



# OFFICERS TRAINING ACADEMY GAYA

## JOINING INSTRUCTIONS

SSC(TECH)-63 / SSCW(TECH)-34



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.



SHAURYA GYAN SANKALP



## HONOUR CODE

*I shall be truthful and shall not steal, cheat or let down a colleague for self-interest or tolerate those who do so. I shall voluntarily accept my responsibility for any infringement of this code.*



Welcome to the Officers Training Academy, Gaya. The Indian Army is extremely selective, calling only the most promising young men and women. Parents can be enormously proud of the accomplishment of their child. They are amongst the finest young people in India and we are proud that they have been selected to join the Officers Training Academy, Gaya. Once you report to the Reception Centre at the Academy, you'll begin a new chapter in your life unlike anything you have experienced ever before. We have designed this booklet to help our candidates and parents understand and meet the challenges that await you during the next few months at the Officers Training Academy, Gaya.

	<b>PAGE NO</b>		<b>PAGE NO</b>
<b><u>PART I – GENERAL</u></b>			
Introduction	06	Prohibited Items	21
City Brief	06	Medical	21
Climate and Weather	07	Dress Code	22
Connectivity	07	Major Leave Periods Expected	23
<b><u>PART II – COURSE DETAILS</u></b>			
		Cost of Training	24
Aim and Scope of Course	08	Resignation	24
Duration of Course	08	Relegation & Withdrawal	25
Course Syllabus	08	Allied Services	26
Initial Settling Down & Daily Routine	15	Correspondence	27
Impression from New Cadets	16		
<b><u>PART III – ADMINISTRATION</u></b>			
Arrival & Documentation	17		
Insurance Cover	18		

## APPENDICES

Appendix	Reference Para	Subject	Page No
A	Advisory Para 1(b)	Advisory	28
B	Para 2	Map of Gaya City	29
C	Para 4	Connectivity to Gaya	30
D	Para 11(k)	List of Clubs	31
E	Para 13	Fitness Regime	32
F	Para 15	Acknowledgement Form	33
G	Para 22	Bond to be signed by the Parents/ Guardian & the candidate selected for training	34-35
H	Para 23	Declaration to be signed by the Parent/ Guardian of candidate	36
J	Para 23	Declaration to be signed by the candidate selected for training	37
K	Para 24	Insurance	38
L	Para 26(k)	Medical Certificate	39
M	Para 26(l)	Refree Certificate	40
N	Para 26(p)	Supplementary Agreement	41-42
O	Para 26(u)	Certificate on Joining	43
AA	Para 26(v)	Additional Bond	44
AB	Para 36(a)	Items required to be brought by Candidates on Arrival	45
AC	Para 40	Resignation Format	46
AD	Para 49	Recreational Facilities Available	47

# MESSAGE



**Lt Gen P S Minhas, AVSM**  
**Commandant**

1. Heartiest felicitations to you and your family on being selected to undergo Basic Military Training at Officer's Training Academy, Gaya – a premier Pre Commission Training Academy of our Nation.
2. As 'Team OTA' our singular aim would be to **transform you into a Warrior-Scholar** and a Young Leader in the Indian Army, confident and self-reliant to take on contemporary and futuristic challenges in the 21st century. Our team of highly professional Instructors and Staff will impart quality training, driven by deep sense of purpose in an ecosystem conducive to growth and learning. We urge you to be determined and persistent to persevere through the challenges inherent to a Military Training Academy.
3. During the period from today until joining the Academy, I exhort you to make an endeavour to orient yourself to the ensuing curriculum - both mentally and physically. For the latter, endurance and strengthening of upper body and core is essential. This will enable you to withstand the rigours of training.
4. Information and guidelines contained in this booklet will help you prepare and plan your arrival to the Academy as also the transition that you will undergo on arrival.
5. Our compliments for choosing to assume the **mantle of leadership in the noble profession of Arms**. Godspeed !

**Jai Hind !**

## ADVISORY

1. As you are on the verge of joining the 'Officers Training Academy' and committing yourself to the service of the motherland, you are advised to focus on the issues highlighted below, which shall assist you during the training period:-

(a) Commence working on your physicals to include running, toning up your upper body muscles by 'Push Ups' and 'Pull Ups'. Ref Appendix E for details of physical standards you are expected to achieve during initial six months.

(b) Make an endeavour to maintain an 'Ideal Body Weight' as per **Appx - A** (Being overweight even by slight margin is not desirable).

(c) Pick up **one sport** (if you have not done so yet) preferably basketball, volleyball, hockey or football.

(d) Try and develop a hobby, which you can further pursue here during the organised club activities.

(e) If you are a non-swimmer, try and learn if you have access to a swimming pool.

(f) Read the autobiography of Field Marshal KM Cariappa or Field Marshal SHFJ Manekshaw to imbibe true lessons of leadership in our context.

(g) If you are a web surfer, which you surely would be – we recommend you dedicate yourself in reading the Army traditions, ethos & etiquettes, sagas of valour and glory by our great Army men.

(h) Finally, try adjusting your body clock, as here – you would be expected to rise early and retire late in the day. Early orientation will facilitate your undergoing the training curriculum with relative ease.

2. We assure, your dedicated efforts towards the above listed issues will go a long way in your early and smooth adaptation to the military way of life, here at the Officers Training Academy, Gaya.

**TEAM, OTA GAYA**

## **WELCOME NOTE**

Dear Candidate

1. On behalf of the Commandant, Officers Training Academy Gaya, I take this opportunity to welcome you to this premier institution. The Officers Training Academy Gaya, which is the youngest Premier Category 'A' Establishment for the training of Officer Cadets, is truly the pride of our nation.
2. At the Academy, we maintain and expect a very high standard of discipline, moral values and physical fitness in addition to excellence in Academics. I'm sure you will live up to these high standards and the expectations of your Nation and family.
3. These Joining Instructions will guide you to prepare for joining this Academy. You are advised to read the instructions carefully and take action accordingly and feel free to connect to us for any assistance prior to joining the Academy.

Adjutant  
Officers Training Academy  
Gaya

# PART - I

## GENERAL INFORMATION

### INTRODUCTION

1. **Introduction.** The Officers Training Academy (OTA), Gaya is a premier Pre Commission Training institution of the country, training Officer Cadets for commissioning into various arms and services of the Indian Army. Pre Commission Training at OTA, Gaya is also being imparted to cadets of friendly foreign countries as per directions of Integrated Headquarters of Ministry of Defence (Army)/ Government of India. OTA, Gaya is the youngest Academy and training for the first batch of the Officer Cadets commenced on 18 July 2011. The Academy has been raised on a sprawling lush green campus with state of the art facilities and infrastructure at Paharpur Military Station, Gaya (Bihar). The Academy has witnessed 25 Passing Out Parade and 2468 Officers have passed out of Academy including 78 Foreign trainees.

### CITY BRIEF

2. **City Brief.** OTA, Gaya has been conceived and raised on a sprawling campus spread over an area of almost 863 acres adjacent to the Gaya International Airport and mid-way between Gaya city and Bodhgaya in the state of Bihar in the Central Indian region. Gaya city has a rich cultural heritage and the city holds tremendous religious value for both Hindus and Buddhists. The city is surrounded by hills from Northern, Western and the Southern flanks with River Falgu flowing on the Eastern flank. The city is interspersed with vintage buildings and modern complexes giving a reminiscence of the ancient era and gradual transition towards the 21st century. A map of Gaya city is attached at **Appendix 'B'**. Other historical sites in the close vicinity of the Academy are as listed.

(a) **Bodh Gaya.** Located about 8 kms from the Academy, Bodhgaya is a religious site and place of pilgrimage associated with the Mahabodhi Temple Complex in Gaya district in the Indian state of Bihar. It is famous as it is the place where Gautama Buddha is said to have obtained Enlightenment. For Buddhists, Bodh Gaya is the most important of the



main four pilgrimage sites related to the life of Gautama Buddha, the other three being Kushinagar, Lumbini and Sarnath. In 2002, Mahabodhi Temple, located in Bodh Gaya, became a UNESCO World Heritage Site. Several Buddhist temples and monasteries have been built by the people of Bhutan, China, Japan, Myanmar, Nepal, Sri Lanka, Taiwan, Thailand, Tibet and Vietnam in a wide area around the Mahabodhi Temple. These buildings reflect the architectural style, exterior and interior decoration of their respective countries. The statue of Buddha in the Chinese temple is 200 years old and was brought from China. Japan's Nippon temple is shaped like a pagoda. The



Myanmar (Burmese) temple is also pagoda shaped and is reminiscent of Bagan (an ancient city in Myanmar). The Thai temple has a typical sloping, curved roof covered with golden tiles. Inside, the temple holds a massive bronze statue of Buddha. Next to the Thai temple is 25 meter statue of Buddha located within a garden which exist for over 100 years at the same location.

(b) **Rajgir.** Rajgir located around 65 kms from the Academy and 15 kms from Nalanda, means "The Abode of Kings" and has been mentioned first in the ancient Hindu epic Mahabharata as the capital of Magadh, ruled by the mighty King Jarasandha. Although the exact time of the



origin of this city has not been established, it is estimated by scholars that it must be around 3,000 years old. Rajgir has been closely related to Hinduism, Buddhism and Jainism and has played host to Lord Buddha and Mahavira, thus has many archeological sites related to Buddhism and Jainism. The teachings of Buddha were penned down at Rajgir and it was also the venue for the First Buddhist Council. This area is also notable in Buddhism as one of the favourite places of Gautama Buddha and the well-known "Atanatiya"

Conference was held at Vulture's Peak Mountain situated here. Lord Buddha not only had spent many years at Rajgir but also delivered sermons here and proselytized Emperor Bimbisara at the Griddhakoota hill. The Jivekarmavan monastery was the favourite residence of Lord Buddha. Rajgir also has some very beautiful Hindu and Jain temples which attracts Hindus and Jains to the place. Not only as a place for worship, Rajgir has also come up as health and winter resort with its warm water ponds. The added attraction of Rajgir is the Ropeway which takes you uphill to the Shanti Stupa and Monasteries built by the Japanese devotees on top of the Ratnagiri hills.



(c) **Nalanda.** An ancient Center of higher learning in Bihar and one of the world's first residential universities, it was a religious centre of learning from the fifth century AD to 1197 AD, which taught teachings of Vedas, Logic, Grammar, Medicine, Meta-Physics, and Prose Composition. At its peak, the university attracted scholars and students from as far away as Tibet, China, Greece, and Persia with 2,000 teachers and 10,000 monks students from all over the Buddhist world who lived and studied here. The ruins of the world's most ancient university lies here which is 92 kms from Bodhgaya and 90 kms south of Patna. Though, Lord Buddha visited Nalanda several times during his/ her lifetime, this famous center of Buddhist learning shot to fame much later, during 5th-12th centuries. Hieun Tsang stayed here in the 7th century AD and left a detailed description of the excellence of education system and purity of monastic life practiced here. He also gave a vivid account of both the ambiance and architecture of this unique university of ancient times. The Gupta kings patronised these monasteries, built in old Kushan architectural style, in a row of cells around a courtyard. Emperor Ashoka and Harshavardhana were some of its most celebrated patrons who built temples, monasteries and viharas here. An International Center for Buddhist Studies was established here in 1951. Nearby is Bihar Sharif, where an 'Annual Urs' is celebrated at the Dargah or tomb of Malik Ibrahim Baya. Baragaon, 2 km away has a Sun Temple, famous for Chhath Puja. In 2006, Singapore, China, India, Japan, and other nations, announced a proposed plan to restore and revive the ancient site as Nalanda International University which has recently been commissioned.



