



DIRECTORATE GENERAL **NATIONAL CADET CORPS**



HIRING OF ESM AS CONTRACTUAL INSTRUCTOR STAFF **AS PER EXPANSION PLAN OF NCC**

General

1. Ministry of Defence, Govt of India has sanctioned the expansion of NCC vide their Government Sanction Letter No. 8/20/2024-D (GS-VI) dated 01 Jul 2024.
2. In order to implement the expansion plan, **Directorate General National Cadet Corps (DGNCC)** will be hiring **Ex Servicemen (ESM) JCOs (Sub/ Nb Sub) and Havs (substantive) as Instructor Staff on contractual basis** in the states of Uttar Pradesh, Haryana, Bihar, Jharkhand, Maharashtra, Assam and Meghalaya in Oct 24. Balance hiring will commence in end 2024.

Requirement of Hiring

3. ESM will be hired for 36 NCC units spread across Five NCC State Directorates. The details of locs where ESM will be employed post hiring have been listed out at Para 5(d). The State Directorate wise vacancy for hiring is as under:-

<u>State NCC Directorate</u>	<u>No of ESM JCO Vacancy</u>	<u>Nos. of ESM NCO Vacancy</u>	<u>Total ESM to be hired</u>
Bihar & Jharkhand	13	39	52
Uttar Pradesh	25	47	72
Punjab, Haryana, HP & Chandigarh	21	34	55
North East Region	37	69	106
Maharashtra	22	42	64
TOTAL	118	231	349

HIRING PROCEDURE

4. **Hiring at State Dte Level.** The procedure that will be followed for hiring of ESM is as under:-

(a) **Application Submission.** Interested candidates will be required to fill/ send their applications online on the links/ e-mail IDs and also by post at the address mentioned at **Appx A**. The application will be submitted by the candidate in individual capacity. Supporting documents will have to be scanned in pdf format as a single document and photographs saved as pdf (**with total size of all documents not exceeding 5 MB**)# will be uploaded along with the Application Form. After successfully filling the application, the

Size restriction for scanned copies of documents exist while applying in Bihar & Jharkhand State Dte only.

applicant is required to take a print out of the online application which is to be taken along for the interview once called along with original certificates for verification. Filling of Application Form only will not be a reason to call for interview. Those shortlisted only will be called for interview.

(b) **Screening.** The applications will be screened by a Board of Officers at each State Directorate. This will be done to ascertain candidate meeting minimum eligibility criteria including educational qualification, age limits and relevant experience. The candidates will submit Medical Fitness Certificates issued at the time of release from the Army. In addition, a medical fitness certificate (issued by the OIC ECHS/ Civil Surgeon) stating present fitness state will also be submitted. The documents provided by the candidate will be validated by the Board of Officers and thereafter, the list of final candidates will be prepared for interview. The final list of candidates will be shared to the shortlisted candidates through e-mail.

(c) **Interview.** Shortlisted candidates will be invited for interview on the specific dates and locations as given by State NCC Dtes subsequently to evaluate the suitability of the candidates for the allotted vacancies. The details of locs where ESMs will be employed post hiring are listed at Para 5(d).

(d) **Documents Verification.** Candidates who successfully clear the interview stage will undergo detailed document verification to confirm qualification, age and experience. Besides docu mentioned at Para 5(c), applicants will be required to submit a police verification on the date of interview.

(e) **Selection.** After completing all the stages of the recruitment process the Board of Officers will select the most suitable candidates for the specified position and location including the Reserve list, which will be 20% in each category.

(g) **Contract Agreement.** Selected candidates will receive appointment letter by signing the contract with the State Directorates specifying the terms and conditions of their contract including salary, duration, location, responsibilities, date of commencement of their service and other entitlement aspects.

(h) **Induction.** After the contract agreement is signed, the selected candidates will join their respective posts at designated location on specified dates.

(j) **Probation.** The ESM shall be on a probation period for **Three months** from the Date of Joining/ Reporting on Duty. During probation stage, should the individual be found unfit physically or medically, lacking discipline or not meeting standards to impart trg to cadets, the employment of the individual may be terminated. Also, case of falsifying data/ documents found at any stage of employment will render the employment liable for termination.

