

Director  
Maharaja Agrasen Institute  
Of Management Studies  
Sector-22, Rohini, Delhi-86

**ALLOTMENT OF SENIOR WING (SW) COMPANY (COY) UNDER  
(FULLY SELF FINANCE SCHEME (FSFS))**

1. Please refer NCC GP HQ Delhi "C" letter No. GPC/G/221/04/2021-22/685 dt 07 Sep 2021 regarding allotment of NCC to your University under FSFS scheme.

2. It is to inform you that your institute has been allotted 1 company (coy) of NCC i.e. strength of 160 SW cadets (female) under NCC Directorate Delhi. The enrolment will be carried out from Sep 2021 as under: -

(a)	Ph-I (Academic year 2021-2022)	-	54 female cadets
(b)	Ph-II (Academic year 2022-2023)	-	53 female cadets
(c)	Ph-III (Academic year 2023-2024)	-	53 female cadets

3. NCC allotted to you is under fully self-finance scheme which means that institution will bear the entire expenditure on NCC Trg in terms of hiring staff, providing infrastructure or uniform etc. to cadets.

4. **Selection of CTO's/ANO's.** The University will appoint one female Caretaker Officer (CTO) for the training and management of the cadets. The name of the nominated CTO would be sent to this unit for approval. Thereafter the CTO would undergo training for Associate NCC Officer (ANO) at OTA Gwalior for a duration of 03 months for which the cost would be borne by the University.

5. **Selection of SW cadets.** Enrolment Criteria for selection of SW cadets for enrolment including physical standards is enclosed at **Appendix 'A' & Appendix 'B'** PI Staff from the unit would be available on nominated days to facilitate the process of selection of cadet for enrolment.

6. **Hiring of Instructor:** Apart from ANO each college will hire one retired suitable instructor for training who preferably will be an ESM or, in the absence of a suitable ESM(Ex Sub Maj), a NCC 'C' certificate holder as per Appx 'C' attach. To achieve cost efficiency, the hiring of PI staff can be done on contractual basis. For SW trg, the college will in addition to an ESM either use lady ANO or employ a retired 'C' certificate holder GCA (Girl Cadet Administrator) to assist in trg activities. Other salient points are as follows: -

(a) Entire institutional training is to be conducted by ESM, GCA/BCA & ANO hired by the concerned institution.

(b) The college will finance the entire training expenses.

(c) The Associated NCC Officer (ANO) would coordinate training and other NCC activities with the CO of the Unit.

(d) The teacher nominated as ANO will undergo training at OTA Gwalior during the scheduled PRCN and refresher courses as per policy in vogue and cost of such trg would be borne by the institutions.

(e) Plan orientation of ESM/'C' Certificate holder by the Group Commander.

(f) **Camp Training.** The college shall provide the required number of cadets as per the Camp training schedule of the Unit and ensure availability of ANO and ESM/GCA/BCA as well.

(g) **Weapon Training.** Training on small arms and conduct of firing would be done by the NCC unit's PI staff only.

(h) The institutions shall assist the unit for conduct of 'B' & 'C' certificate examinations at the end of the session.

(j) The QRs for hiring of ESM/GCA/BCA is attached at **Appendix 'C'**.

7. **Annual Expenditure.** The college will be required to meet all the expenditure incurred towards training of cadets, hiring of ESM/GCA/BCA, honorarium/allowances of ANO, Cost of uniform/uniform allowances etc. As per the current estimates, per cadet expenditure to college is about Rs.9000/- to Rs.12000/- per annum. NCC bears no responsibility towards payment of salaries/allowances to hired staff, uniform and camp training for cadets etc. The institution has to cater for the expenditure under the following three heads: -

(a) Salaries and allowances for staff and expenditure/allowances to cadets.

<b>CTO/ANO Allow PA</b>	<b>Hiring of ESM/GCA/BCA</b>
CTO - 1500X12 = 18000/- ANO (Lt) - 2000x 12 = 24000/-	As per Govt authorised rates

(b) **Camp Training.** The college is to deposit expenditure towards messing, incidental and POL for 10 days camp for the cadets, ESM/GCA/BCA and ANO by draft to the camp account of the unit conducting the camp.

