



# OFFICERS TRAINING ACADEMY GAYA

## JOINING INSTRUCTIONS



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. Parents can be enormously proud of the accomplishment of their son. They are amongst the finest young people in India & 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 & parents understand and meet the challenges that await you during the next few months at the Officers Training Academy, Gaya. Prior knowledge about the journey is a powerful tool in preparing you for the 46 Weeks experience. This booklet contains a brief description of life and information at the Academy to mentally prepare you for the wonderful days coming ahead which you shall cherish life long.

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# MESSAGE



**Lt Gen Sunil Srivastava, AVSM, VSM\*\***  
**Commandant**

1. Heartiest felicitations to you and the 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 in a training academy that envisions 'Men at their Best'.
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 rigour 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'.
- (b) Make an endeavour to maintain an 'Ideal Body Weight' as per **Appx - AF** (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.
- (j) Advisory on COVID-19 attached as **Appx - AG**.

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

**TEAM, OTA 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 Gentlemen Cadets for commission 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 Gentlemen 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).

### CITY BRIEF

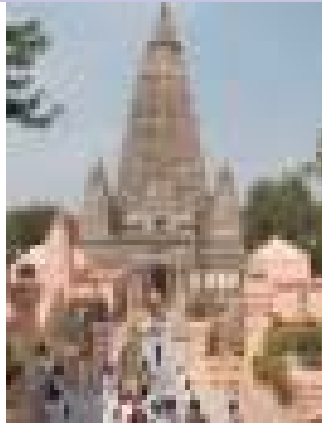
2. **City Brief.** OTA, Gaya has been conceived and raised on a sprawling campus spread over an area of almost 863 acres adjacent to the Gaya International Airport and midway between Gaya city and Bodhgaya in the state of Bihar in the Central Indian region. Gaya city has a rich cultural heritage and 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 'A'**. Other historical sites in the close vicinity of the Academy are as listed.



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.

### BODH GAYA

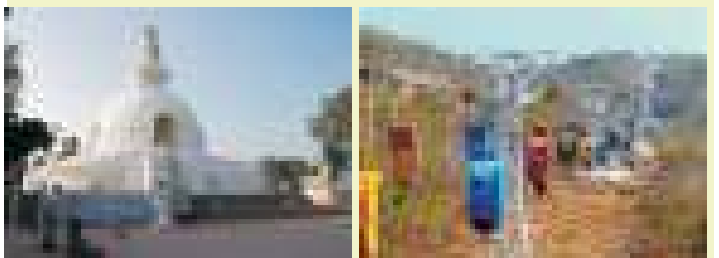
(a) **Bodh Gaya.** Located about 8 kms from the Academy, Bodhgaya is a religious site and place of pilgrimage associated with the Mahabodhi Temple Complex in Gaya district in the Indian state of Bihar. It is famous as it is the place where Gautama Buddha is said to have obtained Enlightenment (Bodhimandala).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

### RAJGIR

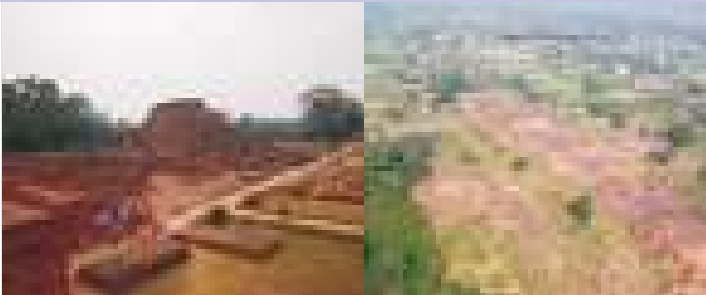
(b) **Rajgir.** Rajgir located around 65 kms from the Academy and 15 kms from Nalanda, means "The Abode of Kings" and has been mentioned first in the ancient Hindu epic Mahabharata as the capital of Magadh, ruled by the mighty King Jarasandha. Although the exact time of the



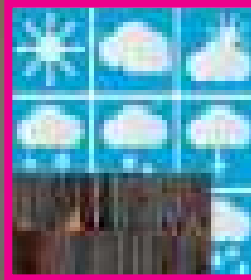
origin of this city has not been established, it is estimated by scholars that it must be around 3,000 years old. Rajgir has been closely related to Hinduism, Buddhism and Jainism and has played host to Lord Buddha and Mahavira, thus has many archeological sites related to Buddhism and Jainism. The teachings 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.

## NALANDA



(c) **Nalanda.** An ancient centre 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 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 upto 45 degrees centigrade. The region receives abundant rainfall during the monsoon season from July to September with considerable 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 is mentioned at **Appendix 'B'**.



# PART - II

## COURSE DETAILS



5. **Aim and Scope of Course.** To train and motivate Gentlemen 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 all round development of the Gentlemen 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 of Course.** Presently, **Technical Entry Scheme (TES)** and **Special Commission Officer (SCO) Courses** are being conducted in the Academy. The details are as under:-

(a) **TES.** Total training is for **five years** which is conducted in **two phases**:-

(i) **Phase I. Basic Military Training** of **one year** at OTA, Gaya. The training period would comprise a total of 46 weeks of training divided in two terms/ semesters. The duration of each term/ semester will be 23 weeks. A mid-term break of one week would be provided in each term and a term-break of three weeks would be provided at the end of the first term.

(ii) **Phase II. Technical Training**:-

(aa) **Pre Commission Training.** Three years (CME, Pune/ MCTE Mhow/ MCEME, Secunderabad) to include Young Officers Capsule of four weeks duration before Final Passing Out Parade and Commissioning of the Gentlemen Cadet at OTA, Gaya.

(ab) **Post Commission Training.** One year (CME Pune/ MCTE Mhow/ MCEME, Secunderabad).

(b) **SCO.** Total training for SCO Course is for **one year** during which the Gentlemen Cadets undergo **Basic Military Training** prior to their commission into various arms and services. The training would comprise a total of 46 weeks of training divided in two terms/ semesters. The duration of each term/ semester will be 23 weeks. A mid-term break of one week would be provided in each term and a break of three weeks would be provided at the end of the first term.