5. **How to Apply ?**

(a) **Application Form.** The application will be duly filled online (only for Bihar & Jharkhand NCC State Dte) / sent via e-mail and also by post to the concerned State Directorate depending on the chosen place of employment as given out at **Para 5(d) & Appx A**. The format of the application form is attached as **Annexure 1**.

(b) **Date of Submission.** Last date for Submission of applications online is **05 Oct 24**. It is mandatory to apply online (where applicable) or send your applications through e-mail.

(c) **Documents Required.** The following documents need to be attached and forwarded:-

- (i) Application Form (given in Annexure 1)
- (ii) Self attested Copy of Aadhaar Card
- (iii) Attested Copy of Permanent & Present address proof.
- (iv) Copy of Pension Payment Order (PPO)
- (v) Copy of Character Certificate issued by the last army unit/org at the time of retirement
- (vi) Certificate of Army and Civil Courses Done (if applicable)
- (vii) Copy of Medical Fitness Certificate issued at the time of release
- (viii) Copy of Present Med fitness by OIC ECHS/ Civil Surgeon
- (ix) Form 11 of EPF Act 1952 (Given in Annexure 2)
- (x) Insurance Declaration (Given in Annexure 3)
- (xi) Pt II orders of Honours & Awards/ Special Achievement (if applicable)
- (xii) Latest passport size photo attached (size not greater than 50 kb)

(d) **Locations for Employment.** The statewise locations for employment in the following State Dtes have been given below. The exact date and location of interview will be intimated by the respective State Dtes subsequently to the shortlisted candidates.

<u>NCC State Directorate</u>	<u>Loc of Employment</u>	<u>Date of interview</u>
Bihar & Jharkhand (B&J)	Patna, Bhagalpur, Gaya & Sasaram	Tentatively in Last week of Oct 2024. Exact Dates and Locs of Interview will be intimated by respective State Directorates subsequently
Punjab, Haryana, HP & Chandigarh (PHHP&C)	Hissar, Gurugram, Nooh, Rewari, Kurukshetra, Yamuna Nagar, Jind, Ambala & Bhiwani	
Uttar Pradesh (UP)	Aligarh, Hathras, Gonda, Ayodhya, Pratapgarh, Bareilly, Sikandrabad, Kanpur, Lucknow, Meerut	
Maharashtra (Mah)	Pune, Aurangabad & Amravati	
North East Region (NER)	Jorhat, Golaghat, Sibsagar, Kokrajhar, Tura, Dibrugarh & Halflong	

(e) **Contact Details.** The application form alongwith the requisite documents as per Para 5(c) will be forwarded to the e-mail ID and postal address listed out in **Appx A** depending on the State Directorate where the applicant wishes to apply. Any queries regarding filling of application form or the entire process of hiring may be clarified from the numbers listed out against each directorate.

**TERMS & CONDITIONS FOR HIRING OF EX-SERVICEMEN (JCO/NCO) IN NCC
AS CONTRACTUAL INSTRUCTOR STAFF**

6. The ESM in NCC units will be hired in **two Categories** :-
- (a) Contractual Instructor Staff (Retd JCO) - Subedar (Sub)/Naib Subedar (Nb Sub)
 - (b) Contractual Instructor Staff (Retd NCO) - Havildar (Hav).
7. The Terms and Conditions for both the above mentioned Categories would be the same, except for age, rank and pay profile.

ELIGIBILITY CONDITIONS

8. **Service.** The eligibility conditions for hiring of ESM in NCC in the above mentioned categories are as follows:-

(a) **Should have retired from service in the rank of Havildar for hiring in the rank of Havildar as Contractual Instructor Staff (Retd NCO) and retired in rank of Sub/Nb Sub for hiring in the rank of Sub/Nb Sub as Contractual Instructor Staff (Retd JCO).**

(b) ESM from all Arms & Services of Army are eligible **subject to meeting requisite criteria**. In case ESM JCOs meeting the criteria are not available for hiring, suitable NCOs will be hired in lieu without any loss to the exchequer.

(c) Personnel who have served in Cat 'A', Cat 'B' Trg Est & Regt Centres as instructors or having 'I' grading in professional courses will be given preference.

