

JOINING INSTRUCTIONS

INDIAN NAVY



.....**COURSE**
Permanent/ Short Service Commission

**DIRECTORATE OF MANPOWER PLANNING & RECRUITMENT
INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (NAVY)
ROOM NO 204, C WING, SENA BHAWAN, NEW DELHI- 110011**

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: 04985-224165

SELECTION UNDER PERMANENT/ SHORT SERVICE COMMISSION

COURSE _____

Sir,

1. I have the honour to acknowledge the receipt of Integrated Headquarters, Ministry of Defence (Navy) Letter OF/ _____ dated _____ selecting me for training as a Sub Lieutenant/ Cadet (Permanent/ Short Service Commission).
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 Director of Manpower Planning & Recruitment (OI&R Section)
Integrated Headquarters, Ministry of Defence (Navy)
Room No 204, C-Wing, Sena Bhavan
New Delhi 110011

By Post Only

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 Director of Manpower Planning & Recruitment (OI&R Section) by post only.

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 Mrita Sanjivani and other herbs to Lanka for Lakshaman’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 Ezhimalai and 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 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. **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 the 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 period between 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.

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

7. **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

8. **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.** Sub Lieutenant _____
Indian Naval Academy, Naval Academy PO
Ezhimala, Kannur, Kerala 670310

(b) **Telegraphic Address.** Sub Lieutenant _____
Indian Naval Academy, Naval Academy PO
Ezhimala, Kannur, Kerala 670310

(c) **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

9. **Official E-Mail Address.**

ina-navy@nic.in

10. **Important Telephones/Fax.**

<u>Ser</u>	<u>Designation</u>	<u>Telephone</u>	<u>Fax</u>
(a)	Commander Training Team	04985-223700	04985-224165
(b)	Adjutant	04985-224164 9446400188	04985-224164
(c)	Flotilla Duty Officer	04985-222 786 9446507980	04985-222 482

11. **Travelling.** You are entitled to travel by train in II AC and are to travel at your own expense while joining the Indian Naval Academy. The amount expended on your journey to the Academy will be reimbursed on joining, after producing the journey ticket. The nearest railway station from the Academy is Payyanur. Trainees arriving from various destinations should preferably disembark 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 four 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, Jet Airways and a number of privated 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.

12. **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/ Kannur 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/ Flotilla Duty Officer, Indian Naval Academy on telephone.

13. **Clothing.**

(a) **Personal Clothing.** A list of the minimum essential items required to be brought along by gentleman trainees and women trainees while reporting to the Indian Naval Academy is given at Appendix A and B. 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 naval uniforms will be stitched for you on arrival at the Academy. While most of the uniform would be issued to you, you will be required to pay for certain uniform items and the stitching charges as per laid down rates. On completion of the course you will be required to carry all the uniforms.

(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.

14. **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 C).
- (b) Declaration (Appendix D).
- (c) Bond (Appendix E - 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 F - to be signed by the candidate selected for the grant of commission).

- (e) Appointment letter/telegram sent by Integrated Headquarters, Ministry of Defence (Navy) 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) PAN Card (If applied for but not received then relevant documents)

15. **Deposit Money.** You have an option to open an account in the local branches of State Bank of India, Naval Academy Branch, Ezhimala, ICICI Bank, Payyanur or HDFC Bank, Kannur. You are required to bring a sum of 35000/- in the form of two Demand Drafts (one for Rs. 29000/- and second for Rs. 6000/-) drawn in favour of either of the above listed banks and will be deposited in your account. Delays are sometimes encountered in the promulgation of Government of India Gazette pertaining to your appointment as a Sub Lieutenant and consequent 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:-

Srl	Services	Charges
(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 4950/- @ Rs 990/- 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/suits, satchels and other stationery	Rs 16,000/-
(d)	Travelling expenses for proceeding to next duty station or 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 and subscriptions for Cadets' Mess	Rs 3,750/- @ Rs 750/- per month
(f)	Contingency	Rs 3,300/-

16. **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 every officer of the Indian Navy.

17. **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/her 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/daughter to travel alone from home to the Academy and not accompanying them on this journey.

18. **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 navy 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 Indian Naval 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 Integrated Headquarters, Ministry of Defence (Navy) subject to final and formal approval from Government of India and recovery of cost of training and allied charges.

19. **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 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).

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

21. **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. 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.

FACILITIES AT INDIAN NAVAL ACADEMY

22. **Sports and Games.** Sports and games are conducted every day to develop trainees' interest and proficiency in outdoor games as also sportsmanship. To this end, modern facilities are 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, 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, trekking, sailing, Para gliding, kite surfing, shooting archery, etc. which could be pursued by them during their leisure time.