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

7. **Course Syllabus.** When a Gentlemen 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, Gentlemen Cadets will be moulded as leaders of character prepared to serve our Army & country for a lifetime. The demanding 46-week training transforms Gentlemen Cadets into leaders & this transformation is so subtle that it almost appears like evolution which is evident to the parents when the Gentlemen Cadet 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 a Gentlemen Cadet. The course curriculum (Block Syllabus) is as given at **Appendix ‘C’**.

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 GCs cabins as and when the class for the same is scheduled.

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 & practicals.

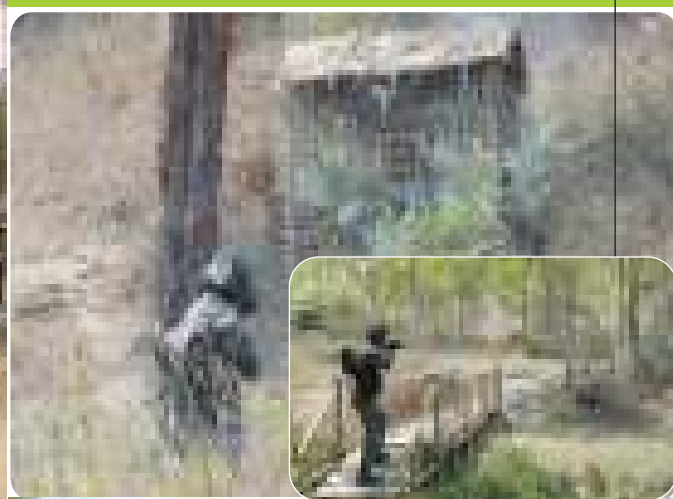
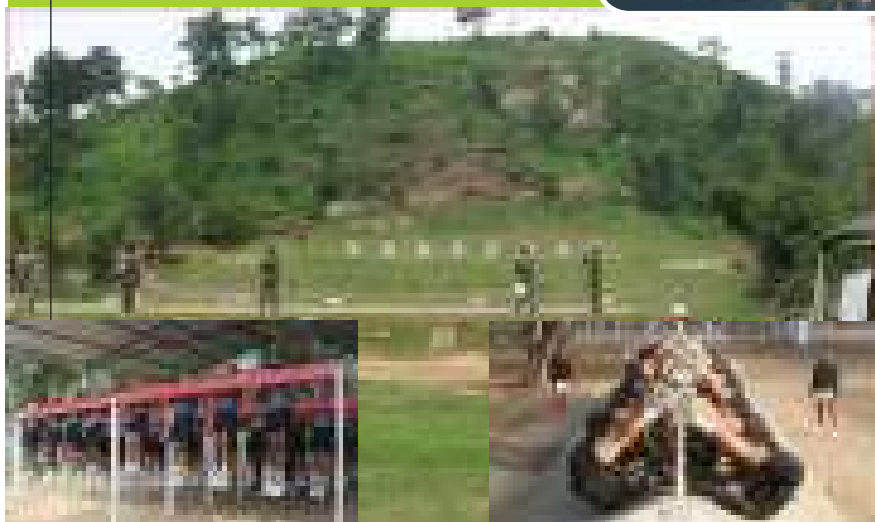
11. **Training Facilities Available (Incl IT).** The various training facilities enabling the smooth conduct of training in the Academy are Service training, Academics training and other miscellaneous aspects to include training in IT.

There are Computer Labs established centrally for conduct of classes and in Companies near Gentleman Cadets’ accommodation for practices. In addition to this, there are also individual PCs issued to every Cadet in his cabin for accessing study material through Thin Client system. There is also an IT Club functional in the Academy which is held every Wednesday and 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 Exercise & finally culminating in Outdoor Exercises. In addition, for better assimilation, effective use of Computer Based Training (CBT) and Training Films are incorporated in the training curriculum. The training is oriented towards basic platoon level training & understanding the administration aspects at company level with an aim of making the Gentlemen Cadet 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 Gentlemen 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 a Gentlemen Cadet is commissioned as an Officer. Standard Obstacle Course, Assault Course, endurance speed marches & runbacks, swimming with different strokes and jump from 10 metres are conducted as part of

Physical Proficiency Training & Battle Physical Endurance Training for a Gentlemen Cadet. Sports Medicine Specialist assists in formulating training schedule & ensuring gradual development, reducing chances of any stress related injuries. The methodology of training initially aims at scientific screening of Gentlemen 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 Gentlemen Cadets being introduced to equitation & weak/ promising Gentlemen Cadets 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 a Gentlemen Cadet on joining the Academy. Gradually, the Gentlemen Cadet is 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 a Gentlemen 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, TD, practice & project studies. To enhance the personality development of a Gentlemen Cadet, emphasis is laid on soft skills like public speaking, essay writing & book reviews.



(g) **Adventure Activities.** Adventure activities in the form of clubs & other extra-curricular activities are conducted during Wednesdays, Saturdays, holidays & mid term/ term breaks. Participation in some of these activities is compulsory in order to instil a sense of adventure, camaraderie & esprit-de-corps amongst the Gentlemen Cadets.

(h) **Guest Lectures.** Certain guest lectures from senior officers & eminent personalities from various fields are organised for the Gentlemen Cadets. 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 during evening games period with regular sports competitions being held at the Academy level. Equal opportunities are provided to all Gentlemen Cadets to participate in games & sports with special emphasis on troop/ team games like Football, Hockey, Volleyball, Basketball & Handball. Each Gentlemen Cadet should be proficient in playing at least one troop game & introduced 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 Gentlemen 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 Gentlemen 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 world class sporting air pistol and rifles are available for the Gentlemen Cadets to learn and practice. Archery is also a part of this club and modern Archery equipment is available for the Gentlemen Cadets for honing 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 Gentlemen Cadets. The club aims at making the Gentlemen Cadets 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 the Gentlemen Cadets to the standard of preliminary grade in the show.

(iii) **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 a Gentlemen Cadet 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.