## CLIMATE AND WEATHER

**3. Climate and Weather.** Gaya, located on the banks of River Falgu, experiences a typical Tropical Region type climate, oppressive heat during the summer season with temperature soaring upwards of 45 degrees centigrade. The region receives abundant rainfall during the monsoon season from July to September with high humidity levels. Standard precautions like staying hydrated by drinking fluids before, during and after exercise, well balanced, light and regular meals, use of correct clothing, getting adequate sleep of min six hours and utilising early morning and late evening hours for exercise, gradual build up for physical exercise, provision of cryotherapy, water-pool, coolers & air-conditioners in living accommodation, Mess as well as training area including classes, library, gymnasium etc proves very effective in overcoming the challenges of weather and are strictly followed in the Academy. In winters, temperature dips to as low as five degrees centigrade. The period from October - March experiences pleasant weather.

## CONNECTIVITY



**4. Connectivity.** Gaya city is well connected with all four cardinal directions of the country via road, rail and air. The details of connectivity via various means of transportation are mentioned at **Appendix 'C'**.

## PART – II : TRAINING DETAILS



5. **Aim and Scope.** To train an Officer Cadets to be professionally competent commissioned officers of the Indian Army and foster in them leadership, intellectual and character qualities committed to the values of duty, honour and selfless service to the Nation. The training is aimed at achieving optimum development of the intellectual, physical and moral qualities essential for leadership in the profession of arms. The training is carried out as per a diligent and systematic methodology aimed for at all round development of the Officer Cadets in all spheres. The training at the Academy inculcates qualities of patriotism, dynamism, integrity, initiative and understanding which are the very basis of leadership in war and peace.

6. **Duration.** The total Training duration is of 46 weeks spread across two term, 23 weeks each and term break of three weeks.

7. **Course Syllabus.** When an Officer Cadet joins the Academy, he takes the first step towards the “Antim Pag : The Final Step” before becoming a Commissioned Officer, one of the proudest traditions in the Army. At Officers Training Academy, Gaya, Officer Cadets will be moulded as leaders of character prepared to serve our Army & country for a lifetime. The demanding 46-week training transforms Officer Cadets into leaders & this transformation is so subtle that it almost appears like evolution which is evident to the parents when the Officer Cadets visits home during the first term break after 23-weeks of training, a very proud moment for any parent. This experience includes academic, military, physical & moral development. A strong emphasis on moral-ethical standards is elementary in daily conduct of an Officer Cadet.

8. **Study Material.** The Study material required for the course will be provided entirely free of cost by the Academy. The Study material will be in the form of printed precis, power point presentations and lecture scripts. While the precis will be issued ab-initio, power point presentations and lecture scripts will be accessible on Thin Clients in the cabins as and when the class for the same is scheduled.

# **COURSE SYLLABUS & METHOD OF INSTRUCTION** ***(An Environment where Leaders thrive & Ideas prosper)***

9. **Pre Course Reading.** There is no requirement of pre course reading since everything will be taught in the academy from basic level. However, general awareness about Army and characteristics will only help in comprehending the subjects better.

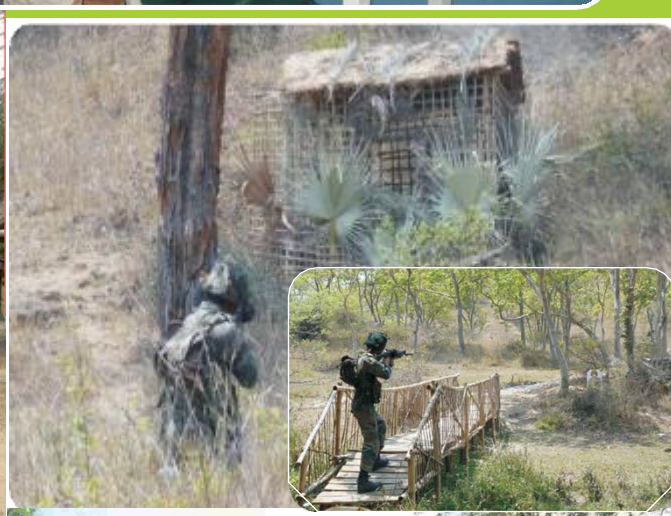
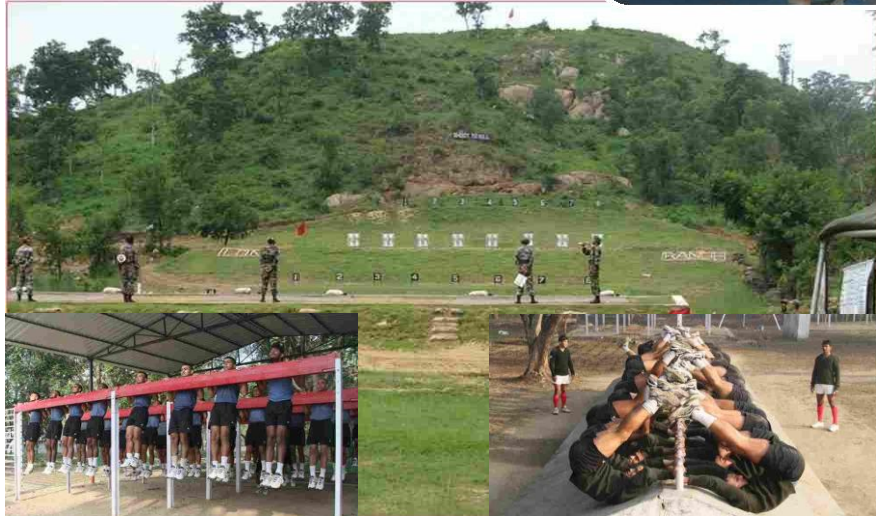
10. **Method of Instruction.** The medium of instruction will be in English and the cadets are expected to be having acceptable standards of communication skills in English before joining the Academy. The course will be covered in the form of classes, discussions, lectures, demonstration & practical.

11. **Training Facilities Available (Incl IT).** The various training facilities enabling the smooth conduct of training in the Academy are Service training, Academics training and other miscellaneous aspects to include training in IT. There are Computer Labs established centrally for conduct of classes for practices. In addition to this, there are also individual PCs issued to every Cadet in his/ her cabin for accessing study material through Thin Client system. There is also a Science & innovation Club functional in the Academy which is held every Wednesday / Saturday for cadets interested in pursuing it as a hobby.

(a) **Service Training.** Service Training includes Tactics at Section & Platoon level, Map Reading, Field Engineering, Organisation & Administration, Radio Telephony, Intelligence & Security, Integrated Character Leadership Training and other relevant service subjects. Service Training would be conducted in a progressive manner, starting with a Central Lecture followed by Tutorial Discussion (TD), Lecture Demonstration (LD), Tactical Exercise without Troops (TEWT), Black Board Exercise (BBE) / Minor Exercises & finally culminating in Outdoor Exercises. The training is oriented towards basic platoon level training & understanding the administrative aspects at company level with an aim of making the Officer Cadets an effective Platoon Commander.



(b) **Weapon Training.** Weapon training would be conducted as per basic methodology in a progressive manner with emphasis on platoon level weapons & introduction to Company & Battalion support weapons. Exposure to certain new generation weapons will also be provided to the Officer Cadets. Training will be conducted by introduction to the weapon followed by squad post training, simulator training, advanced training aids, short range & long range firing, culminating in battle inoculation. Competitions of all weapons will be organised to include firing & weapon handling aspects.



(c) **Physical Training (including Swimming).** Training is progressive with an aim to achieve laid down standards before Officer Cadets are commissioned as an Officer. Standard Obstacle Course, Assault Course, endurance speed marches & runbacks, swimming with different strokes and jump from 10 meters are conducted as part of

Physical Proficiency Training & Battle Physical Endurance Training for an Officer Cadet. Sports Medicine Specialist assists in reducing chances of any stress related injuries and smooth rehabilitation and healing for training related injuries. The methodology of training initially aims at scientific screening of Officer Cadets, conditioning, strengthening & then graduation to toughening of the body.



(d) **Equitation Training.** It includes basic horsemanship training & introduction to confidence training on horse including trot & canter. Equitation training would be conducted in a progressive manner with the Officer Cadets being introduced to equitation & weak/ promising Officer Cadets are provided additional training as per aptitude during clubs & end of term Equitation Show.

(e) **Drill.** Drill is the bedrock of discipline and drill training is progressive to include foot drill on soft ground for initial period of one month for Officer Cadets on joining the Academy. Gradually, the trainees are introduced to other forms of drill to include rifle, cane, sword & ceremonial drill. In addition, introduction to dress regulations with considerable emphasis on immaculate turnout of an Officer Cadet by Drill Staff of the Academy is implemented strictly.



(f) **Academic Subjects.** Academic Subjects including Military History, Current Affairs and International Relations, Area & Cultural Studies, Science & Warfare, Service Writing & English Communication Skills, Information Technology including Cyber Security Awareness are taught so as to develop military thinking. The instructions are imparted by way of lectures, Tutorial Discussion, practice & project studies. For personality development of Officer Cadets, emphasis is laid on soft skills like public speaking, essay writing & book reviews.



(g) **Adventure Activities.** Clubs which incl some adventure activities and other extracurricular activities are conducted on Wednesdays and Saturdays. Participation in all conducted activities is a compulsory to instill a sense of adventure, camaraderie and spirit- de- corps among Officer Cadets

(h) **Guest Lectures.** Certain guest lectures from senior officers & eminent personalities from various fields are organised for the trainees. In order to give a perspective on combat leadership, decorated soldiers are also invited to deliver motivational lectures.



(j) **Sports.** The Academy follows a well-structured sports curriculum conducted as evening games period and regular sports competitions held at the Academy level. Equal opportunities are provided to all Officer Cadets to participate in games & sports with special emphasis on troop/ team games like Football, Hockey, Volleyball, and Basketball. Each Officer Cadet should be proficient in playing at least one troop game & know to one individual game at the time of passing out. Extra coaching & guidance is provided to those who want to further pursue their talent in a particular sport. Outstanding sportsmen may be provided with the opportunity to represent the Academy at higher levels too.



# CLUBS

(k) **Aim.** The aim of clubs at the Academy is to encourage the Officer Cadets to take part in extra-curricular activities as a useful pastime & enable them to pursue any hobby or sport of their liking. The following clubs are active in the Academy:-

(i) **Skill at Arms.** Skill at Arms is conducted for those Officer Cadets who have caliber to become Marksmen and who have a desire to pick up shooting as a sport. State of the art indoor shooting range and air pistol & rifles are available for the Officer Cadets to learn and practice. Archery is also a part of this club and modern Archery equipment is available for the Officer Cadets to hone the skill. The club is looked after by the weapon training section.