<b>ANO/GCA/BCA</b>	<b>CDTS</b>
Messing Rs. 150x10=1500/-	Messing Rs. 150x10=1500/-
	POL (charges on 1 ltr petrol and 1 ltr diesel) = Rs. 160/- Appx
	Incidental = Rs. 19/-

(c) **Uniform and Accoutrements.** The likely expenditure towards uniforms and accoutrements is (approx.) Rs.2200/- per cadet. The college is to ascertain the total cost for it's cadets from the unit and deposit by MRO indicating the number of cadets for which amount is deposited. The State Dte will claim the uniform from HQ DGNCC and release it to the unit for issue.

8. **Audit of Institutions.** The Gp HQ will carry out the audit of all FSFS Institutions after one year of allotment and check them as per the existing laid down norms. Failure to meet any of the conditions as stipulated above may result in withdrawal of NCC from the institution. Subsequently, regular audit of all FSFS institutions will be carried every 3-4 years, akin to other institutions with regular NCC. The suspension and withdrawal, if required, will be carried out strictly as per the existing procedures.

xxxx Sd/- xxxx  
(Aman Preet Kaur)  
Maj  
Adm Officer

Encl.: As above.

**Qualifications for Enrolment in the Senior Division/Wing.**

1. Students of class XI and above are eligible for enrolment in SW. No student of the female sex of any University offering herself for enrolment in the Senior Wing(SW) shall be eligible for enrolment:-

- (a) Unless she is of good character;
- (i) Unless she is a citizen of India or a subject of Nepal;
- (ii) Provided that the Central Government may, in any suitable case, relax the provisions of this clause.
  
- (b) Unless she is under the age of 26 years provided that the Central Government may, in the case of any student of class of students relax the provisions of this clause.
  
- (c) Unless she is on the roll of the university which has been allotted the NCC Coy providing the unit or part there of
- (d) Unless She satisfies such standard of physical fitness in height, chest measurement and other respects as may be specified by the Ministry of Defence, Government of India ;
- (e) If he has at any time been convicted of an offence involving moral turpitude and a sentence other than one of fine or of imprisonment in default of payment of fine has been passed in respect of such offence, such sentence not having been subsequently reversed or remitted or the offence pardoned Provided that a person who is ineligible under this clause shall be eligible for enrolment if he produces a certificate from the State Government that she is a fit person to be enrolled.
- (f) If she has been dismissed from the University Corps of the India Territorial Force of the National Cadet Corps or the Territorial Army or the Indian Armed forces ;
- (g) Take students preferably from the first year of Degree (Duration of B & C cert is three years).

**Procedure of Enrolment.**

1. The following procedure will be followed:-

- (a) Enrolment should take place on the day, it is scheduled. In case of any change, the permission should be taken from Gp HQs.
- (b) School/College authorities should be incorporated in the process of enrolment to make it more transparent.
- (c) Adequate drinking water arngs should be made during the enrolment.
- (d) Local Adm auth be approached for provisioning of Medical aid and police rep during the process of enrolment.
- (e) Officer In charge of enrolment will ensure to provide equal and fair opportunity to all desirous candidates

**Physical QR of Cadets.**

- (a) Preferably good height.
- (b) Vision without aid of glasses, is NOT less than 6/6 with each eye; Provided that, with the aid of glasses, his vision is NOT less than 6/9 in one eye and 6/18 in the other.
- (c) Her hearing is good.
- (d) Her speech is without impediment/ no stammer.
- (e) Her teeth are in good order.

- (f) There is free and perfect motion of all the joints.
- (g) Must not suffer from any inveterate skin disease.
- (h) Feet and Toes are well formed.
- (i) Has no congenital malformation or defect.

## **Appendix 'C'**

### **QUALITATIVE REQUIREMENTS FOR EMPLOYING ESM/GCA/BCA**

1. Should preferably be an ESM .  
OR  
A graduate ex-NCC cadet with 'C' Certificate (preferably with 'A' grading but not below 'B')
2. Should be medically and physically fit.
3. Should have had immaculate disciplinary record while in service / in NCC as applicable.
4. Preferably be from local area to derive advantages in language and administration.
5. Would be interviewed by Group Commander before final selection.
6. IF ESM, additionally: -
  - (a) Preferably should have served in NCC or have done instructor course on one of the weapon, drill course.
  - (b) Preferably should have superannuated in the past 3 years.