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



(v) **Automotive Club.** Driving and Automotive club is very popular among Gentlemen Cadets. The club members are taught on driving of motor vehicles and their daily maintenance. The club hires cars and motor vehicles including vehicle simulators for making the Gentlemen Cadets practice and learn the art of driving a vehicle.

(vi) **Computer Application Club.** In a techno savvy world, it becomes very important to acquaint Gentlemen Cadets with not only computer fundamentals but also on the knowhow of the latest IT advancements, cyber threat and its vulnerabilities. Familiarization in these aspects is an integral part of this club's activities as it provides wings to innovative and creative thoughts of the Gentlemen Cadets.



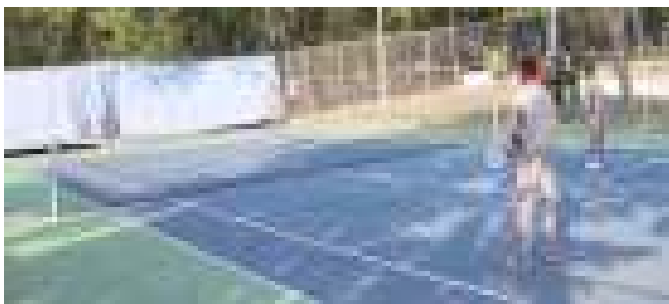
(vii) **Music & Dramatics Club.** Music and dramatics club provides an excellent forum for a number of Gentlemen Cadets for learning new musical instruments as well as time to enhance and hone their talent. The services of a professional civilian music instructor are being hired providing the Gentleman Cadets impetus in learning varied range of musical instruments.

(viii) **Arts and Philately Club.** Art & Philately Club is being conducted by Academy Department and provides opportunity to interested Gentlemen Cadet to pursue hobbies such as drawing & philately. A qualified drawing instructor helps Gentlemen Cadets hone their skills in drawing, particularly in pencil shading, memory drawing, perspective drawing, water colour painting & collage making. Philately activities at the club allows budding philately enthusiasts to exchange notes, acquires information and also add to their collection of stamps.

(ix) **Photography Club.** Academy provides a vast canvas for Gentlemen Cadets 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 Gentlemen Cadets.



(x) **Health & Fitness.** A new introduction in the Academy, the health & fitness club in Sports Medicine Centre provides an excellent opportunity for Gentlemen Cadets who are weak and also those who have an interest in learning about fitness. Gentlemen Cadets get a good understanding of the best fitness practices followed all over the world.



(xi) **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 Gentlemen Cadets during club days.



(xii) **Cycling Club.** Cycling is an integral part of mil life. The Adventure Club intends to bring out sense of adventure and thrill amongst the Gentleman 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 Gentlemen Cadets but also aims to improve their physical fitness and endurance.



(xiii) **Hawk Eye Club.** The Hawk Eye club at Officers Training Academy, Gaya has been introduced with an aim to educate the GCs about construction of aero models, flying them & promoting aeromodelling as a sport. This initiative has further been improvised by addition of Quad copter and sophisticated aeromodels. Introduction of this fast springing sport (Aeromodelling) provides wings to innovative thoughts of GCs.

**Note:** List of Clubs in the Academy are given in **Appendix AC**. The choice of clubs will be asked from candidates on arrival.



# INITIAL SETTTLING DOWN & DAILY ROUTINE

12. You have been selected because “**YOU HAVE IT IN YOU**”, the qualities needed for success; however, you still must be determined & persevere through the challenges of Basic Military Training at the Academy, to achieve your goals. Since, in case of TES Course new cadets are entering the military abruptly from the civilian world post their 12th board examinations, what may seem like the most challenging military training you will experience at OTA, Gaya will be faced by you during initial settling down period of six weeks. This is the most physically and emotionally demanding part of the one year training at OTA, Gaya and is designed to help you make the transition from new candidate to a Gentlemen

Cadet on the road to Officership. To avoid any quick or rash decision which may result in a new Gentlemen Cadet losing this opportunity for which he has worked so hard, the Gentlemen Cadets are expected to freely approach their Officer Instructors and Platoon Commanders for any assistance or support to help him adjust to the daily routine in the Academy. Experience has shown that it is best to take one day at a time, and that with each new day's experience, strength and confidence are built. The imposed discipline of Academy will gradually be replaced with self-discipline, the key to success as an Army Officer. During your Army career, self-discipline will enable you to do your duty, regardless of the circumstances.

## SAMPLE OF DAILY ROUTINE OF A GENTLEMEN CADET

0430H	:	Wake Up/ Reveille
0515H	:	Muster
0545H to 0715H	:	Physical Training & Drill
0715H to 0830H	:	Breakfast Break
0830H to 1245H	:	Training/ Classes
1245H to 1345H	:	Lunch
1345H to 1530H	:	Quiet Period/ Break
1530H to 1615H	:	Afternoon Training Period
1600H to 1730H	:	Clubs (Wed)
1700H to 1800H	:	Games
1800H to 1830H	:	Evening Tea/ Break
1830H to 1940H	:	Study Period
1945H to 2015H	:	Ante Room Procedure
2025H to 2115H	:	Dinner
2115H to 2145H	:	Break/ Leisure Time
2145H	:	Lights Out

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

\*\*Wed & Sat are half days with Clubs in the afternoons and English & Hindi Movie scheduled in the evenings.

\*\*\* **Sundays** are observed as Holidays and visitors are allowed in the Academy.

## INITIAL PREPARATION

13. **Physical Fitness.** 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 Gentlemen 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 suggested fitness cum dietary regimen to enable them to make a smooth transition into military life. The same is given in Appx 'AH'.

14. **Computer Education.** Keeping in mind the advancements made in the field of IT and its impact on our day to day working, it is suggested that the candidates must acquire basic working knowledge of computers before joining the Academy.

# IMPRESSIONS FROM NEW CADETS



15. **Impressions from New Cadets.** “My first step to become the leader that I aspire to be & what an experience....Its 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 & everytime. The friendships you make during training are unlike anything I experienced in

my school. The kind of challenges you face and successes you have created 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, you will look back on this someday, as the leader that you come to be, and laugh.”