(ii) **Riding Club.** Riding Club organised and conducted by equitation section is one of the most sought after clubs amongst the Officer Cadets. The club aims at making them more confident on a horse and proficient enough to take a horse along a cross country track and negotiate small natural obstacles. In addition to this, the club brings a few the Officer Cadets to the standard of participation in Equestrian Display.



(i) **Golf Club.** The Academy has a 12 hole Golf Course with a competitive reputation of its own in the town. The golf club provides ample opportunities to Officer Cadets to learn fine techniques of the game. The training for Golf is imparted in three stages, first being a audio visual program followed by basics of driving, swing, chipping & putting, finally graduating to the golf course. A golf driving range is exclusively available for practice during holidays apart from club days.

(ii) **PT and Gymnastics Club.** The club is committed in teaching the Officer Cadets the basics of Gymnastics. This Club is meant for the serious physical and endurance challenge, apart from those who require improvement in their physicals as per physical training standard of Army.



(v) **Computer Application Club.** In a techno savvy world, it becomes very important to acquaint Officer Cadets with not only computer fundamentals but also on the knowhow of the latest IT advancements, cyber threat and its vulnerabilities. Familiarisation in these aspects is an integral part of this club's activities as it provides wings to innovative and creative thoughts of the Officer Cadets. The club also equips the Officer Cadets for imbibing latest tech in army & thwart advisories sinister Cyber misadventures



(vi) **Photography Club.** Academy provides a vast canvas for trainees of the photography club to explore & capture nature in their cameras and also to encourage them to take photography as their hobby. With availability of state of the art Still & Video cameras in the club, it is very popular amongst the Officer Cadets.

(vii) **Squash & Tennis.** With availability of world class infrastructure in terms of synthetic tennis court and wooden squash court, this club provides ample opportunity for learning these individual games as well as provide a nice break to the Officer Cadets during club days.

(viii) **Cycling Club.** Cycling is an integral part of mil life. The Adventure Club intends to bring out sense of adventure and thrill amongst the Officer Cadets and provide them with the platform, time and opportunity to pursue various adventure sports and activities as a hobby. Mountain Terrain Bicycling is one such adventure sport that not only instills a sense of adventurism in the Officer Cadets but also aims to improve their physical fitness and endurance.



**Note :** List of Clubs in the Academy are given in **Appendix D**

# INITIAL SETTLING DOWN & DAILY ROUTINE

12. You have been selected because “**YOU HAVE IT IN YOU**”, the qualities needed for success; however, you must be determined & persevere through the Basic Military Training at the Academy, to achieve your goals. All of you have completed your College education, may have worked in Civil setup and barring a handful NCC Cadets; will have no experience of military training or routine. At the onset, Military Training at OTA, Gaya will be most challenging for you, more so during initial settling down period of 4-6 weeks. This is the most physically and emotionally demanding part of the one year of training at OTA Gaya and is designed to help you make the transition from a civilian to an Officer Cadet on the road to become an officer. To avoid any quick or rash decision which may result in a new Officer Cadet losing this opportunity for which he has worked so hard, the trainees are expected to feel free to approach their Officer Instructors for any assistance or support to adjust to the daily routine in the Academy. Experience has shown that it is best to take one day at a time and with each new day's experience; strength and confidence will be built. The imposed discipline of Academy will gradually get replaced with self-discipline, the key to success as an Army Officer. During your Army is career, self-discipline will enable you to do your duty regardless of the circumstances.

## SAMPLE OF DAILY ROUTINE OF AN OFFICER CADET

0430H	:	Wake Up/ Reveille
0515H	:	Muster
0545 H to 0725 H	:	Physical Training & Drill
0725 H to 0900 H	:	Breakfast Break
0900H to 1315H	:	Training/ Classes
1315 H to 1415 H	:	Lunch
1415 H to 1530 H	:	Quiet Period/ Break
1530H to 1615H	:	Afternoon Training Period
1600 H to 1800 H	:	Clubs (Wed)
1630 H to 1800 H	:	Games
1800 H to 1840 H	:	Evening Tea/ Break
1840 H to 1945 H	:	Study Period
1945 H to 2000 H	:	Ante Room Procedure
2000 H to 2100 H	:	Dinner
2100 H to 2200 H	:	Break/ Leisure Time
2200 H	:	Lights Out

\*The timings are broad and will vary in Summer & Winter terms.

\*\*On Wednesday & Saturday Clubs are scheduled in afternoons.

\*\*\* **Sundays** are observed as Holidays and movie is screened for Officer Cadets.

## INITIAL PREPARATION

13. **Physical Fitness.** It is basic pre requisite on an army officer to be physically fit. It is understandable that all candidates will be joining from varied background with different physical abilities and fitness regimes. the physical training regime at Academy is scientifically designed to make all candidates attain the requisite levels of fitness before passing out of the portals of the Academy. It is imperative that candidates desirous of joining OTA, Gaya attain a certain degree of physical fitness which will facilitate smooth adaption to the training schedule of the Academy. It has been observed that majority of Officer Cadets joining the Academy are new to the rigours of Military Training. As a result, they take time to cope-up with the routine of the Academy. The candidates are therefore advised to keep themselves in good state of physical fitness by following a fitness cum dietary regimen to enable them to make a smooth transition into military life. The same is given in Appx 'E'.

# IMPRESSIONS FROM NEW CADETS



14. **Impressions from New Cadets.** “My first step to become the leader that I aspire to be and what an experience....It’s a roller coaster but at the end it is all worth it. It was a moment of great pride when I first saluted the national flag having passed the Drill Test & realised how precious it is to be a part of this wonderful army, responsible for protection of the nation. Within one month I have become the envy of my friends back home & pride of my parents. I never thought that such would be the transformation in me; training has made me not only confront my fears but also to overcome them. The training made me confident, gave me great experiences & friends for a life time. It's a great feeling to know you have a buddy who is there for you & you can count on him always & every time. The friendships you make during training are

unlike anything I experienced in my school. The kind of challenges you face and successes you achieve, create a bond that people who weren't there just can't understand. Training at Officers Training Academy, Gaya showed me what I am truly capable of doing when I put my mind to it and drive on. The tasks we had to do, gave me confidence and a feeling of accomplishment that made it all worthwhile.

Initial training is like any sport, it will wear you down after a while, especially if you start taking everything as seriously as they want you to. The secret is to keep your sense of humour and remember that you are bound to mess up – they'll make sure of that –but as long as you give it your best, nothing else matters. You will look back someday and realise the importance of all ingredients of training when you become officer.



## PART – III : ADMINISTRATION

15. **Issue of Joining Instructions.** The Joining Instructions to the successful candidates are issued along with the joining letter by Recruiting Directorate. The candidates on receipt of the same are required to immediately send an acknowledgment as per format given in **Appendix F** of Joining Instructions to - Adjutant, OTA Gaya in original with a copy to Recruiting Directorate.

### ARRIVAL AND DOCUMENTATION

16. Candidates are required to intimate their arrival particulars to Adjutant, OTA by email / fax/ speed post/ telephone (approximately one week before arrival (between 8 am to 8 pm)). Reception Centres will be established at Gaya Railway Station, Gaya International Airport and at the Officers Training Academy, Gaya. Suitable transport will be made available for conveyance of the candidates along with their baggage to the Academy.

17. The candidates arriving by any other means are advised to proceed to the Reception Centre at Gaya Railway Station.

18. A candidate is liable to be returned from the Academy under the following circumstances:-

- (a) **Failing to Prove His/ Her Identity.** On arrival a candidate is required to produce the Joining Letter with photo, issued by the Recruiting Directorate and a Photo Identity.
- (b) **Reporting After The Laid Down Date.** Candidates are required to inform Adjutant in case of any delay.
- (c) **Found Medically Unfit on Joining.** Based on the opinion of the Medical Authorities.
- (d) Incomplete documents, i.e. Indemnity Bond & Security Deposit etc.
- (e) Improper/ fraudulent documents and education/ degree certificates.
- (f) Improper Police record.

19. Candidate should Scan the given QR Code, join the WhatsApp group for further guidance and filling in the details for initial screening, documentation & allotment of Companies. In case of any difficulty or query, the candidates may contact on any of the following numbers:-

- (a) Adjutant Branch Reception Cell : +917061481542 (M)/ +919472947997
- (b) OTA Exchange : 0631-2223279
- (c) Email ID : adjtbr.otagaya@gmail.com
- (d) Assistant Adjutant : 9064210974



20. **Travel.** The selected candidates are entitled to travel by train in AC 3 Tier Sleeper Class and are to travel at their own expense while joining the Academy. The amount expended on their journey to the Academy will be reimbursed subsequently after submission of the journey tickets. The candidates are advised to retain the travel tickets after the journey. It is advised that parents should not accompany the candidates as they embark on this new journey.

21. **Documentation.** It is one of the most important facet of enrollment & validity of candidature hinges on correct documentation. A Specimen of all bonds & agreements is attached as appendix it should be furnished on a Non Judicial stamp paper of value Rs. 20/- or Rs. 50/- and submitted to Adjutant Branch on arrival. All pages of the bond should be signed by a Guarantor, Cadet himself/ herself and a witness.

22. **Agreement.** A specimen format for the Agreement Bond to be furnished by selected candidates is as given at **Appendix 'G'** attached. Cadets are required to prepare and bring it along with them (along with the agreement of their parents/ Guardians) on **non-judicial stamp paper of value of Rs 20/- or Rs 50/-** and submit it to Adjutant, OTA on arrival. **Candidates failing to do so will not be permitted to join the Academy. All pages of the Bond are required to be signed by a Guarantor, Cadet himself/ herself and a witness.**

23. **Compensation.** Parents/ Guardians of the Cadets are not entitled to any compensation for any injury sustained by their ward during the course of training at the OTA. Certificate to this effect as per the format given at **Appendix H and J** attached will be rendered by the candidate at the time of joining, duly executed on a **Non Judicial Stamp Paper** with stamp fee as applicable in the State concerned of the individual. The certificates completed in all respects will be submitted with Adjutant, OTA at the time of joining. These instructions regarding compensation should be brought to the notice of parent/guardian by the candidate.
24. **Insurance Cover.** During the training period, the cadets are insured as per the details given at **Appendix 'K'**.
25. **Identity Proof.** The candidates should mandatorily be in possession of Aadhar Card and PAN Card, at the time of reporting. If not in possession of the same, it is advised that he/ she should apply for the same before joining the Academy.
26. **Documents.** The acceptance of the candidates selected for training at OTA will be provisional subject to submission of following documents in original to Commandant, OTA, Gaya on arrival at the Academy. The statement as 'Short Service Commissioned Officer' to be included in Sub Paragraphs (l), (o) & (p) below, after Regular Army:-
- (a) Call letter/ joining instructions from Recruiting Directorate, IHQ of MoD (Army).
  - (b) Proof of identity.
  - (c) Original Matric or equivalent certificate to support date of birth.
  - (d) Original Matric/ class 10 marks sheet.
  - (e) Original class 12 certificate & marks sheet.
  - (f) Original Degree or Provisional Degree of Graduation from a Recognised University.
  - (g) Original Degree marks sheets of all terms/ semesters of Graduation.
  - (h) Original Degree or Provisional Degree for Post Graduation from a Recognised University, as applicable.
  - (j) Original marks sheets of all terms/ semesters of Post Graduation, as applicable.
  - (k) Medical Certificate duly signed by Registered Medical Practitioner **(Please refer Appendix L)**.
  - (l) Referee Certificate Character & Identity Certificate from two referees from every candidate **(Please refer Appendix M)**.
  - (m) Bond to be signed by parent/ guardian and the candidate selected for initial training for being commissioned into the Regular Army 'as Short Service Commissioned Officer' (accepting the norms, terms, conditions, rules and regulations of the Academy with regard to his/ her son/ daughter/ ward) **(Please refer para 23 above)**.
  - (n) Certificate to be signed by the parent/ guardian of candidate selected for training at the Academy, accepting the training risks at the Academy. **(Please refer para 24 above)**.
  - (o) Certificate to be signed by the candidate selected for training at the Academy, accepting the training risks at the Academy and with instructions not to get married during training period at the Academy **(Please refer para 24 above)**.
  - (p) Supplementary Agreement to be signed by the candidate selected for provisional admission to the training Academy for initial training, who fails to deposit their original Degree Certificate **(Please refer Appendix N)**.
  - (q) AADHAR & PAN Card number and photocopy of the AADHAR & PAN Card.
  - (r) Receipt of NEFT or Demand Draft of initial deposition of Rs 36,600 **(Please refer para 30)**.
  - (s) Candidates to bring 20 X Passport size photographs with light blue background.