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 Saturday evenings in the mini auditorium located within the Academy Main Building Complex (Aryabhata).

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 tasked 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. The trainees can have meals and snacks against cash payment and also entertain guests and visitors at the cafeteria.

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

- (a) Tailoring service.
- (b) Stationery and General store.
- (c) Trainees Saloon.
- (d) Laundry.
- (e) STD booth.
- (f) Broadband Internet (this facility is available within the squadrons).
- (g) Cobbler facility.
- (h) ATM's of SBI, HDFC, ICICI 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 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.

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 Dramatics.
- (b) Inter Squadron Debate.

- (c) Inter Squadron Quiz.
- (d) Academy Dinner Night.
- (e) Squadron Socials

32. **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.

33. **Messing.** While under 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.

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.

35. **Telephone Calls.** An STD booth with 12 terminals is located in the Cafeteria where Trainees are permitted to make STD calls. Trainees are not permitted to keep mobile phone at the Academy and deposit their mobile phones on arrival for safe keeping.

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- 2200 h |
| (b) | All Sundays/holidays | 1000 – 2200 h |

37. **Civilian Bearers.** Civilian bearers or orderlies are employed to carry out various chores, so that the trainees can focus on training activities.

38. **Internet.** A broadband internet facility operates from the Computer room in each Squadron and from 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 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 immediately. 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.

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. 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 of 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 training for trainee SLTs/ Cadets. 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. Some of you may also proceed on leave prior specialised training as per a detailed plan which will be intimated on arrival at eth Academy.

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

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 service subjects include book prizes, awards, trophies and medals.

45. **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. Failure to clear the mandatory physical tests within the laid down period (including grace period) would entail relegation (repetition of the course). The PET standards expected to be passed are as follows: -

<u>Ser No</u>	<u>Test</u>	<u>Remark</u>
<u>Men</u>		
(i)	2.5 km run	Less than 11:30 Minutes
(ii)	Bent knee sit ups	25 repetitions
(iii)	Push ups	21 repetitions
(iv)	300 m shuttle	Less than 59 s
(v)	Swimming	50 m any style, 03:00 Minutes floating and 5 m jump
<u>Women</u>		
(i)	1 mile run	Less than 11:00 Minutes
(ii)	Bent knee sit ups	20 repetitions

<u>Ser No</u>	<u>Test</u>	<u>Remark</u>
(iii)	Shot put throw (12 lbs)	4.5 m
(iv)	60 m sprint	Less than 10 s
(v)	Jump and reach	11" and more
(vi)	Swimming	50 m any style, 03:00 Minutes floating and 3 m jump

(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 (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 while wearing a full sleeve shirt and a pair of trousers. You are advised to take swimming coaching classes and achieve some proficiency before you report to the Academy.

(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 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. 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 are 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 an outdoor camp of four days duration. During the camp, trainee would be acquainted with aspects of map reading, land fighting and 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.

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.

LIST OF CLOTHING - MEN TRAINEES

1. Personal Clothing

- | | | |
|-----|--|------------------|
| (a) | Socks (plain black and white) | : Six pairs each |
| (b) | Neck tie | : One |
| (c) | Pure white full sleeve readymade shirts with no pleats & front borders/ Half Sleeves shirts with no pleats | : One/ Three |
| (d) | Vests cotton (white sleeveless e.g. VIP Bonus) | : Twelve |
| (e) | Underwear (readymade white) | : Twelve |
| (f) | Towels (plain white Turkish large) | : One |
| (g) | Sleeping suits (Light Blue) | : One |
| (h) | Handkerchiefs (plain white) | : Twelve |
| (j) | Trousers (black colour with single pleat outwards) | : Two |
| (k) | Civil clothing | : Four pairs |
| (l) | Alarm clock | : One |
| (m) | Black shoes – Derby Pattern (without the toe piece, e.g. Bata Ambassador) | : One pair |
| (n) | Torch pocket (size to suit carrying in shirt pocket) | : One |
| (p) | Black leather sandals with back strap | : One pair |
| (q) | Bathroom slippers | : One pair |
| (r) | White and black thread with buttons and at least two needles | |