## PART - III ADMINISTRATION

16. **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 D** of Joining Instructions to Adjutant, OTA Gaya in original with a copy to Recruiting Directorate.

### ARRIVAL & RECEPTION

17. 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 and at the Officers Training Academy, Gaya. Suitable transport will be made available for conveyance of the candidates alongwith their baggage from railway station to the Academy.

18. The candidates arriving by air may proceed directly to the Academy & other candidates arriving by any other means are advised to proceed to the Reception Centre at Gaya Railway Station.

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

- (a) **Failing to Prove his Identity.** On arrival a candidate is required to produce the Joining Letter with photo, issued by the Recruiting Directorate and a Photo Identity. (Refer Para 22(g) for valid Photo ID).
- (b) **Reporting after the laid down Date.** Candidate are required to inform Adjutant in case of any delay. Absence of upto one week only can be waived off at the discretion of the Commandant.
- (c) **Found Medically Unfit on Joining.** Based on the opinion of the Medical Authorities.
- (d) Incomplete documents, i.e. Indemnity Bond & Security Deposit.
- (e) Improper/ fraudulent documents and education/ degree certificates.
- (f) Improper Police record.

20. In case of any difficulty or query, the candidates may contact on any of the following numbers:-

- (a) Adjutant Branch Reception Cell : +917667585732 (M)
- (b) OTA Exchange : 0631-2223279
- (c) Email ID : adjtbr.otagaya@gmail.com
- (d) Movement Control Office, Gaya: 0631-2224131 (at Gaya Railway Station)

21. **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.

22. **Documentation.** The candidates will hand over the original and two **unattested photocopies** each of the undermentioned documents at the Academy Reception Centre on arrival:-

- (a) Medical Certificate (**Appendix E**) (TES Course only).
- (b) Parent/ Guardian Income Certificate (**Appendix F**) (Affected TES course candidates only).
- (c) Bond to be executed jointly by the parent/ guardian and the selected candidate on a non-judicial stamp paper of a value of Rs 100/- or as applicable to the state of his residence (**Appendix G**) (TES Course only).
- (d) Declaration to be signed by the parent/ guardian of the candidate selected to undergo training (**Appendix H**) (TES Course only).
- (e) Declaration to be signed by the candidate selected to undergo training (**Appendix J**) (TES & unmarried SCO candidate only).
- (f) Original Marksheets and Passing Certificates of Class X and XII of the candidate (which will be retained by the Academy as guarantee/ security till the completion of his training) (Both SCO & TES Course).
- (g) Valid Photo ID (Voter ID Card/ Aadhar Card/ Passport/ Driving Licence/ Photo ID card issued by Central/ State Govt/ Student ID card with photograph issued by recognized school/ college/ nationalised bank passbook with photographs) and **PAN Card** (to facilitate in opening of Bank Account in Academy).
- (h) **AADHAR CARD.** All candidates are required to possess AADHAR No on arrival at academy. In case a candidate doesn't possess the same he is required to register for AADHAR prior to joining academy and produce the Registration slip on arrival.

- (j) 16 Copies of Photographs (Size 4.7 cm x 3.5 cm) (in White Shirt and Black Tie in red background) (Both SCO & TES Course).
- (k) Migration Certificate from University (SCO Course only).
- (l) Certificate from Commanding Officer regarding Kit Clearance Certificate (SCO Course only) (Format att as **Appendix K**).
- (m) Copy of Final '**No Demand Certificate**' (IAFA-450) duly signed by OC/ CO unit (SCO Course only).
- (n) Affidavit (Format att as **Appendix AD**) in case of any variation in names between UPSC Application Form / Xth Marks Sheet & Passing Certificate/ XIIth Marks Sheet & Passing Certificate.
- (o) Certificate on Joining (Format att as **Appendix AE**).

23. In case of any mistake in the above mentioned Bonds or failure to produce any Bond by the candidate, the following procedure will be followed:-

(a) The candidate will be required to deposit **two weeks** training charges (**Rs 23,192.40 @ Rs 11,596.20 per week**) and the parent/ guardian of the candidate will be required to furnish the Bond within these two weeks. The Bond if sent by registered mail/ courier should be followed up by a fax to the Adjutant on his civil number **0631-2210106**. On receipt of the Bond, the amount deposited will be refunded.

(b) A candidate is liable to get **withdrawn from the Academy** in case these documents are not deposited within these two weeks.

#### **Monetary Deposit**

24. **TES.** The candidates selected to undergo training under Technical Entry Scheme are required to deposit **Rs. 53,920** towards the following:-

- |     |   |   |
|-----|---|---|
| (a) | Cost of the personal outfit issued by OTA, Gaya:- | Rs 46,000.00 ( <b>Details given at Appendix N</b> ) |
| (b) | AGIF Premium                                      | Rs 7,200.00   |
| (c) | Cinema Subscription/ Entertainment Fund           | Rs 700.00   |
| (d) | Telephone Charges (STD)                           | Rs 20.00  |
|     |   | <b>Rs 53,920.00</b>                                 |

25. **SCO.** The service cadets are required to deposit Rs 57,720 on arrival with Pay and Accounts office, OTA, Gaya towards the following:-

- |     |  |   |
|-----|--|---|
| (a) | Cost of the personal outfit issued by OTA, Gaya:-        | Rs 57,000.00 ( <b>Details given at Appendix O</b> ) |
| (b) | AGIF Premium (Not required as already under AGIF scheme) |   |
| (c) | Cinema Subscription/ Entertainment Fund                  | Rs 700.00   |
| (d) | Telephone Charges (STD)                                  | Rs 20.00  |

26. The money will be deposited in the form of a bank draft (of Rs. 53,920 for TES Course & Rs. 57,720 for SCO Course) drawn on **AC No 31884851896** in favour of **Commandant, OTA, Gaya, payable at SBI, Paharpur Mil Station, Gaya (IFSC-SBIN0006611)**.