- (t) Domicile Certificate for cadets from Punjab, Chandigarh, Haryana, Uttrakhand, Himachal Pradesh, Kerala.
- (u) Certificate of Joining (**Please refer Appendix O**).
- (v) Additional Bond on Non Judicial stamp paper duly attested by Class-I Magistrate or Notary Public (**Please refer Appendix AA**).

Note. The candidate to bring 05 Photostat copies of above documents (less ser No m, n, o, p, r & s) along with the original documents

27. **Degree Certificates.** The candidates will be accepted at OTA, Gaya based on Original Degree/ Marks Sheets/ Additional Bond, as per the following instructions:-

(a) **Candidates Inducted Based on Original Degree Certificates.** Candidates who submit all the required documents will be inducted/ accepted. All documents, including their Original Degree Certificates, will be retained by the Academy as a guarantee/ security, till such time they pass out or are withdrawn/ resign from the Academy. The certificates will be returned only after all dues are cleared, at the time of passing out/ withdrawal/ resignation.

(b) **Candidates Inducted Provisionally on the Basis of Mark Sheets and Original Provisional Degree Certificate.**

(i) Candidates, who fail to deposit their Degree Certificate, but submit the mark sheets of their Degree Examination and the Original Provisional Degree Certificate in lieu, would be accepted in the Academy. The Original Provisional Degree Certificate must be from a Recognised University and should not be more than six months old at the time of the candidate joining the Academy.

(ii) All documents including their Original Senior Secondary Certificate and Original Provisional Degree Certificate, along with original marks sheets of all three/ four years, will be retained by the Academy till such time the cadets pass out or are withdrawn/ resign from the Academy. These documents will be returned after all dues are cleared, at the time of passing out/ withdrawal/ resignation.

(c) **Candidates Inducted on Additional Bond Basis.**

(i) Candidates who fail to deposit their Graduation Degree marks sheets as well as the Degree/ Provisional Degree Certificate and are inducted under the clause of 'Result Awaited', would be accepted on '**Additional Bond Basis**' on an agreement/ undertaking that they would deposit their Original Degree/ Provisional Degree Certificate and marks sheets within **90 days (from date of commencement of course or date of joining, whichever is later), failing which they will be withdrawn and cost of training will be paid by them.** They will deposit their Original Secondary and Senior Secondary Certificates. The candidates will intimate the reason for not submitting the Degree/ Provisional Degree Certificate.

(ii) Such candidates would be required to pay the cost of their training. Though provisionally accepted in the Academy for 90 days, the mode of payment by these candidates would be one month at a time i.e, in a slot of four weeks. On commencement of the course they would be required to pay for the first four weeks. Thereafter on termination of every four weeks of training, if the Degree Certificate is not submitted, payment for the next four weeks would have to be made till the end of the period of 90 days.

(iii) Non payment of monthly dues, in advance, will make the cadet liable for withdrawal.

(iv) If the Degree Certificate is deposited any time within the 90 days period, the cadet will be accepted, his/ her dues cleared/ adjusted and the amount deposited by the individual towards the cost of training, will be reimbursed.

(v) Cadets who are unable to submit the Original Degree Certificate/ Provisional Degree Certificate along with the marks sheets of their Graduation within the 90 days period, shall be withdrawn from the Academy and cost of training, stipend already paid and other allied charges will be adjusted from the amount deposited by them.

(vi) The candidates admitted under the clause 'Bond Based/ Result Awaited' will submit the following on arrival at OTA, Gaya:-

(aa) Supplementary Agreement and Additional Bond as per the format given at **Appendix N and AA** attached and executed on a Non-Judicial stamp paper of appropriate value.

(ab) **Deposit the advance cost of training for four weeks amounting to Rs 70,241.48/- @ Rs 17,560.37/- per week.** Thereafter an yearly escalation of 8% per annum will be calculated on the Per Capita Cost of Training for each ensuing year same will be paid **through a Bank Draft /** deposited in the form of NEFT to bank account number **31884851896** in favour of **Commandant, OTA, Gaya, payable at SBI, Paharpur Mil Station, Gaya (IFSC-SBIN0006611)** and print out of the same should be handed over at reception cell.

(ac) Original Matric or its equivalent Certificate to prove the date of birth along with the Mark Sheet. Also, submit 10+2 or equivalent Certificate with Mark Sheet for verification.

(ad) Original Mark Sheets of the first two years of the three year Degree Course and of first three years of a four year degree course.

(ae) A certificate from the University/ Principal of the College duly signed and stamped by the Controller of Exams/ Principal of the College certifying that the candidate has appeared in all the exams of graduation degree including Viva, Practical's, Supplementary exams (including those of Previous years) on or before. (Date of reporting for the Course).

**Note:** Candidates appearing in any of degree paper/ Viva/ Practical etc after the date of commencement of course are ineligible for the course.

(vii) A candidate will not be permitted to join if he/ she fails to deposit any of the documents/ money as specified above and will be reverted back.

(viii) Few more guideline based on common mistakes by candidates are as under:-

(aa) Address of institute if required by parent university for furnishing migration certificates :-

Adjutant  
Officers Training Academy, Gaya  
Bihar  
Pin – 823005

(ab) Character certificate should strictly be furnished as per format given in App M (Refree certificate), no other format will be accepted.

(ac) Only original educational certificates & mark sheet will be accepted.

(ad) Sample of all forms/ Affidavit will be made available to Officer Cadets on receipt of Joining letter.

28. **Appearance in Other Interviews.**

(a) The candidate must apply and complete all interview formalities for Civil Central Government job within 30 days of joining the Academy. Application after 30 days is not permitted. In case the cadet still wants to apply, he/ she will have to resign, pay the cost of training and allied charges and then apply and join the job as per normal laid down procedure.

(b) If a cadet has appeared in an entrance test for entry into Army, Air Force and Navy, prior to joining the Academy he/ she is presently in, he/ she will be permitted to appear for the SSB, provided he/ she applies for the same in writing to the Commandant of the Academy within three days of receipt of the SSB call letter.

(c) Service Cadets will be allowed to appear for written exam of AFCATS/ CDS in their first term at the Academy and for SSB in the first year of training.

29. **Pocket & Other Expenses.** All cadets under training are **authorised a stipend of Rs 56,100/- (Rupees Fifty Six Thousand and One Hundred only)**. Stipend will be paid by PCDA (o) Pune after approx. two months directly to bank account of the Cadet. Dearness Allowance on the stipend (at existing rates) will be claimed and paid after successful completion of training. Candidates are **advised have only Rs 10,000/- (Rupees Ten Thousand only)** in bank or Cash, **to meet the sundry expenses** during the initial settling down period.

30. **Banking.**

(a) Candidates are required to open a personal bank account at the Academy **on arrival** for ease of monetary transactions. Towards this end, branch of **SBI** (IFSC code – SBIN0006611) is located within the Academy premises. Stipend/ Pocket money to the cadets will be paid through their bank accounts. Opening of personal bank account will be organised by the Academy itself.

(b) In case any of the cadet has a Saving Bank account in SBI, the same may please be transferred to SBI, OTA Gaya branch for the said documentation.

(c) Once joining this Academy, the registered mobile number (which is officially recorded) is not to be changed without any specific reason. The same mobile number is required for various bankers related documentation including dispatch of ATM card/ Passbook etc.

31. **Prohibited Items.** The candidates are prohibited to bring any of the following items:-

- (a) Pets.
- (b) TV, Music System, PC, Laptop.
- (c) Motor Cycles, Scooters, Bicycles & Cars.
- (d) Air guns, Pistols, Fire and Ammunition.
- (e) Private Servant.
- (f) Wines, Spirits, Malt & Liquors.
- (g) Jewellery and Valuable Items.
- (h) Cigarettes and intoxicating Material.
- (j) Electrical Appliances.

### **Medical**

32. The candidate will get himself/ herself vaccinated for **Tetanus, Typhoid & Hepatitis B** prior to joining the Academy. They will bring with them a Medical Certificate as per the format given at **Appendix E**, Signed by a Qualified Medical Practitioner or a Military Medical Officer. Medical of candidates will be done within one week of joining the Academy and any candidate found medically unfit on joining is liable to be **returned from the Academy**.

33. If a candidate is exposed to any infection or contagious disease before joining the Academy, he will inform about the same to Adjutant, OTA, Gaya. Under no circumstances, will the candidate be allowed to join the Academy, until permission in this regard has been obtained from the Adjutant.

# DRESS CODE

34. **Dress Code** . The Academy follows its own Dress Regulation. The clothing and equipment items as required during the course of training in Academy are to be purchased by the Cadets from the Kitting Shop at Academy and bills can be adjusted by trainees from stipend. The details (periodically revised) are as under:-

- (a) **Issue of Clothing & Equipment.** The issue of necessary items of uniform & equipment will be made on arrival at the Academy. A list of minimum essential items required to be brought along by the candidates is given at **Appendix AB**. Additional clothing/ items required thereafter shall be made available at the Academy.
- (b) **Free Issue of Books & Stationery.** Officer Cadets will be provided free academic books & stationery at the commencement of each term. Some of the books however would be withdrawn at the end of term.



# MAJOR LEAVE PERIODS EXPECTED

## 35. Major Leave Periods Expected.

(a) **Leave.** Except for leave on medical or extreme compassionate grounds, no leave of absence will be granted to Officer Cadets during the period of training. However, they may be allowed to proceed on very short leave on extreme compassionate ground, at the discretion of the Commandant.