2. Sports Clothing

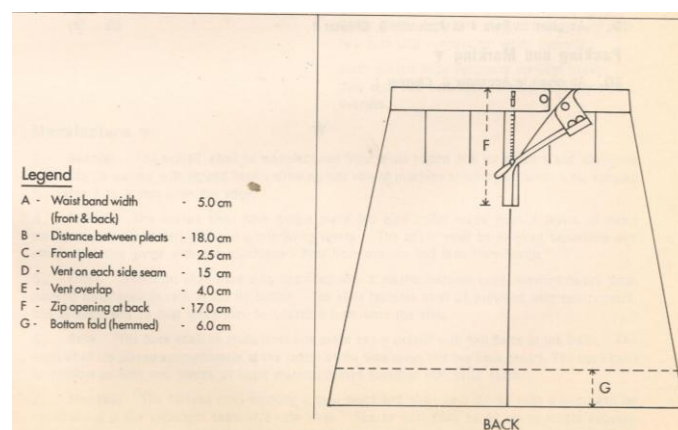
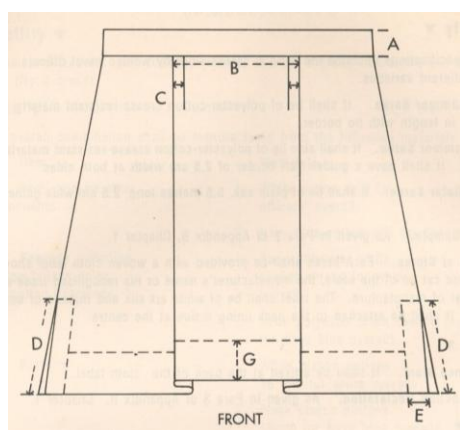
- | | | |
|-----|---|---------------|
| (a) | White T-shirts with collars (plain white half sleeves) | : Two |
| (b) | White shorts (plain white, single pleat, without elastic) | : Two |
| (c) | Swimming cap (maroon colour for Sikh personnel only) | : One |
| (d) | Personal sports gear like racquets etc | : As required |
| (e) | White cotton sports socks | : Four pairs |
| (f) | 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 want to bring along a pair of jungle boots if you have an odd size.

LIST OF CLOTHING - WOMEN TRAINEES

1. Personal Clothing

- | | | |
|-----|--|------------------|
| (a) | Socks (plain black, nylon) | : Six pairs each |
| (b) | Undergarments (readymade white) | : Twelve |
| (c) | Towels (plain white Turkish large) | : One |
| (d) | Sleeping suits (Light Blue) | : One |
| (e) | Handkerchiefs (plain white without any patterns/ designs) | : Twelve |
| (f) | Sari - any colour/ pattern | : One |
| (g) | Civil clothes | : Four pairs |
| (h) | Alarm clock | : One |
| (j) | Formal black shoes with normal heel, eg Bata Belle | : One pair |
| (k) | Torch pocket (size to suit carrying in shirt pocket) | : One |
| (l) | Black leather sandals with back strap | : One pair |
| (m) | Hair drier (optional) | : One |
| (n) | Bathroom slippers | : One pair |
| (p) | White and black thread with buttons and at least two needles | |
| (q) | Pure white half sleeve readymade shirts with no pleats & front borders | : Four |
| (r) | Black Skirt (cotton blend, length 2 inches above the knee) | : Three |



Vent on each side seam – 12.5 Cm

3. Sports Clothing

- | | | |
|-----|--|---------------|
| (a) | White T-shirts with collars (plain white half sleeves) | : Three |
| (b) | White shorts (cotton, plain white colour, single pleat, without elastic and length five inches above the knee) | : Three |
| (c) | Swimming suit and cap (dark blue/ navy blue colour) | : One |
| (d) | Personal sports gear like racquets etc | : As required |
| (e) | White cotton sports socks | : Four pairs |
| (f) | Cycling shorts (black and white) | : Three each |
| (g) | Sports undergarments | : Three pairs |
| (h) | 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 lesser than seven. Considering the short duration of the orientation course, you may want to bring along a pair of jungle boots and black shoes (Bata School boy) if you have an odd size. Cycling Shorts are to be worn under the skirts and must be of suitable length so as not to be visible below the skirt or through the vents.

Appendix C
(Refers to Para 14)

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 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 Ships/Establishments whether due to the negligence of any person or otherwise.

Place: -

Signature of candidate

Date: -

(Name in Block Letters)

**DECLARATION TO BE SIGNED BY THE CANDIDATES SELECTED FOR TRAINING
FOR GRANT OF COMMISSION**

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 Navy.

2. **Liability to Refund Cost of Training.** I hereby confirm that in the event of my applying for withdrawal from the Indian Navy, 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 declare that I am not married and shall not marry during the period of training.