9. **Educational and Course Qualifications (ESM Instructor).** ESM in NCC should preferably be qualified in one of the under mentioned Army courses from Category A or Category B training institute. Also, the preference as mentioned in Para 4(c) above will be given for the undermentioned courses only:-

- (a) Platoon Commander Course.
- (b) Section Commander Course & equivalent.
- (c) Ghatak Course.
- (d) Drill Course.
- (e) Weapon Training Course.
- (f) Mortar Course.
- (g) MMG & AGL Course.
- (h) Anti Tank Course.
- (j) All Arms Signal Course.
- (k) LDCT/LGSC/UI Course
- (l) Troop Commander Course & equivalent.

- (m) ATGM Course.
- (n) Sniper Course.
- (o) ADP Course.
- (p) D&M Course.
- (q) QM Course.
- (r) Any other Army courses like EDP etc.

10. **Service Rendered.** JCO/NCO should have **completed colour service commensurate to his rank prior to retirement from Army.** "MACP holder Naik given MACP of Havildar will not be eligible against Havildar vacancy. Similarly, Havildar given MACP of Nb Sub will be considered as Havildar for the purpose of contract and will be hired against the vacancy of Havildar."

11. **Gap in Service.** Gap in service should not be more than Two years from the date of retirement from former service and date of hiring in NCC. The ESM should have retired on or after **31 Aug 2022.**

12. **Discipline.** An individual should meet the following discipline QRs:-

- (a) Should not have more than **One Red Ink entry** during the **former service & No Red Ink entry in the last Five Years of former Service.**
- (b) Personnel previously **awarded punishment for offences/ acts of Moral Turpitude and Financial irregularities** will not be eligible **for Contractual hiring.**
- (c) At the time of discharge from Service his character should be **Exemplary.**

13. In addition to the above, personnel discharged from service for the following reasons are **not eligible** for hiring in subject cat:-

- (a) Discharged administratively from military service under AR 13, AR 13A (Administrative discharge/ fail promotion exam) and AR 14 (termination on grounds of misconduct), Moral turpitude and AA 45(unbecoming conduct).
- (b) Service no longer required (except where discharged under surplus to the establishment).
- (c) Unsuitable for further Military Service.
- (d) Unlikely to become an efficient soldier.
- (e) Ineligible for further retention up-to enhanced service limit during non fulfillment of laid down conditions.

14. Any Imprisonment in civil jail or conviction by a civil court post the discharge of the individual from the Army will render him ineligible. Police verification will be produced by the selected candidates on the date of interview.

15. **Medical Category.**

(a) JCO and NCO from Army, should be in Medical Category SHAPE-1 at the time of discharge medical. Medical Fitness Certificates issued at the time of release from the Army will be deposited by all candidates at the time of hiring. In addition, a medical fitness certificate (issued by the OIC ECHS/ Civil Surgeon) at the time of signing of contractual agreement will also be submitted.

(b) Personnel placed in **Low Medical Category (both temporary and permanent) during entire** former service preceding the date of discharge (even upgraded to SHAPE-1 before discharge) **due to “Alcohol Dependence Syndrome”** and ‘S’ cases are **not eligible**.

(c) Applicant should have basic physical fitness and should not be suffering from obesity.

TERMS & CONDITIONS OF EMPLOYMENT

16. **Initial Terms of Engagement and Extension of Service.** The initial Terms of Engagement on contractual basis will be of **Two** Years whereafter one extension of 11 months may be granted by a Board of Officers based on the performance of the individual. Maximum upper age limit for service will not exceed **56 years for ESM JCO & 54 years ESM NCO**.

17. **Probation Period.** On joining NCC, the ESM shall be on probation period for **Three months**. This period shall be utilized for orientation, training and grooming of personnel. However, while on probation, should the performance and discipline of the ESM be found wanting or he is found unsuitable; **his contract can be terminated by respective ADG/DDG** of the particular state directorate.

18. **Termination of Contract.** The contract of ESM hired can be terminated by **respective ADG/DDGs** of the particular state directorate after giving Three month notice on administrative or disciplinary grounds. The ESM can also leave the Job pre-maturely after notice period of three months or make payment for three month salary.