**Note:-** No leave will be granted to attend marriage of any close relative or such like functions. The marriage or such functions should be scheduled in the months of March & September if the presence of Officer Cadets is mandatory for the function.

(b) **Mid Term Break.** All the Officer Cadets who have passed their mandatory tests may be allowed to proceed on leave to their home town for a duration of one week after 11 weeks of training in the month of June/ December. The Officer Cadets who are held back in the Academy for failing to achieve requisite standards in the mandatory tests will proceed on organised hikes to establishments in vicinity of Gaya. During the hike, the Officer Cadets visit historical monuments, scientific centres, military installations and place of tourist attraction. The ultimate aim of mid term leave & hikes is to give a complete break to the Officer Cadets during mid course of their training and ensure the Officer Cadets start their second phase of training completely rejuvenated & re-energised.

(c) **Liberty.** The Officer Cadets can visit Gaya City and Bodh Gaya on Sundays and holidays on liberty, subject to meeting certain stipulations including attaining **laid down standards in drill**. However, certain places have been earmarked as **Out of Bounds** for the Officer Cadets which will be briefed on arrival at the Academy.

(d) **Term Break.** The Officer Cadets will be permitted to proceed home during the term break subject to meeting certain laid down stipulations and at the discretion of the Commandant. The duration of the term break in the Academy is as under:

(i) Summer Vacation ( March) - Three weeks.

(ii) Winter Vacation (September) - Three weeks.

(e) **Interview/Examination.** The Officer Cadets will not be permitted to appear for any interview or examination during the course of training (except SSB interview).

(f) **Visitors.** The Officer Cadets are allowed to receive any visitor only after first four weeks of commencement of the term on Sundays/ Holidays as per the notified timings (the visitors will confirm the same from the Officer Cadets before arriving).



## COST OF TRAINING

36. **Cost of Training.** Cost of training, as demarcated by Government of India, along with the stipend paid, expenditure incurred to purchase any kit/ equipment/ garment or expenditure made to procure any other item and messing and allied charges will be recovered from the cadet who resign from the Academy and who are withdrawn from the Academy for the following reasons:-

- (a) Violating any provisions of the Bond executed by the parents/ guardians at the time of joining.
- (b) Knowingly furnishing false particulars or suppressing material information in his/ her application for admission to the Academy.
- (c) Those seeking provisional induction on Additional Bond Basis, due to non production of Original Degree Certificate and are unable to produce the Original Degree Certificate within 90 days and are withdrawn.
- (d) Being dismissed or discharged or withdrawn on disciplinary grounds.
- (e) For marrying while under training (except Service Cadets).
- (f) For any reason within the control of the cadet, to be decided by the Commandant.
- (g) In case a cadet does not accept a commission, if offered.

## RESIGNATION

37. On reporting at OTA, the candidate will be entering a regimented and disciplined environment which is quite different from civilian life. Not many of candidates would have experienced such an environment. The stresses and strains which a candidate feels initially are a part of the settling down process. The academic, physical, mental and moral training that an Officer Cadets will undergo, is designed to achieve certain minimum standard for all round development, a pre-requisite for a future officer. The parents are advised to encourage and guide them to help 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 him on this journey.

38. Despite all the encouragement and help, should the candidate feel that he is unable to adapt to the service environment, he may resign from the Academy after paying the cost of training and allied charges as fixed by the Govt of India from time to time. The resignation will be unconditional and thereafter, on approval, the candidate will not be permitted to withdraw his/ her application or seek reinstatement. The format for application for resignation and consent of parent/ guardian is at **Appendix AC**.

39. In case, any Officer Cadets opts to join any other Training Academy of Indian Army, Air Force or Navy, the Officer Cadets will be permitted to do so. However, he will have to resign from OTA Gaya first and such resignation will be unconditional. No cost of training will be recovered from the Officer Cadets on such change, but the stipend paid, expenditure on clothing, travelling allowance, if paid and allied charges would have to be refunded before departure.



### **Relegation.**

40. The Officer Cadets are liable for relegation to the next junior term in case of the following :-
- (a) If he possess the basic qualities of an officer, but require more time to come up to the laid down standards.
  - (b) For missing training for more than 42 days for medical or any other reasons.
  - (c) For failing to achieve the minimum laid down standards in any sphere of training activity (Academics/ General Awareness Subjects, Physical Training, Swimming, Sports and Military & Service Subjects) within the stipulated time frame. The details of the standards and the time frame required to be achieved by the trainees will be explained to them by the Platoon/ Company Commanders and other relevant appointments at the Academy.
  - (d) On being awarded 42 or more Restrictions (Punishments) in a term or 60 or more Restrictions in any two consecutive terms.
  - (e) On Disciplinary Grounds.
  - (f) Any other reason within the control of the Officer Cadets.

### **Withdrawals**

41. The following cases will tantamount to withdrawal:-
- (a) Failing to attain requisite minimum standards in OQ, PT, OT and Service/ Academics subjects, within the stipulated period.
  - (b) Second relegation in the same training term, excluding any relegation on medical grounds.
  - (c) Third relegation, during complete stay at OTA, Gaya excluding any relegation on medical grounds.
  - (d) Fourth relegation for missing more than 42 days of trg.
  - (e) Disciplinary grounds, depending on the merit of the case.
  - (f) Medical grounds, including permanent HIV positive cases, based on the recommendations of a medical board.
  - (g) On adverse security verification.
    - (i) Furnishing false information in the application for induction into the Academy, for grant of commission in the Army.
    - (ii) Apart from the Service Cadets, who are permitted to get married during term break, after obtaining prior permission from the Commandant, other trainees are not permitted to get married and will be withdrawn if they get married during training.
    - (iii) On failing to submit the Original Degree Certificate within 90 days.
  - (h) Not conforming to Academy Rules and Regulations, depending on merit of the case.
  - (j) Not meeting the conditions laid down for joining the Academy.
  - (k) Women Officer Cadets are liable to be withdrawn if any Candidate gets pregnant during training.



# ALLIED SERVICES

42. **Accommodation.** Each Officer Cadet will be provided with fully furnished free accommodation (individual cabin fitted with Air-Cooler) and will be obliged to stay in the accommodation allotted and permission to live out will not be granted.

43. **Messing.** While under training at the Academy, the Officer Cadets will be dining in the Officer Cadets Mess. They will be provided with entitled messing and allied services including water, electricity and conservancy. Entitled messing or allowances in lieu will not however be admissible during vacations when the Officer Cadets are allowed to leave the Academy.

44. **Medical Facilities.** All the Officer Cadets will be provided free medical facilities when in the Academy & during organized visits and tours outside the Academy. A state of the art **Sports Medicine Centre** is available in the Academy to treat the Officer Cadets for sports & training related stress. A multi specialty Military Hospital with a capacity of 149 beds is also available in the Academy premises for the trainees.

45. **Banking Facilities.** ATM of SBI and HDFC alongwith branches of SBI bank exist within the campus for banking facilities.

46. **Mobile Phone Usage.** On arrival to academy cadets will deposit there mobile phones. The Officer Cadets are not allowed **possession of Dumb/ Smart Mobile Phones**, beyond the stipulated duration when it is issued to the cadets on Sundays and holidays. It is punishable offence to be found in possession of mobile phone beyond legislated hours of usage.



47. **Recreational Facilities Available.** Details of various recreational facilities available in the station are highlighted at **Appendix AD.**

48. **Correspondence.** The Academy has a full-fledged Post Office. The Officer Cadets will be allotted an Academy Number, Battalion and Company on arrival at the Academy. All future correspondence may be carried out at under mentioned address :-

(a) **Postal Address.**

Academy No \_\_\_\_\_

Officer Cadet (Name) \_\_\_\_\_

Battalion \_\_\_\_\_

Company \_\_\_\_\_

Officers Training Academy, Gaya

City - Gaya

State - Bihar; Pin Code - 823005.

**Official Address.**

Adjutant

Officers Training Academy,

Gaya

Bihar; Pin - 823005

(b) **Telephone (OTA, Gaya Exchange) :** +91-631-2223279

(c) **Email ID :** adjtbr.otagaya@gmail.com

## CONCLUSION

49. The Officers Training Academy, Gaya aims at development and enhancement of the Officer Cadets by inculcating highest standards in leadership, discipline, esprit de corps, professional knowledge and a keen sense of adventure.

50. After successfully completing the training at the Officers Training Academy, Gaya, the Officer Cadets will be transformed into leaders capable of guiding their troops under all situations and circumstances.



