physical distancing is to be maintained at all times (**at least six feet**, wherever possible). Avoid handshakes.
  - (d) Frequent sanitisation of hands (carry adequate sanitisers till arrival at INA).
  - (e) All candidates are advised to carry adequate packed food/ including fruits and water for the duration of journey. Minimise use of public toilets/ urinals.
  - (f) If sitting for prolonged duration, such as at a waiting room or at the airport, sanitise the armrests and other surfaces which could have been touched by others using sanitiser and tissue paper.
  - (g) Always cough/ sneeze into your elbow, if not in possession of personal handkerchief.

(h) Make card payments wherever feasible to avoid potentially contaminated currency notes.

(j) Wash all items purchased during the journey (including packed eatables).

(k) Open doors using the non-dominant hand on push/ open, **using elbow** and avoid touching handles and other such common things.

(l) **Report any symptoms of COVID such as sore throat, dry cough or fever at INA Reception cell.**

(m) All candidates (barring women/ Sikh trainees) are advised to take decent haircut prior to arrival at INA (**short hairs/ undercut**).

5. All candidates would be quarantined for 14 days post arrival at INA.