19. **Discipline in NCC Service.** If the Contractual Instructor Staff (ESM) commits any disciplinary issue, his services can be terminated with approval by ADG/DDG State Dte.
20. **Procedure for Disciplinary Action.** An enquiry will be carried out at Unit level & forwarded to State Dte for disposal. In case of Major Disciplinary Issues being covered under Criminal Penal Code, the procedures of Civil Criminal Law as applicable will be invoked and the services of Contractual Instructor Staff (ESM) may be terminated without any notice.
21. **Pay and Allowances (Allce).**
- (a) JCOs and NCOs hired will draw an **All Inclusive Fixed Remuneration of Rs 45,000/- (Rupees Forty five Thousand only)** and **Rs 35,000/- (Rupees Thirty five thousand only)** per month respectively which will include all allowances.
- (b) Annual increment of 3% will be entitled to all hired contractual instructor staff.
22. **Employees Provident Fund.** Employees Provident Fund will not be applicable to this employment as per EPF Act 1952. Applicant to submit Form 11 prescribed in EPF Act 1952 (format attached in **Annexure 2**) alongwith the application form.
23. **Insurance.** All applicants should have subscribed to the extended insurance by Army Group Insurance Fund (AGIF) at the time of retirement. A declaration to the same effect shall be deposited alongwith the application form (Format of Declaration attached as **Annexure 3**).
24. **Medical.** Medical facilities entitlement will be as entitled to the ESM.
25. **Pension.** The employment is contractual in nature. There will be no pension liability in current appointment.
26. **Uniform and Accoutrements.** The ESM will be responsible for procuring, maintenance & up keep of his uniform. Detailed instructions will be issued by HQ DGNCC later.
27. **Posting Management.** ESM while applying will give three choices of state for employment. The ESM hired in NCC will be employed in his first choice of State/ Union Territory, if he makes in the merit list of that particular State / UT. However the ESM selected & not making in merit list will be given option to be employed in his 2nd / 3rd Choice depending upon the vacs available in that state or in any other State / UT where vacs exists.
28. **Accommodation.** Under own arrangements.

29. **Leave.** Earned lve of 1.5 days per month will be applicable in addition to Sundays and National Holidays, which may be combined to a maximum of two (02) months, that is three (03) days at a stretch. Any accumulation beyond two months will render the leave to be lapsed. When NCC activities take place on Sundays and National/ State holidays, no compensatory leave will be given.

30. **Training.** 14 to 21 Days training for newly enrolled ESM will be carried out under the aegis of State Directorates.

INDEX NO __________ **NCC DTE****DATE & PLACE OF HIRING :** _____**ONLINE APPLICATION: HIRING OF ESM**

1.	No			
2.	Rank			
3.	Name			
4.	Unit			
5.	Date of Birth			
6.	Date of Retirement			
7.	Record Office			
8.	Regn No with any ESM placement agency (If any)			
9.	Medical Category at the time of discharge medical			
10.	Height(in cms)			
11.	Weight(in kgs)			
12.	Served in NCC (Yes/ No)			
13.	Courses Attended :-			
	<u>Name of Course</u>	<u>Yes/ No</u>	<u>Institution/ Year</u>	<u>Grading Obtained</u>
(a)	<u>Army Courses</u>			
	Platoon Commander Courses.			
	Section Commander Course & equivalent			
	Ghatak Course			
	Drill Course			
	Weapon Training Course			
	Mortar Course			
	MMG & AGL Course			
	Anti Tank Course			
	All Arms Signal Course			
	LDCT/LGSC/UI Course			
	Troop Commander Course & equivalent			
	ATGM Course			

	<u>Name of Course</u>	<u>Yes/ No</u>	<u>Institution/ Year</u>	<u>Grading Obtained</u>
	Sniper Course			
	ADP Course			
	D&M Course			
	QM Course			
(b)	<u>Civil Courses</u>			
	Matric			
	Graduate			
	Post Graduate			
	Doctorate			
	<u>IT Proficiency/Courses</u>			
	IT Course/ Proficiency (Mention details of course)			
11.	<u>Honours & Awards</u>			
	<u>Honours & Awards</u>	<u>Yes/ No</u>	<u>No of Times Awarded with Year</u>	
	Chakra series, SM(Gallantry)			
	Distinguished Awards (SM, VSM, AVSM, PVSM)			
	Commendation Card			
12.	<u>Sports:-</u>			
	<u>Level of Achievement</u>	<u>Yes/ No</u>	<u>Specify Details</u>	
	(a) Participation in National events			
	(b) Participation in International events			
13.	<u>Whether served in Cat A/ Cat B/ NCC as Instructor</u>			
	<u>Name of Institute</u>	<u>Type (A / B)</u>	<u>Appointment</u>	<u>Duration</u>
14.	<u>Foreign Mission</u>			
	<u>Type</u>	<u>Duration</u>	<u>Location</u>	
	With unit			
	Individually (Mention unit)			