## IDEAL BODY WEIGHT

### Appendix A

(Refers to Para 1 (b) of  
Advisory of Joining  
Instructions

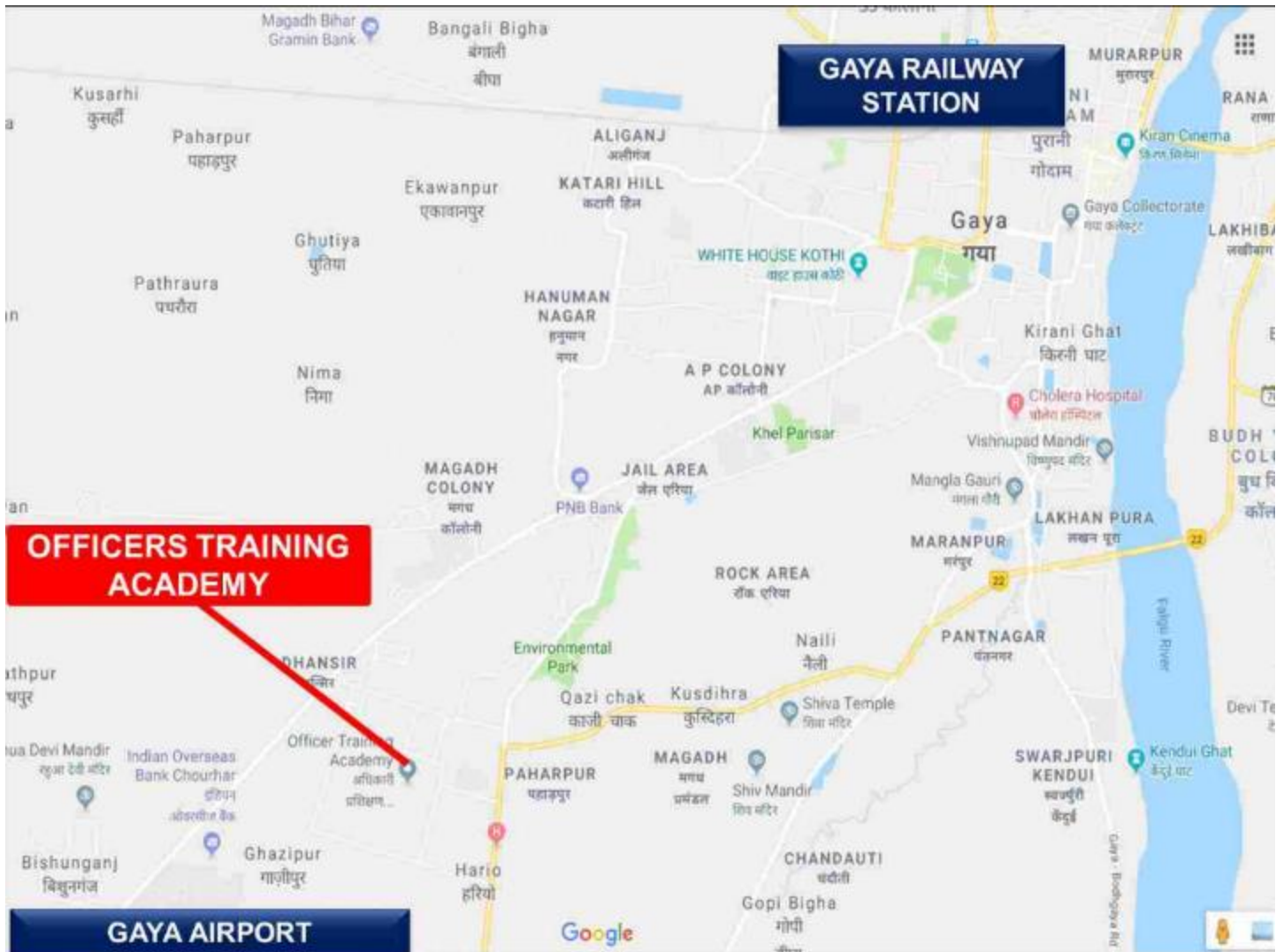
<b>Age (yrs)</b>	<b>Minimum weight for all ages</b>	<b>Age: 17 to 20 yrs</b>	<b>Age: 20+01 day-30 yrs</b>
<b>Height (cm)</b>	<b>Weight (Kg)</b>	<b>Weight (Kg)</b>	<b>Weight (Kg)</b>
140	35.3	43.1	45.1
141	35.8	43.7	45.7
142	36.3	44.4	46.4
143	36.8	45.0	47.0
144	37.3	45.6	47.7
145	37.8	46.3	48.4
146	38.4	46.9	49.4
147	38.9	47.5	49.7
148	39.4	48.2	50.4
149	40.0	48.8	51.1
150	40.5	49.5	51.8
151	41.0	50.2	52.4
152	41.6	50.8	53.1
153	42.1	51.5	53.8
154	42.7	52.2	54.5
155	43.2	52.9	55.3
156	43.8	53.5	56.0
157	44.4	54.2	56.7
158	44.9	54.9	57.4
159	45.5	55.6	58.1
160	46.1	56.3	58.9
161	46.7	57.0	59.6
162	47.2	57.7	60.4
163	47.8	58.5	61.1
164	48.4	59.2	61.9
165	49.0	59.9	62.6
166	49.6	60.6	63.4
167	50.2	61.4	64.1
168	50.8	62.1	64.9
169	51.4	62.8	65.7
170	52.0	63.6	66.5
171	52.6	64.3	67.3
172	53.3	65.1	68.0
173	53.9	65.8	68.8
174	54.5	66.6	69.6
175	55.1	67.4	70.4
176	55.8	68.1	71.2
177	56.4	68.9	72.1
178	57.0	69.7	72.9
179	57.7	70.5	73.7
180	58.3	71.3	74.5
181	59.0	72.1	75.4
182	59.6	72.9	76.2
183	60.3	73.7	77.0
184	60.9	74.5	77.9
185	61.6	73.3	78.7
186	62.3	76.1	79.6
187	62.9	76.9	80.4
188	63.6	77.8	81.3
189	64.3	78.6	82.2
190	65.0	79.4	83.0

**FEMALE IDEAL BODY WEIGH**  
**(10% Variation on Either Side of Average Acceptable)**

Height in Cms	AGE IN YEARS						
	20 Kg	25 Kg	30 Kg	35 Kg	40 Kg	45 Kg	50 Kg
148	38.5	41.0	42.5	44.0	45.0	46.5	47.0
150	40.5	41.5	43.5	45.0	46.0	47.0	48.0
153	42.0	43.5	45.5	46.5	48.0	48.5	49.5
155	43.0	44.5	46.0	47.5	49.0	49.5	50.0
158	45.0	46.5	48.0	49.5	50.5	51.5	52.0
160	46.0	47.5	49.0	50.5	51.5	52.5	53.0
163	47.5	49.0	51.0	52.0	52.5	54.0	55.0
165	49.0	50.5	52.5	54.0	55.5	56.0	57.5
168	50.0	52.0	54.0	55.5	57.0	58.0	59.0

**Appendix B**  
(Refers to Para 2  
of Joining  
Instructions)

## MAP OF GAYA CITY





## CONNECTIVITY TO GAYA

**Appendix C**  
(Refers to Para 4  
of Joining  
Instructions)

1. **Air.**

(a) The Gaya International Airport is approximately three kilometres from the Academy. There are connecting flights from Delhi, Varanasi and Kolkata operated by Air India (details are as under); the other nearby airports are at Patna, Varanasi & Kolkata.

- (i) 6E 2448 Delhi-Gaya (On daily basis).
- (ii) 6E 5253 Kolkata-Gaya (On daily basis).

(b) Also, there are a number of other International & Domestic flights to Gaya, however the frequency and days of flights to confirm booking of tickets may be done from respective flight operators directly (details available on internet).

2. **Rail.** Gaya is well connected by rail with major trains like Rajdhani Express and other Express trains plying on the route. The railway station is approximately seven kilometres from the Academy. A Movement Control Office (MCO) is also established at Gaya Railway Station for assistance. The details of the major trains connecting

<u>S No</u>	<u>Train No</u>	<u>From</u>	<u>To</u>	<u>Arrival at Gaya</u>
(i)	12302 Howrah Rajdhani	New Delhi	Howrah	0401h
(ii)	12422 N Delhi Bhubneshwar Express	New Delhi	Bhubneshwar	0419h
(iii)	12398 Mahabodhi Express	New Delhi	Gaya	0550h
(iv)	12314 Sealdah – Rajdhani	New Delhi	Sealdah	1015h
(v)	12815 Puri-New Delhi Express	New Delhi	Puri	0205h
(vi)	12876 Neelachal Express	New Delhi	Puri	2215h
(vii)	12324 New Delhi Howrah Express	New Delhi	Howrah	0025h
(viii)	18104 JaliawalaBagh	Amritsar	Tata Nagar	1428h
(ix)	12322 Mumbai-Howrah Mail	Mumbai CST	Howrah	0305h
(x)	18610 Ranchi Express	Lokmanyatilak	Ranchi	2340h
(xi)	12390 MS Gaya Express	Chennai	Gaya	2140h
(xii)	13009 Doon Express	Howrah	Dehradun	0500h
(xiii)	12311 Kalka Mail	Howrah	Kalka	2323h

3. **Road.** The NH-2 (Grand Trunk Road) is about 30 km from Gaya. Gaya is well connected to nearby major towns and cities like Patna, Ranchi, Jamshedpur, Bokaro, Rourkela, Kolkata, Varanasi, Allahabad, Kanpur and Delhi. The bus stand is approximately seven kilometres from the Academy. The details of connectivity are available on the internet.

## LIST OF CLUBS

1. Skill at Arms.
2. Riding Club.
3. Golf Club.
4. PT & Gymnastics Club.
5. Science and innovation club.
6. Photography Club.
7. Squash & Tennis Club.
8. Cycling Club.
9. Journaling
10. Driving and Maint
11. Unarmed Combat

**Note** :- The choice of clubs will be asked from candidates on arrival as per the format given below:

First Choice : \_\_\_\_\_

Second Choice : \_\_\_\_\_

Third Choice : \_\_\_\_\_



### SUGGESTED REGIME : PHYSICAL FITNESS

1. Cardio Exercises like running on soft ground like mud ground for 20-30 minutes. Tar/ metaled road to be avoided. Sequence for the run should be as under:-

- (a) Warm up by slow jog for 02 minutes followed by light stretching for 03 minutes.
- (b) Run at a comfortable pace for 20 minutes covering a distance of 04 km only.
- (c) Cool down for 02 minutes with a slow jog or brisk walk followed by 03 minutes of stretching.

2. Strengthening Exercises should include the following:-

- (a) Upper Body:-
  - (i) **Push Ups.** 02 sets of 20 to 30 repetitions.
  - (ii) **Pull Ups/ Chin Ups.** 02 sets of 03 to 06 repetitions.
- (b) Core Strength:-
  - (i) **Sit Ups.** 02 sets of 20 to 25 repetitions with bent knee with leg support and hands behind the head.
  - (ii) Two sets of maintaining body in plank position with hands on the ground for 60 to 90 seconds.
- (c) Lower Body:-
  - (i) **Squats.** 02 sets of 25 to 30 repetitions.
  - (ii) **Lunges.** 02 sets of 10 repetitions.

3. You are expected to achieve following standards within four months:-

Man	Woman
(aa) Chin ups - 8	(aa) Pushups - 18
(ab) Sit ups - 35	(ab) Sit ups - 35
(ac) 2.4 Kms - 9.30 Min	(ac) 2.4 Kms - 12 Min

4. Other forms of exercises like cycling, swimming and skipping are also encouraged to be performed in a moderate to high intensity manner.

5. All these exercises are to be performed once or twice a day and alternating between cardio and strength training.

6. It is also important to follow a well balanced diet during these exercise routines with emphasis on more protein intake.

**ACKNOWLEDGMENT**

**(TO BE RETURNED IMMEDIATELY, DULY FILLED)**

NAME :

ADDRESS :

To

Directorate General of Recruiting  
Recruiting Women Entry/CDSE  
Entry Adjutant General's Branch  
West Block III, R K  
Puram New Delhi –  
110 066.

**JOINING INSTRUCTIONS FOR SSC- /SSC(W)-**

Sir,

1. I acknowledge receipt of your HQ letter No \_\_\_\_\_ dated \_\_\_\_\_ with the joining instructions for the above course.

2. I shall report at OTA Gaya on \_\_\_\_\_ (due date of arrival). I understand that, if, I fail to report at OTA on the due date of arrival, my candidature for the course is liable to be cancelled.

OR

I am unable to report at OTA for the reasons given below this acknowledgement and I forego my claim to join OTA, Gaya. The vacancy thus created may be filled by a candidate next in merit.