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

- (a) Pets.
- (b) TV, Music System, PC, Laptop and Mobile Phones.
- (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) Pornographic Material.
- (k) Electrical Appliances.

28. **Financial Aid.** The Govt provides financial assistance up to Rs 1000 per month to the candidates whose parents/ guardians monthly income is less than Rs 21000. The financial assistance will be available until the Gentleman Cadet is eligible for stipend. The eligible candidates will bring the application (**Appendix L**), clearly indicating the total monthly income of parent/ guardian from all sources (pay and allowances, pension, income from property, agricultural land, business etc.), duly signed and recommended by the District Magistrate. The recommendations of the District Magistrate must be signed personally by the District Magistrate himself with the seal of his office affixed on it.

#### **Medical**

29. The candidate will get himself vaccinated for **Tetanus, Typhoid & Hepatitis B (first dose)** 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** (Refer Para 19 (d)).

30. If a candidate is exposed to any infection or contagious disease before joining the Academy, he will inform 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 (Including Equipment)

31. **Dress Code.** The Academy follows its own Dress Regulation. The clothing and equipment items as required during the course of training in Academy are both issued (free of cost) as well as purchased by the GCs. The details (periodically revised) are as under:-

(a) **Free Issue of Clothing & Equipment.** Free 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 M**. Additional clothing/ items required thereafter shall be made available at the Academy.

(b) **Free Issue of Books & Stationery.** Gentlemen Cadets will be provided free academic books & stationary at the commencement of each term. Some of the books however would be withdrawn at the end of term.

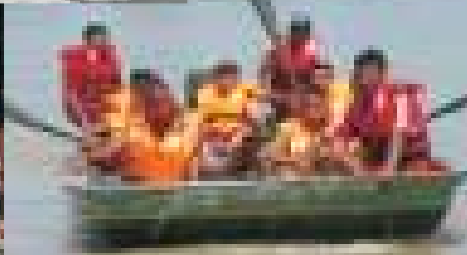
(c) **Payment Issue of Clothing & Equipment.** In addition to the items of uniforms & equipment provided free by the government, candidates are required to be in possession of all items of clothing given at **Appendix N** for TES GCs & **Appendix O** for SCO GCs. In order to ensure uniformity & correct pattern, these clothing items will be made available at the Academy & the candidates will meet the cost. For this purpose all TES candidates are required to bring Rs 53,920/- & SCO candidates are required to bring Rs 57,720/- in form of a Bank Demand Draft & deposit the same at the reception on arrival. On completion of the training the same will be carried along by the Gentleman Cadet. The details given at **Appendix N/ Appendix O** are not comprehensive and are liable to be changed.

(d) **Items of Clothing & Equipment to be Provided by the Candidate's Parents/ Guardian at the Time of Joining the Academy.** Items of clothing & equipment to be provided by the candidate's parents/ guardians at their own expense are given at **Appendix M**. These items will be brought by the candidates while joining the Academy.



# LIKELY VISITS DURING THE TRAINING PERIOD

32. Visits to various places of interest within the country are organised for Gentleman Cadets as part of the training curriculum and also as part of leisure like Mid Term Hikes organised every term for Cadets. An attempt is made to combine leisure and education by scheduling hikes to places where both the purposes are served.



# MAJOR LEAVE PERIODS EXPECTED

## 33. Major Leave Periods Expected.

(a) **Leave.** Except for leave on medical or extreme compassionate grounds, no leave of absence will be granted to Gentlemen 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 June & December if the presence of Gentlemen Cadet is mandatory for the function.

(b) **Mid Term Break.** All the Gentlemen Cadets who have passed their mandatory tests will 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 Mar/ Sep. The Gentlemen Cadets who are held back in the Academy for failing to achieve requisite standards in the mandatory tests will proceed on organised hikes to military establishments in vicinity of Gaya. During the hike, the Gentlemen 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 Gentlemen Cadets during mid course of their training and ensure the Gentlemen Cadets start their second phase of training completely rejuvenated & reenergised. However, due to COVID -19 pandemic, during Spring Term 2021 a mid term break may not be planned.

(c) **Liberty.** The Gentlemen 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 Gentlemen Cadets which will be briefed on arrival at the Academy.

(d) **Term Break.** The Gentlemen 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 ( June-July) - Three weeks.
- (ii) Winter Vacation (December-January) - Three weeks.

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

(f) **Visitors.** The Gentlemen 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 Gentleman Cadet before arriving).



# DISCIPLINE

34. The Gentlemen Cadets while undergoing training at OTA, Gaya will be subject to the Rules and Regulations as laid down by the Academy from time to time. For the purpose of ensuring discipline and instilling military ethos in Gentlemen Cadets joining OTA, Gaya, Academy Discipline Policy has been implemented in the Academy to guide them with respect to the Code of Conduct of the Gentlemen Cadets during their training. All Gentlemen Cadets are expected to adhere to all Academy, Battalion and Company orders as published from time to time. Failure to do so will render a Gentlemen Cadets hiding facts will invite disciplinary action under breach of Academy Honour Code. Cases of grave nature involving theft, cheating, drug peddling, gambling, consumption of liquor, forgery, misbehavior with Instructor Staff and Absence without Leave will invite strict action resulting in withdrawal from the Academy depending upon the circumstances of the case. Gentlemen Cadets are expected to conduct themselves in a manner befitting a professional Soldier. All Gentlemen Cadets will be expected to strictly adhere to the Academy Standing Orders.

## Marriage

35. **TES Entry.** Only **unmarried Gentlemen Cadets** will be allowed to undergo training at the OTA, Gaya. The Gentlemen Cadets will not be permitted to marry during the training period.