15.	<u>Discipline</u>		
	<u>Type</u>	<u>No of times Awarded</u>	<u>Army Act/ Rules</u>
	More than one red ink entry in entire service		
	Red ink entry in last 5 yrs		
16.	<u>Address</u>		
	Permanent		
	Present		
	Correspondence		
17.	Mob No		
18.	WhatsApp No		
19.	e-Mail ID		
20	<u>Choice for Posting</u>		
	(a) Choice of State (Any Three)		
	(b) Choice of District (Any three for each state)		

(Signature of Applicant)

DECLARATION

1. I, No _____, _____(Rank) _____
(Retd), s/o _____ hereby declare that the
info provided in the above application is true to the best of my knowledge.

2. I understand that any data/ info/ docu proof submitted by myself found untrue
at any later stage will render my employment to be terminated.

Date :

(Signature of Applicant)

Place :

Annexure 2
(Ref Para 22 of this document)

New Form No.-11 – Declaration Form
(To be retained by the employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANISATION
Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and /or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4	Gender: (Male/Female/Transgender)	
5	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)	
6	(a) Email ID: (b) Mobile No.:	
7	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
9	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10	a) International Worker:	Yes / No
	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:
Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. has joined on and has been allotted PF Number
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - **(Post allotment of UAN)** The UAN allotted for the member is
 - **Please Tick the Appropriate Option:**
The KYC details of the above member in the UAN database
 - Have not been uploaded
 - Have been uploaded but not approved
 - Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - **Please Tick the Appropriate Option:-**
 - The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (Form-13) for transfer of funds from his previous establishment.

Date:

Signature of Employer with Seal of Establishment

DECLARATION OF INSURANCE

1. I, No _____, _____(Rank) _____
(Retd), s/o _____ hereby declare that I
have subscribed for Extended Insurance by Army Group Insurance Fund and am
covered for insurance under the said scheme for the duration of the contract.

2. I fully understand that I will not be liable to any claim for insurance
whatsoever, should this info be found incorrect at any point of time and I shall not
take any legal course of action under the circumstances arising thereon.

Date :

(Signature of Applicant)

Place :

CONTACT DETAILS FOR SENDING OF APPLICATIONS/ QUERIES

<u>State Directorate</u>	<u>Official E-Mail ID</u>	<u>Contact Details</u>	<u>Postal Address</u>
B&J Dte	www.nccdtebj.in (Form to be filled online)	0612 2321231	NCC Directorate Bihar & Jharkhand Rajendra Path, Patna – 800019 Bihar
PHHP&C Dte	adpncphhpc@nccindia.nic.in	0172 2920527	NCC Dte PHHP&C 5 th Floor, Kendriya Sadan, Sector 9A, Chandigarh-160009
UP Dte	dir.uprdsh@nccindia.nic.in or nccdte.updir@gmail.com	9648021420 0522- 2886007	NCC Directorate UP 16, Ashok Marg, Opp Shakti Bhawan, Hazratganj, Lucknow – 226001 Uttar Pradesh
NER Dte	dirner-dte@nccindia.nic.in or dir.nergn@gmail.com	0364 2501376	NCC Directorate NER Garrison Ground Near Civil Hospital Shillong – 793001 Meghalaya
Mah Dte (Amravati)	dir.maharashtra@nccindia.nic.in dirnccmah@gmail.com	8968892691	NCC Gp HQ Amravati NCC Bhavan, ZP Road Maltekdi, Amravati- 444602 Maharashtra
Mah Dte (Pune)		8769200333	NCC Gp HQ Pune Senapati Bapat Path, Pune – 411004 Maharashtra
Mah Dte (Aurangabad)		9350301926	NCC Gp HQ Aurangabad NCC Bhavan, Osmanpura Aurangabad – 431005 Maharashtra