3. Remarks, if any, with reasons for not joining:-

- (a) Alternative job secured.
- (b) Domestic Reasons, e.g.
- (c) Any other reasons, Viz:-
  - (i)
  - (ii)
  - (iii)

\_\_\_\_\_  
Counter Signature of  
Father/ guardian

\_\_\_\_\_  
Signature of the Candidate as  
given in the application form

**BOND TO BE SIGNED BY THE PARENT/ GUARDIAN AND THE  
CANDIDATE SELECTED FOR INITIAL TRAINING WITH A VIEW  
TO BEING COMMISSIONED IN THE REGULAR ARMY**

*(Executed on Non-Judicial Stamp Paper)*

1. This agreement dated .....day of..... between..... son/ daughter of.....resident of.....hereinafter called, the Guarantor which expression shall include his personal representative when the contexts admits) and ..... son/ daughter/ ward of the aforesaid Guarantor (hereinafter called the Cadet), of the one 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 other part.
2. Whereas the Cadet has been selected by the Government on the same terms hereafter appearing for the purpose of receiving initial training which would entail qualifying in all Physical Training, Military Training, Service subject and Academic subject tests with a view to being commissioned as an officer in the Regular Army 'as Short Service Commissioned Officer' provided he/ she 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 Cadet being selected by the Government for the purpose of the aforesaid training the Guarantor covenants with the Government that the Cadet 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 be granted a commission and that the Cadet will, if offered a commission as an officer in the Regular Army 'as Short Service Commissioned Officer', accept such commission, unless he/ she, is prevented from doing so by death or on account of ill health or some other reasons over which the Cadet has no control or by being removed/ withdrawn on the ground that the Cadet is considered by the said appropriate authority to be unfit to continue as a Cadet or to be commissioned.
4. If, on account of his/her relegation, dismissal, or discharge or withdrawal from the Pre-Commission Training Academy for knowingly furnishing false particulars or suppressing material information in his/ her application for admission to the said Pre-Commission Training Academy, or in the event of his/ her being dismissed or discharged or withdrawn on disciplinary grounds from the said Pre-Commission Training Academy or for marrying while under training at the said Pre-Commission Training Academy or for any reason within the control of the Cadet, he/ she does not complete the prescribed period of training, or he/ she does not accept a commission if offered as covenanted above, then the Guarantor and the Cadet shall, jointly and severally be liable to pay such expenses as shall have been incurred by the Government on account of the Cadet on his/ her training and all the money received by the Cadet as pay and allowances from the Government together with interest on the said money calculated at the rate in force for Government loans.
5. Guarantor hereby agrees, that for the duration of training of his/ her ward, to accept all Rules, Regulations and all Terms and Conditions as given in Administrative Instructions, Standing Directives of Training and Standing Operating Procedure as issued and amended from time to time by Integrated Headquarters of Ministry of Defence (Army), Headquarters ARTRAC, Indian Military Academy Dehradun/ Officers Training Academy, Gaya/ Officers Training Academy, Chennai or any other Military Authority.

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 herein before provided for the same shall be referred to some person appointed by the Secretary to the Government of India in the Ministry of Defence, whose decision shall be final.

In witness whereof the parties have hereinto set and subscribed their respective hand the day, month and year first before written.

Signed by the Officer Cadet  
Above named in the presence of

Guarantor No 1 Name : .....

Signed by the above named  
Guarantor in the presence of Address : .....

Guarantor No 2 Name : .....

Signed by the above named  
Guarantor in the presence of Address : .....

.....  
Signed by/for and on behalf of the  
President of India at  
Officers Training Academy, Gaya

Signature \_\_\_\_\_  
(Witness Name with stamp)

**Following notes should not be included in the Bond**

**Notes :**

1. A bond (or covenant) is to be executed by the parent/ guardian and the selected Gentleman Cadet 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 duly attested by the Notary. 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. As such the Guarantors should get the Agreement Adjudicated under the provisions of the stamp law in force in the state where in the Guarantors would execute the Agreement.
3. The Guarantor could be as under:-
  - (i) 1<sup>st</sup> Guarantor - Parent either father/ mother or legal Guardian only.
  - (ii) 2<sup>nd</sup> Guarantor - Any Relative of candidates serving in Central/ State Govt services.
4. Both Guarantor 1 & Guarantor 2 are required to sign on all the pages of bond.
5. Names & addresses of the Guarantor and witnesses should be written clearly.
6. 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 Gazetted officer.
7. The BOND will be signed on behalf of the President of India by the Commandant, Officers Training Academy, Gaya.

**DECLARATION TO BE SIGNED BY THE PARENT/ GUARDIAN OF  
CANDIDATES SELECTED FOR THE TRAINING AT THE  
OFFICERS TRAINING ACADEMY, GAYA**

I, (Name)\_\_\_\_\_Father/ Guardian of (Name)\_\_\_\_\_, who is a candidate for training as cadet at the Officers Training Academy, Gaya, hereby certify that, I fully understand that my son/ daughter/ ward will do so with my full and free consent and at my own risk, and that I or my son/ daughter/ ward or any of my legal heirs shall not be entitled to claim any compensation or other relief from the Government of India in respect of any injury/ infirmity/ death which my son/ daughter/ ward may sustain in the course of or as a result of training/ other activities or where bodily infirmity or death results in the course of or as a result of surgical operation performed upon him or anaesthesia administered to him/ her for the treatment of any injury received as aforesaid or otherwise at the said Officers Training Academy, Gaya.

Place \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Father/ Guardian

\_\_\_\_\_  
(Particulars of Witness)

\* Name of cadet is filled in this Annexure as per College/ School records.

**Note:** Certificate to be on non-judicial stamp paper with stamp fee as applicable in the state concerned.

**DECLARATION TO BE SIGNED BY THE CANDIDATES SELECTED  
FOR TRAINING AT THE OFFICERS TRAINING ACADEMY, GAYA**

1. I, (Name)\* \_\_\_\_\_ son/ daughter/ ward of (Name) \_\_\_\_\_ who is a candidate for training as cadet in Officers Training Academy Gaya, hereby certify that, I fully understand that I will undergo training at the Academy 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 of India in respect of any injury/ infirmity/ death, which I may sustain in the course of or as a result of training/other activities or where bodily infirmity or death results in the course of or as a result of surgical operation performed upon me or an aesthesia administered to me for the treatment of any injury received as aforesaid or otherwise at the said Officers Training Academy, Gaya.

2. I also declare that I am Married/ Unmarried/ Widower/ Divorcee. I undertake that I will not marry while I am under training at the Officers Training Academy. Further, I fully understand that if I marry/ or get impregnated (Women Officer Cadets) while under training at the Officers Training Academy, I will be discharged and will be liable to refund all the expenditure incurred on me by Government and that the total estimated cost of traveling refundable by my parent/guardian will be notified later.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of the Candidate

Signature of  
Witness  
(Particulars of  
Witness)

\* Name of the candidate for training is filled in this Annexure as per the college records.

**Note:** Certificate to be on non-judicial stamp paper with stamp. Fee as in vogue in the state where the certificate is executed by the candidate.

**ARMY GROUP INSURANCE FUND SCHEME FOR CADETS  
OFFICERS TRAINING ACADEMY, GAYA**

1. The Scheme covers all Officer Cadets of Short Service Commission (SSC), who receive a monthly stipend. Officer Cadets of the Army continue to remain covered under AGIF insurance scheme meant for JCOs/ OR till commissioning. On similar lines, Officer Cadets of Air Force and Navy are not covered, as they remain covered under the Main Scheme of their respective Service Group Insurance Schemes till commissioning.

2. Benefits.

(a) **Insurance.** A sum of Rs. 1 Crore is assured for death due to any reason, while under training in the Academy.

(b) **Disability.** A maximum of Rs. 25 lakhs will be paid for 100% disability proportionately reduced to disability upto 20%. For disability below 20% only an ex-gratia benefit of Rs 50,000/- will be paid. No disability benefits are paid for alcoholism/ drug addiction. The percentage of disability will be recommended by a 'Military Medical Board' and approved by a competent authority, which will be final and binding on the cadet and this Directorate. Cadets leaving at their own request or on disciplinary grounds or as undesirable or invalided out of the training academy due to disease of pre-enrolment origin will not qualify for any disability benefits under this Scheme.

(c) **Maturity.** The premium has a saving element, which is repayable with interest, as revised from time-to time by the AGIF Management, as Maturity benefits at the time of death/ invalidity/ retirement/ withdrawal or resignation, based on contributed amount. This benefit is entitled to all cadets who cease to be members of the academy and leave the academy permanently on any pretext. Once a cadet gets commissioned, maturity benefits continue to accumulate till retirement or death (in service), as the case may be.

3. **Compulsory Premium.** Rs 10,000/- per month to be paid in advance through OTA. This subscription is subject to periodic revisions. A minimum amount of one month's premium will be due for a month or part thereof. Being a group insurance scheme, membership of AGIF is compulsory for all the cadets.

4. Attention.

(a) All serving officers of the Indian Army are also covered for the same benefits as given above.

(b) Cadets who abscond or desert the Academy (ie leave the Academy without permission or proper authority), will not be eligible for any benefits under this Scheme.

(c) Cadets who are withdrawn or who resign/ leave the academy on medical grounds, must fill up their forms for claiming maturity benefits, before proceeding to their homes.

(d) Further clarification on the subject may be obtained from:-

**Army Group Insurance Fund**  
AGI Bhawan, Rao Tula Ram Marg  
Post Bag No14, PO Vasant Vihar  
New Delhi 110 057 (**Telephone No.** 011 – 26142749 / 26142897).

## **MEDICAL CERTIFICATE**

1. To be completed by the candidate.

- (a) I \* ..... have not been exposed to an infectious/ contagious disease in the three weeks prior to my joining OTA, Gaya.
- (b) I\* ..... have/ have not been infected with COVID in the past four weeks.
- (c) I\* ..... have received 1/ 2/ all (including booster) dose of COVID vaccination.
- (d) I \* ..... hereby certify that I was not and am not suffering from disease or sustained any injury whatsoever in the past which might prevent me from participating in any training activities/ games and other events while in OTA, Gaya. I also certify that there is no restriction imposed on me by medical authorities at any time forbidding me to participate in any of the training/ games at OTA, Gaya.

(Signature of the Candidate)

Place.....

Date.....

2. To be completed by a Qualified Medical Practitioner (Preferably by a Military Medical Officer).

(a) I certify that.....S/O..... was vaccinated on..... He received the following protection against the entire group of diseases :-

- (a) \*\*
- (b) \*\*\*
- (c)

(Signature of the Medical  
Officer/Practitioner)

Regd No. ....

Place.....

Date.....

Note

\* UPSC No., Name s/o Either of the Parents .

\*\* Tetanus, Chicken Pox, Typhoid & Hepatitis 'B' is mandatory.

\*\*\* Mention any other vaccination which has been administered prior to joining the Academy.

## REFEREE CERTIFICATE

Course No.....  
Roll No.....

In lieu of IAFK 1180

-Photograph in civil  
dress  
-Signed by  
Cadet/GC/LC  
-To be authenticated  
by an Offr along with  
his appt stamp

### CHARACTER AND IDENTITY CERTIFICATE OF CANDIDATES FOR COMMISSION

1. Certified that I know Shri/Kumari.....Son/Daughter  
of.....who is resident of (Give permanent  
address).....for the  
last.....years and.....months and to the best of my knowledge and belief he/she  
bears a good moral character and has no antecedents which would render him/her unsuitable for grant of  
Commission in the Defence Services.

2. He /She is married / unmarried with/ without \_\_\_\_\_ child/children.

.....

Signature of referee.....

Station:  
(Office stamp of referee if available)

Name.....

Designation/status.....

Address: .....

Office Tele Phone No.....

Mobile No.....

### PARTICULARS OF CANDIDATE

1. Name in full.....  
(IN BLOCK LETTERS)
2. Father's name in full.....  
(IN BLOCK LETTERS)
3. Father's /Guardian's name and full present address.....
4. Name of School/College and date of leaving.....
5. Date of entry in School/College and date of leaving.....
6. Class Upto which studied or at present studying.....
7. In case you are studying give your roll No., if any.....