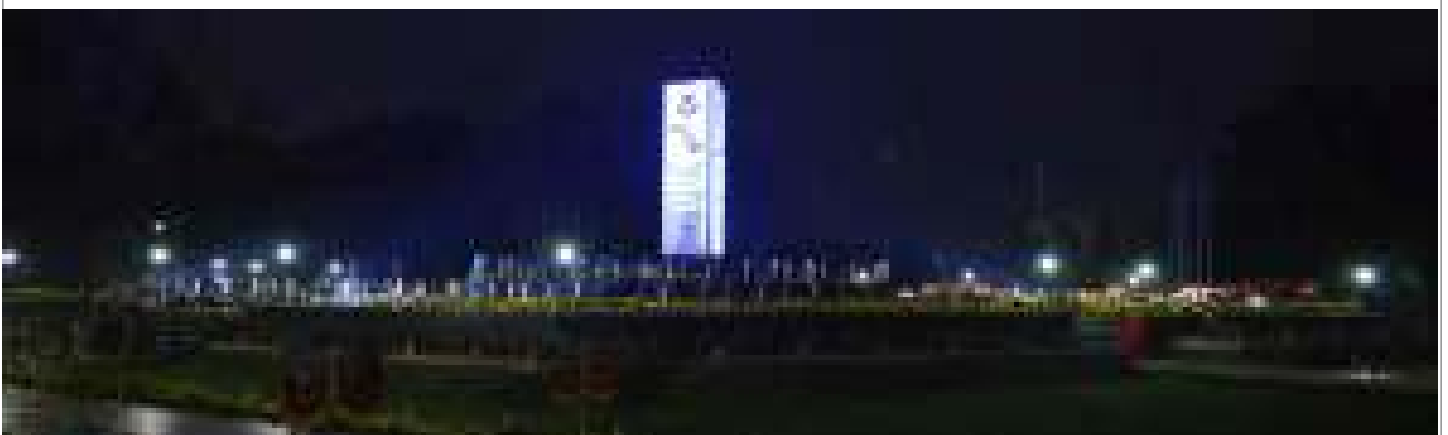
36. **SCO Entry.** Marriage is not a bar for the grant of commission in the Army for the SCO entry. However, **no Gentlemen Cadet will be allowed to marry during the period of training.**

# 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 a Gentlemen Cadet will undergo, is designed to achieve certain minimum standard for his all round development, a pre-requisite for a future officer. The parents are advised to encourage and guide the Gentleman Cadet 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 application or seek reinstatement. The format for application for resignation and consent of parent/ guardian is at **Appendix AA**.

39. In case, any Gentlemen Cadet opts to join any other Training Academy of Indian Army, Air Force or Navy, the Gentlemen Cadet 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 Gentlemen Cadet 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 & WITHDRAWAL

## Relegations

40. The Gentlemen Cadets are liable for relegation to the next junior term in case of the following :-
- (a) For missing training for more than 42 days for medical or any other reasons.
  - (b) 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 Gentlemen Cadets will be explained to them by the Platoon/ Company Commanders and other relevant appointments at the Academy.
  - (c) On Disciplinary Grounds or lack of desired Character Qualities.
  - (d) Any other reason within the control of the GC.

## Withdrawals

41. The Gentlemen Cadets are liable to be withdrawn on the undermentioned grounds as per the laid down instructions on the subject:-
- (a) A Second Relegation on failing to achieve the minimum laid down standards within the same term or on Disciplinary Grounds.
  - (b) On Medical Grounds.
  - (c) On Disciplinary Grounds, in case the seriousness of the offence merits immediate withdrawal, the GC may be withdrawn without being relegated first.
  - (d) On Adverse Security Verification or furnishing of false information on Application Form.
  - (e) For failing to submit the Original Mark Sheets within 90 days of commencement of training.
  - (f) If a GC (other than service cadet) gets married during training.
  - (g) Not conforming to the Academy Rules and Regulations.

## Liability for Cost of Training

42. The cost of training, messing and allied charges/ services including cost of used clothing items, ordnance & private kitting will be recovered from the Gentlemen Cadets who resign from the Academy. Similar recoveries will also be made from the Gentlemen Cadets 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 application for admission to Officers Training Academy.
  - (c) Being dismissed or discharged or withdrawn on Disciplinary Grounds (under review).
  - (d) For marrying while under training.
  - (e) For any reason not beyond the control of the Gentlemen Cadet.
  - (f) In case a Gentlemen Cadet does not accept a commission, if offered.



# PAY & ALLOWANCES

## Stipend/ Pay

43. The Gentlemen Cadets from TES entry are not paid any stipend during the training period at Officers Training Academy, Gaya.

44. The Gentlemen Cadets from SCO entry will continue to draw the pay of their rank at OTA, Gaya. Service Cadets may draw one month's advance of pay from their previous unit vide AO 543/63.

## Compensation

45. Parents/ Guardians of the Gentlemen Cadets or the Gentlemen Cadets will not be entitled to claim compensation for any injury sustained by their ward during the course of their training at the Academy. Documents to this effect have already been mentioned in Para 22 of Joining Instructions.

## Insurance

46. All Gentlemen Cadets undergoing training at OTA, Gaya will be insured for Rs 15 Lakhs (Rupees Fifteen Lakhs only) for death and Rs 15 Lakhs (Rupees Fifteen Lakhs only) as per eligibility conditions, with the AGIF, New Delhi under arrangement of the Academy for duration of the training. A **one time non refundable Premium of Rs 7200** will be recovered from the Gentlemen Cadets of **TES course**, which will be paid to the **Army Group Insurance Fund**. The insurance cover will be effective for **three years**. In case a Gentlemen Cadet of TES entry gets relegated, he will furnish an additional Premium of **Rs 1355** towards the insurance cover. Since, SCO entry cadets are already registered with AGIF, they will not be required to pay this one time Premium.



# ALLIED SERVICES

47. **Accommodation.** Each Gentleman 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.

48. **Messing.** While under training at the Academy, the Gentlemen Cadets will be dining in the Gentlemen 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 Gentlemen Cadets are allowed to leave the Academy.

49. **Medical Facilities.** All the Gentlemen 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 Gentlemen Cadets for sports & training related stress. A multi speciality Military Hospital with a capacity of 149 beds is also available in the Academy premises for the Gentlemen Cadets.