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)

(Signature of the Candidate)
Full Address

Full Address

Date:

Date:

BOND TO BE SIGNED BY THE PARENT/GUARDIAN AND THE OFFICER
SELECTED FOR INITIAL TRAINING WITH A VIEW TO BEING
COMMISSIONED IN THE INDIAN NAVY
(EXECUTED ON NON-JUDICIAL STAMP PAPER)

1. This agreement made on (day) of (month and year) between (*Guarantor's full name*) resident of (**Guarantor's full address**)(*hereinafter called 'the guarantor' which expression shall include his personal representative when the context so admits*) and (*Officer's full name*) son/ward of the aforesaid guarantor (*hereinafter called 'the Officer'*) of the one part and The President of India (*hereinafter called 'The Government' which expression shall include his successor and assigns where the context so admits*) of the other part.
2. Whereas the Officer has been selected by the Government on the terms hereinafter appearing for the purpose of receiving initial training with a view to being commissioned as an officer in the Indian Navy, provided he is considered by the Government to be suitable in all respects and if there is any vacancy.
3. Now it is agreed between the parties referred to above that in consideration of the Officer being selected by the Government for the purpose of the aforesaid training, the guarantor covenants with the Government that the Trainee will attend the aforesaid training as the Government may determine from time to time for the prescribed periods or until he is declared fit, (*as to which the decision of the appropriate authority prescribed by the Government for the time being shall be final*) to grant a commission, unless, he, the Officer is prevented from doing so by death on account of ill health or some other reason over which he, 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 or to be commissioned.
4. If, for any reason not beyond the control of the Officer, he does not complete the prescribed period of his training or he, the Officer does not accept a commission if offered, as covenanted above, then the guarantor and the Officer shall jointly and severally be liable to pay forthwith to the Government in cash a sum such as the Government shall fix but not exceeding such expenses as shall have been incurred by the Government on account of the Trainee in his training and all money received by the Trainee as pay and allowances from the Government together with interest on the said money calculated at the rate in force for Government loans.
5. And it is lastly agreed that if there is any dispute as to the effect or meaning of these presents, the decision of which has not been expressly herein 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. As witness the hands of the parties the day the year first before written.

Signed by the Guarantor (Name, designation and address to be clearly indicated) in the presence of

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

Signed by the said Officer (Name and address to be clearly indicated) in the presence of

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

Signed on behalf of the President of India in the presence of

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

NOT TO BE INCLUDED IN THE BOND

NOTE:

1. A bond (*or covenant*) is to be executed by the parent/guardian and the selected Officer immediately in acceptance of offer of selection. It should not be executed or stamped until the Candidate has been finally selected by the Government for admission.
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 Para 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 (*ie 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 mother of the Trainee should not execute the BOND, when the father is alive.
4. The signature of the guardian 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 BOND will be signed on behalf of the President of India by the Commandant, Indian Naval Academy, Ezhimala, Kannur, Kerala.

AGREEMENT TO BE SIGNED BY OFFICER SELECTED FOR THE
GRANT OF COMMISSION
(EXECUTED ON NON-JUDICIAL STAMP PAPER)

THIS AGREEMENT made on *(Date)* day of *(month and year)*, of *(Name of the candidate)* son of *(Name of father)* of *(address and place of residence)* hereinafter called the Officer *(which expression shall include his heirs, executors, administrators and representatives where the context so admits)* of the first part AND *(Name of surety)* son of *(Name of surety's father)* *(hereinafter called the surety which expression shall include his heirs, executors, administrators and representatives where the context so admits)* of the second part AND the President of India *(hereinafter called the Government which expression shall include his successors and assigns where the context so admits)* of the third part.

Whereas *(Name of the Officer)* has been selected by the Government, subject to the production to the Government of the documents mentioned below. *(Hereinafter referred to as the said documents)* by _____ or by such later date as may be fixed by the Government in this behalf:-

- (a)
- (b)

NOW THIS WITNESS and the parties hereto hereby agree as follows: -

1. That in consideration of the provisional selection of the Officer and the Surety covenant with the Government that the said documents will be produced to the Chief of the Naval Staff by *(Name of Officer)* or by such later date as may be fixed by the Government.
2. That if, for any reasons the said documents are not produced within the time fixed by the Government for their production as covenanted above, then the officer shall be liable to be removed from Service with the Indian Navy and the officer and the 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 of the Government as to amount so payable shall be final)*, TOGETHER WITH all monies received by the officer as pay and allowances from the Government with interest on the said monies 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 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 presents, 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 in
the presence of

Witness

Signed by the Surety above named
in the presence of

Witness

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

Witness

- NOTES:** -
- (a) The Agreement Form is to be executed on **non-judicial stamp paper** of proper value, as applicable in the State in which the candidate resides. The necessary stamp paper is to be purchased by the surety from the local Revenue Officer.
 - (b) The signature of the surety is to be attested by a serving or pensioned commissioned officer or JCO or any civilian government servant of Gazetted status.
 - (c) The Agreement Form should not be stamped or executed until the Government has provisionally selected the candidate.
 - (d) Instructions for completion of the blanks in the agreement form are given in the brackets.

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