Station.....

.....  
(Signature of Candidate)

**SUPPLEMENTARY AGREEMENT TO BE SIGNED BY OFFICER CADETS SELECTED FOR THE PROVISIONAL ADMISSION TO THE OFFICERS TRAINING ACADEMY FOR INITIAL TRAINING WITH A VIEW TO BEING COMMISSIONED INTO THE REGULAR ARMY AS SHORT SERVICE COMMISSIONED OFFICER AND THEIR SURETIES**

This agreement made on \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ son/ ward of \_\_\_\_\_ (hereinafter called the Cadet which expression shall include his/ her heirs, executors, administrators and representatives where the context so admits) of the first part and \_\_\_\_\_ son/ ward of \_\_\_\_\_ of \_\_\_\_\_ (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/ her successors and assignee where the context so admits) of the third part.

Whereas \_\_\_\_\_ the cadet has been selected by the Government for provisional admission to Officers Training Academy, Gaya for the purpose of receiving initial training with a view to being commissioned as an officer in the Regular Army 'as Short Service Commissioned Officer' PROVIDED he is considered by the Government suitable in all respects for being commissioned as aforesaid and PROVIDED there is a vacancy subject to production to the Government of documents mentioned below (hereinafter referred to as the said documents) by \_\_\_\_\_ or by \_\_\_\_\_ such later date as may be fixed by the Govt. on this behalf:-

- (1)
- (2)
- (3)

Now these deed/witnessed and the parties here agree as follows:-

- (1) That in consideration of the provisional admission of the cadet to OTA Gaya for the purpose of aforesaid training, the cadet and the surety covenant with the Govt that the said documents will be produced to the Commandant of OTA, Gaya on arrival by such later date as may be fixed by the Government.
- (2) That, if for any reasons they said documents are not produced within the time fixed by the Govt. for their production as covenanted above then the cadet shall be liable to be removed from the OTA, Gaya and the cadet and the surety shall jointly and severally, be liable to pay forthwith to the Govt in cash such sum not exceeding such expenses as shall be or have been incurred by the Govt on account of the cadet in respect of the said training and the decision of Govt as to the amount so payable shall be final together with all money received by the cadet as pay and allowances from the Govt. with interest on the said money calculated at the rate in force for Govt. loan.

(3) That the liability of the surety hereunder shall not in any manner be effected by any time which may be granted or any other indulgence which may be shown to the cadet in respect of the necessary recovery of the said money by the Govt nor shall it be necessary for the Govt to sue Cadet before suing the surety for amounts due hereunder.

(4) That, if there is any dispute as the effect or meaning of these present, the same shall be referred to the decision of some person appointed by the secretary to the Govt of India in the Ministry of Defence, whose decision shall be final.

(5) As witness our hands the day and year first above written.

Signed by the surety above named

in the presence of

\_\_\_\_\_  
(Cadet)

Witness \_\_\_\_\_

\_\_\_\_\_  
(Surety)

Signed by the Surety above named

in the presence of

1. Witness \_\_\_\_\_

2. Attested \_\_\_\_\_

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

Witness \_\_\_\_\_

**Notes.** (Only for guidance. Not to be typed on Bond Paper)

(a) The agreement form is to be executed on non-judicial stamp paper of appropriate value. The necessary stamp paper is to be purchased by the surety from the Local Revenue Officer. The stamp duly payable on the agreement varies from state to state. As such the Guarantor should get the agreement adjudicated under the provision of the stamp fee laws in force in the state, where the Guarantor would execute the agreement.

(b) The signature of the surety is to be attested by a Serving/Pensioner/Commissioned officer or JCO or any civilian Government servant of Gazetted status.

The agreement form should not be stamped or executed until the candidate has been selected by the Govt. for provisional admission.

**CERTIFICATE ON JOINING**

(To be fwd to custodian of AFMSF-2 pertaining to a candidate)

This is to certify that I, Roll No / Chest No. / Batch No. \_\_\_\_\_ Shri  
/ Shrimati / Kumari \_\_\_\_\_ have not suffered from any  
major illness/ undergone a surgical operation or procedure or been hospitalized following the  
Special Medical Board held on \_\_\_\_\_(date) at \_\_\_\_\_(name of hosp).

Place :

Signature of candidate

Date :

Witnessed by (two other candidates of same batch / any two officers of same unit)

1. \_\_\_\_\_  
(Sign) (Name)

2. \_\_\_\_\_  
(Sign) (Name)

**COUNTERSIGNED**

**(By CO)**

**ADDITIONAL BOND**

**AFFIDAVIT ON NON-JUDICIAL STAMP PAPER FOR RS 20/-OR RS 50/- DULY  
ATTESTED BY CLASS – I MAGISTRATE OR NOTARY  
PUBLIC**

This agreement made on \_\_\_\_\_ day of \_\_\_\_\_ between Shri \_\_\_\_\_  
(Herein after called the Guarantor) S/o Shri \_\_\_\_\_. Shri \_\_\_\_\_  
selected for provisional admission to OTA, Gaya for \_\_\_\_\_ course 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 the eligibility degree examination.
- (b) If the candidate fails to submit proof of passing the qualifying examination by due date, his/ her candidature will be cancelled and the cost of training, boarding and lodging including the food and the items of clothing issued to him up to the date of such cancellation will be calculated and recovered from the deposit given by him.
- (c) If the candidate fails to submit proof of passing the qualifying examination by due date, his/ her candidature will be cancelled and the cost of training, boarding and lodging including the food and the items of clothing issued to him up to the date of such cancellation will be calculated and recovered from the deposit given by him.
- (d) **The candidate has to deposit in advance Rs 70,241.48/- @Rs 17,560.37/- per week till 30 Jun 2025. Thereafter a yearly escalation of 8% per annum. will be calculated on the Per Capita Cost of Training for each ensuing year** and will be deposited towards the cost of training for four weeks to Commandant, OTA, Gaya through a Bank Draft drawn on State Bank of India. In case of his/ her failure to pass the qualifying examination, the cost of training will be recovered from the amount of the deposit and the balance, if any, will be refunded to him thereafter.

\_\_\_\_\_  
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 president of India.

(Signature of Candidate)

**ATTESTED BY CLASS – MAGISTRATE / NOTARY PUBLIC**

**ITEMS TO BE BROUGHT BY CANDIDATES ON**  
**ARRIVAL**

<b>S No</b>	<b>Items</b>	<b>Total Quantity</b>
1.	White Full sleeves Shirt (Fabric Raymonds shirting De-eterno No 1150) with with Grey Trouser (Fabric Trouser Raymond Trovine Shade No 0715) (Comfort Fit) and Black Tie (Slim fit/ tapering trousers no allowed)	02 Each
2.	Sports Shoe White	01
3.	Vest Sandow White	10
4.	Drawers Cotton (Under wears) (including 01 Sports Supporter/ Sports Bra)	10
5.	Bathroom Slippers	01 Pair
6.	Soap Case White	01
7.	Sikh GCs only Pagri (Green, Grey & Black) Patka (Maroon & Black)	02 Each
8.	Spectacles/ Eye Glass	04 Pair
9.	Shaver/ Trimmers	01 Each
10.	Lock & Keys	01

C  
A  
D  
E  
M

**APPLICATION FOR RESIGNATION : OFFICER CADETS  
(TO BE FILLED BY GC IN QUADRUPLICATE)**

**Appendix AC  
(Refers to Para 40  
of Joining Instructions)**

1. Academy No and Name
2. Company and Battalion
3. Father's Name, Occupation and Monthly Income
4. Guardian's Name, Relationship Occupation and Monthly Income (if father not alive)
5. Date of Birth and Age as on 01 Jan/01 Jul (a) DOB  
(b) Age 

--	--	--

  
Years Months Days
6. Address
7. Details as per following format :-

Course Ser No (SSC (Tech)/SSCW (Tech)	Date of Joining OTA, Gaya	Occupation before Joining	Whether applied Admission Employment elsewhere (give details)	Education/ Technical Qualification
--	------------------------------	------------------------------	---	---------------------------------------

8. Reasons for Resignation
9. Details concerning Service Selection Board (SSB) :-

SSB Batch No	Name of SSB and Place	Date of SSB Interview	Any other details/Remarks
--------------	--------------------------	--------------------------	---------------------------

10. Any other info -
11. (a) Parent's/ Guardian's consent is attached, duly witnessed.  
(b) I understand that once I resign, I am not permitted to withdraw my application for resignation.
12. I, hereby declare that I will abide with all instructions issued as a consequence of tendering resignation from pre-commission training. I am fully aware about financial obligations.

Place : \_\_\_\_\_  
Dated : \_\_\_\_\_ (Signature of the Officer Cadet)  
Name : \_\_\_\_\_

**FOR OFFICE USE ONLY**

**R of PI Cdr**  
**R of Coy Cdr**

Total No of Officer Cadets resigned in the current term, till dt \_\_\_\_\_

**PARENTS/ GUARDIANS CONSENT FOR RESIGNATION**

1. I,..... Son of Shri.....  
..... father / guardian of No.....Officer Cadet .....  
of Course No..... who is presently undergoing pre-commission training at OTA, Gaya agree that his/ her  
resignation be  
accepted as requested.
2. I, further declare that I accept all financial liabilities to the state on account of resignation by my son/ ward in  
accordance with rules and regulations in vogue.

Dated \_\_\_\_\_ Signature \_\_\_\_\_  
Place : \_\_\_\_\_ Name : \_\_\_\_\_  
Address \_\_\_\_\_

Witness/ Guarantors (To be signed in the presence of Parent / Guardian)

Signature _____	Signature _____
Name : _____	Name : _____
Address _____	Address _____
Dated _____	Dated _____

## **RECREATIONAL FACILITIES AVAILABLE**

1. **Sports Facilities.**
  - (a) Football fields.
  - (b) Hockey fields.
  - (c) Volleyball Courts.
  - (d) Synthetic Basketball Courts.
  - (e) Synthetic Tennis Court.
  - (f) Squash Court.
  - (g) Table Tennis.
  - (h) Snooker & Billiards.
  - (j) Carrom Board.
  - (k) Chess.
  - (l) Swimming Pool.
2. **Auditorium.** Movies are screened over a week. English movies screened on Wednesdays & Hindi movies on Sundays.
3. **Manekshaw Hall.** Multipurpose Hall with seating capacity of 450. It is used for conduct of Central Lecture & Guest Lecture.
4. **Shopping.** Amenities like Cafeteria, Shopping complex & CSD Canteen exist in the Academy which can be utilised by the Officer Cadets.
5. **Library.** A full fledged library is available in the Academy with plethora of books and reading material.
6. **Clubs.** In addition to this, Officer Cadets can pursue their hobbies through various clubs organised on Wednesdays & Saturdays.
7. **CSD.** A well stocked CSD is available in the academy and the Officer Cadets may subscribe to the same for their requirements of grocery and toiletries.



# PICTURE GALLERY



# PICTURE GALLERY



# PICTURE GALLERY





# SHAURYA, GYAN & SANKALP