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

51. **Mobile Phone Usage.** As the Gentlemen Cadets are not allowed **possession of Smart Mobile Phones**, a WLL (STD) facility is made available to the Gentlemen Cadets to stay in communication with their near & dear ones. Tele Kiosks have been established in every training Coy at a scale of two/ Coy for the ease of Gentlemen Cadets. In addition, Gentlemen Cadets will be permitted to use their dumb/ basic mobile phone (without camera & internet) from Saturday evening to Sunday evening and also on holidays.



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

53. **Correspondence.** The Academy has a full-fledged Post Office. The Gentlemen 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 \_\_\_\_\_

Gentlemen 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

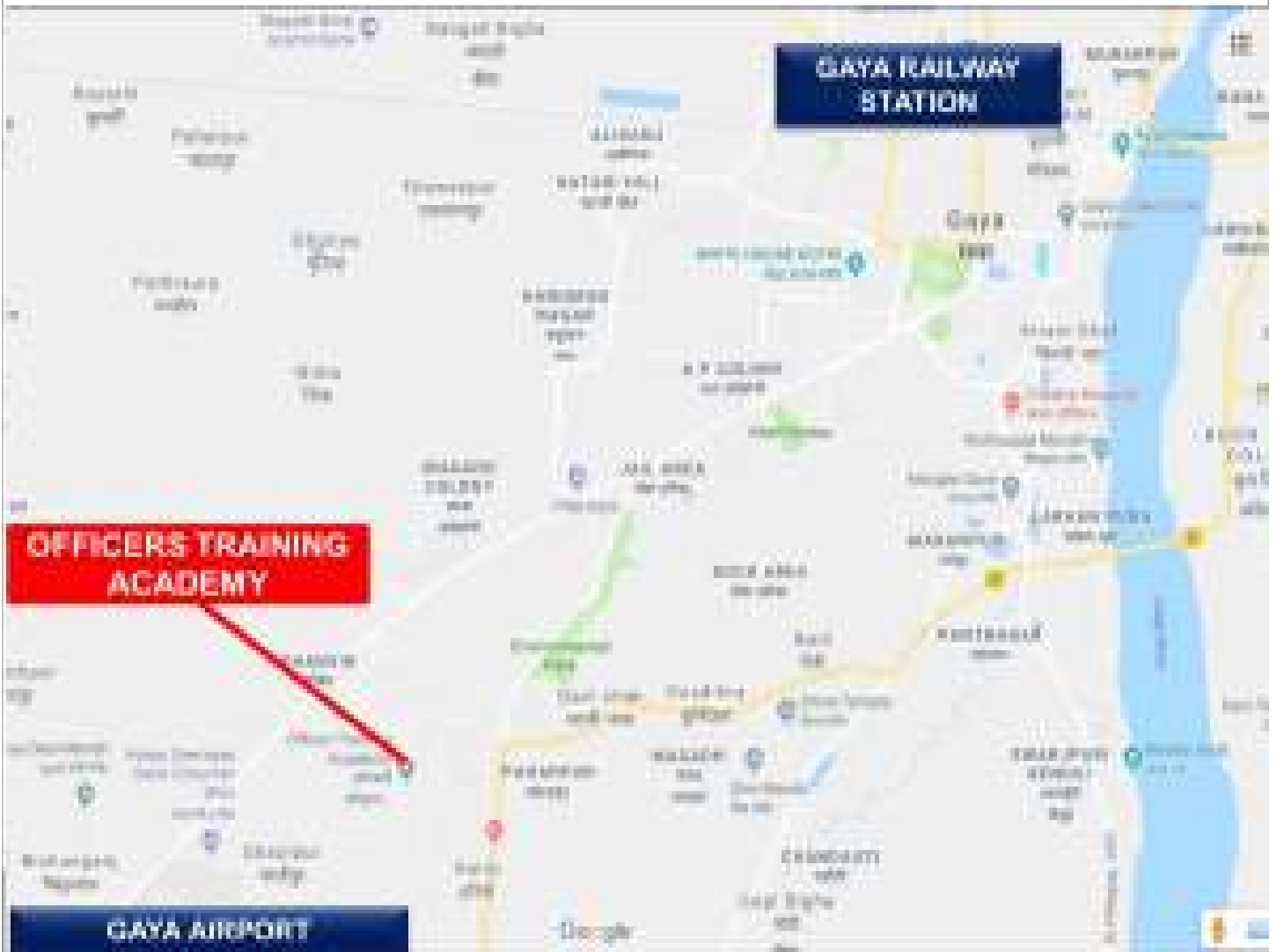
## CONCLUSION

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

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



**MAP OF GAYA CITY**





## CONNECTIVITY TO GAYA

**Appendix B**  
(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) AI 234/ AI 406 Delhi-Gaya (On daily basis).
- (ii) 6E 7715 Kolkata-Gaya (On daily basis).
- (iii) 6E 7716 Varanasi-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

<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.

