

JOINING INSTRUCTIONS

1. These instructions have been specifically compiled for candidates selected for appearing in Final Medical examination for undergoing training at INS Chilka for enrolment as sailors in the Navy.
2. INS Chilka is located in the coastal state of Orissa, within the scenic surroundings in the vicinity of Chilka lake. INS Chilka is a premier basic training establishment for sailors of the India Navy and imparts ab - initio training to recruits by a demanding and comprehensive training regime. When you report at INS Chilka, you will be entering a disciplined environment, which is quite different from the civilian life. Not many of you would have experienced such an environment. The stresses and strains that you may feel initially, are part of the settling down process. The educational, physical, mental, moral and value systems training that you undergo is designed to achieve certain minimum standards for your all around development.
3. **How to Reach.** INS Chilka is 100 Kms away from Bhubaneswar and 68 kms from Berhampur, by road. Buses and taxis are available at Berhampur and Bhubaneswar for Chilka. The Howrah- Chennai route of south eastern railways touches Chilka. Chilka is a small station where only passenger trains halt. Balugaon is the nearest railway station located 09 Kms away from INS Chilka. Khurda Road and Berhampur are major railway stations on either side of Chilka where all trains halt. The nearest airport is at Bhubaneswar which is linked with airports at Delhi, Vizag, Hyderabad and Chennai by regular flights.
4. **Accommodation and Clothing.** You will be provided with free food and accommodation. You will be issued with complete set of clothing items including Bedrolls, suitcase etc on arrival at INS Chilka. Therefore you are advised to bring minimum personal clothing ie 2/3 pairs of civil clothes, toilet items etc.
5. **Documents and Items.** You are to bring with you the following documents and Items for enrolment without which you will not be enrolled and your selection will stand cancelled:-
 - (a) Matric and 10+2 Certificates & Mark sheets in original.
 - (b) Pre-Enrolment police verification certificate, duly completed by Police Authority (Appendix 'A').
 - (c) Character pre-verification certificate duly completed bearing office seal and signed by a Gazetted Officer/ Panchayat Officer/ Sarpanch/ Headmaster of your college/ school (Appendix 'B').
 - (d) Parental consent form duly completed and signed by your parent/ guardian and Witness (Appendix 'C').
 - (e) No Objection Certificate from your employer (if employed).
 - (f) NCC 'A', 'B' or 'C' certificates in Original (if held).
 - (g) Fifteen copies of your recent passport sized colour photograph.
 - (h) PAN card or acknowledgement receipt of PAN card (Mandatory).
 - (j) Latest Joint photograph (passport-size) of parents.
6. You are advised to be in possession of Voter card (if applicable), NPR and Aadhar card. In addition, you are advised to be in possession of Aadhar Card details of your parents.
7. **Leave.** No leave will be granted during the period of training.
8. **Prohibited Items.** You are not to bring any of the following items:-
 - (a) Mobile Phone/Transistor/ walkman or any other electronic audio or video devices.
 - (b) Wine, spirit, liquor, drugs, intoxicants and cigarettes/ other smoking material.
 - (c) Articles of value or jewellery.
 - (d) Eatables of any nature.
 - (e) Cash more than Rs 2500/-.
9. **Postal Address.** The postal address during your stay at INS Chilka is as follows:-

Your Name, SSR/ AA/ MR/ NMR
Training Department
INS Chilka
PO Chilka, Dist Khurda
Orissa – 752 037
10. **Encouragement From Home.** Parents/ Guardians of trainees may note that the initial stresses and strains that the trainee undergoes may be evident from his letter written from the training establishment after reporting. You are, therefore, advised to encourage and guide your son/ ward to help him in adapting to and settling down in this disciplined environment.
11. **Ear Wax.** Candidates are advised to clear their ear wax prior to reporting at Chilka for final enrolment Medical.
12. You are required to take Chicken Pox vaccine prior to reporting at INS Chilka
13. You are to carry basic shaving items, slippers, sports shoes, socks, vest, brief and thread & needle at the time of reporting at INS Chilka.

INDIAN NAVY

POLICE VERIFICATION CERTIFICATE –PRE ENROLMENT



Office Stamp to be put on
the
Photographs.

Name _____

Father's Name _____

Father's Employment _____

Visible identification marks

(i) _____

(ii) _____

Marital Status – Single/Married

This is to certify that _____ (name) son of Sh/Smt _____, whose photo is placed above, has good moral character & reputation and there is no criminal case pending against him. He has not been convicted by any court of law to the best of my knowledge. He is presently working as _____.

2. It is certified that _____ has been staying at the following address since _____.

Name _____
House No /Village _____
Post Office _____
District and State _____
PIN _____

Office Address: _____

Office stamp

Signature of Verifying Officer _____

Full Name: _____

Designation: _____

Tel No with STD Code: _____(O)

_____ (R)

_____ (M)

File No. _____

Date _____

Note: To be issued by office of the **Superintendent of Police** of the respective district.

Authority:- Govt. of India letter No. NR/0101/149/US(MP)/D(N-II) dated 13 Jul 09 addressed to all State Govts.

CHARACTER PRE-VERIFICATION CERTIFICATE

1. It is certified that:-

Shri _____
S/o Shri _____
Resident of _____ Tehsil _____
Police Station _____ District _____ State _____

Whose signature/thumb impression are appended below is known to me for the past ____years and to the best of my knowledge and belief,

- (a) He bears a good moral character.
- (b) He has not been convicted by any civil court. No criminal case is pending against him in any court of law.
- (c) He has not been involved in any other case registered by the police.
- (d) He has never been imprisoned.
- (e) He has not been dismissed from any Govt service.
- (f) He has not been serving in the Army/Navy/Air Force/TA or police.

2. It is further certified that he is not related to me.

Date: _____

Place: _____

Signature of the Officer
With his office seal
Name _____
Designation _____

Signature of the prospective Recruit

Name _____ Reg No. _____

Note: To be signed by any of the following:-

- (a) Headmaster/Principal of your school/college.
- (b) A First Class Gazetted Officer.
- (c) Block Development Officer/Panchyat Inspector/Sarpanch/Village Pradhan.
- (d) District/Police/Revenue official

PARENTAL CONSENT FORM

I (Name) _____ father of _____ resident of _____

Understand and accept the terms and conditions of the service in the INDIAN NAVY for which my son/ward has my permission to be enrolled.

I also understand that I cannot plead ignorance of the terms and conditions and apply for release of my son/word from the Naval Service.

Father/Mother/Legal Guardian's
Signature

Signature of Witness
Designation _____

Date :- _____