## COURSE SYLLABUS

<u>S No</u>	<u>Sub</u>	<u>Ist Term</u>	<u>IInd Term</u>
1.	<b><u>Service Training</u></b>	(a) Section Level Training (b) Camp Layout & Section Battle drill (c) Platoon Level (Advance, Attack & Defence in plains)	(a) Conventional Raid (b) Platoon Level (Attack & Defence in Mountains) (c) Counter Insurgency & Counter Terrorist Operations. (d) YO's Capsule.
2.	<b><u>Weapon Training</u></b>	<b><u>Recruit Range Course.</u></b> (a) 5.56mm INSAS Rifle (b) 5.56mm LMG (c) 9 mm CMG (d) Introduction to 84mm RL & 51mm Mortar	<b><u>Trained Soldier Range Course.</u></b> (a) 5.56mm INSAS Rifle only (b) 9mm Pistol (Squad post & firing) (c) Rifle AK-47 (Squad post & firing) (d) Close Quarter Battle (CQB) & Jungle Lane Shooting. (e) Field Firing of 84mm RL, 51mm Mortar & Hand Grenade Lobbing. (f) Bayonet Fighting (g) Battle Inoculation (Field Firing Range)
3.	<b><u>Physical Training</u></b>	(a) PPT (with less standards) (b) IPET (with less standards) (c) Obstacle Training (OT) (d) Introduction to BPET (e) Swimming (25m) & Jump (5m)	(a) PPT (Army standards) (b) IPET (Army standards) (c) BPET (d) Swimming (50m) & Jump (10m) (e) Russian Obstacle Training/ Assault Course
4.	<b><u>Drill</u></b>	(a) Foot Drill (b) Introduction to Rifle Drill	(a) Rifle Drill (b) Introduction to Sword, Cane & Ceremonial Drills
5.	<b><u>Academics</u></b>	Communication Skill, Science and Warfare (SAW), Military History (MH), Information Technology (IT) & Current Affairs and International Relations (CAIR)	Communication Skill, SAW, MH, IT & CAIR, Area & Cultural Studies
6.	<b><u>Equitation Training</u></b>	Basic Horsemanship , Handling & Introduction to Confidence Training	(a) Confidence Training (b) Introduction to Jumping Lane
7.	<b><u>Navigation (Map Reading)</u></b>	(a) Introduction to Map Reading, Map Enlargement, Field Sketching & Map Reading Exercise (b) Global Positioning System (c) Day & Night Navigation	(a) Reading of latitudes/ longitudes, Map Reading Exercise, SURVEKSHAK (b) Field Sketch
8.	<b><u>Leadership and Human Resource Management</u></b>	(a) Leadership and Motivation, Leadership Traits and Styles, Leadership theories, Principles and Qualities (b) Honour Code (c) Officer Mess Functioning, Culture (d) Interpersonal Relationship (e) Leadership and Human Resource Management Case studies	(a) Military and Social Etiquettes, Indian Military heritage & Core Military values (b) Military Motivation (c) Nurturing Organisation Culture at unit level (d) Combat Stress, Leadership (e) Strengthening Leadership potential (f) Leadership and Human Resource Management-Case studies

## **ACKNOWLEDGMENT FORM**

*(For Candidates selected to undergo training with TES/ SCO Entry scheme at Officers Training Academy, Gaya)*

Please intimate this HQ immediately about your willingness to join the Academy. Your willingness must reach this HQ within 14 days of receiving the Joining Letter failing which your candidature will be cancelled and the next available candidate will be detailed.

### **ACKNOWLEDGEMENT**

Roll No \_\_\_\_\_

Name \_\_\_\_\_

Full Address \_\_\_\_\_

To :

Directorate General of Recruiting (Recruiting A) (For SCO Entry)  
Service Entry Section  
Adjutant General's Branch  
Army HQ, West Block- III  
RK Puram, New Delhi- 110066

or

Directorate General Recruiting (Recruiting A)/ TES ENTRY (For TES Entry)  
Adjutant General's Branch  
Army HQ, West Block- III  
RK Puram, New Delhi- 110066

Sir,

1. I have the honour to acknowledge receipt of your Headquarters Letter No. \_\_\_\_\_ dated \_\_\_\_\_ together with Joining Instructions for above mentioned course.
2. I shall report at OTA, Gaya on \_\_\_\_\_ (due date of Arrival), I have informed the OTA, Gaya accordingly. I understand that if I fail to report at the Academy on the due date of arrival, my candidature for the course is liable to be cancelled.



or

I am unable to report at OTA, Gaya for reasons given below by me and I \_\_\_\_\_  
Forego my claim to join OTA Gaya. The vacancy thus used may be filled by a candidate next in the merit.

**REASONS FOR NOT JOINING OTA, GAYA**

- (a) Alternative job secured (give details) \_\_\_\_\_
- (b) Terms and conditions of service not acceptable \_\_\_\_\_
- (c) Domestic reason i.e. \_\_\_\_\_  
\_\_\_\_\_
- (d) Psychological factor i.e. \_\_\_\_\_
- (e) Other reasons :-  
(i)  
(ii)  
(iii)  
(iv)

Counter signature of the Father/Guardian

Signature of the Candidate

**Copy to :-**

**Adjutant  
Officers Training Academy  
Gaya (Bihar)  
Pin- 823 005**

Note : Score off the portion which is not applicable to your entry.

## 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 \* ..... 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)

(b) RT-PCR Test (COVID Test) in respect of .....S/o..... has been carried out on.....(Date within three days of arrival date). The individual has been found Negative/ Positive.

(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.

## **FORMAT FOR INCOME CERTIFICATE**

*(To be signed by the Parents/ Guardian of those Candidates who apply for Financial Aid)*

I ..... Parent/Guardian of \* .....  
who has been selected for training at the Officers Training Academy, Gaya do hereby solemnly  
affirm that my total income from all sources on this ..... days is  
Rs. ....

(Signature of Witness)

(Signature of Parent/Guardian)

(Name in Block Letter)

(Name in Block Letters)

Full Address

Full Address

District and State

District and State

Date :

Date :

Notes :

- 1.\* UPSC No., Name of candidate.
2. This certificate is to be rendered every six months for the period of training.

**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 made on (day) ..... of (month and year) ..... between (Guarantor's full name) ..... son of ..... resident of (Guarantor's full address) ..... (hereinafter called the guarantor (which expression shall include his personal representative when the context so admits) and ..... son/ward (hereinafter called the Gentleman Cadet) of the aforesaid guarantor of the one part and The President of India (hereinafter called 'The Government' which expression shall include his successor and assigns where the context so admits) of the other part.
2. Whereas the Gentlemen Cadet has been selected by the Government on the same terms hereinafter 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, provided he is considered by the Government to be suitable in all respects and if there is any vacancy.
3. Now it is agreed between the parties referred to above that in consideration of the Gentleman Cadet being selected by the Government for the purpose of the aforesaid training, the guarantor covenants with the Government that the Gentleman 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 Gentlemen Cadet will if offered a commission as an officer in the regular Army in any Arm/ Service assigned to him in accordance with AG/ MP-2, IHQ of MoD (Army) Policy letter dated 08102/Allocation/MP-2 dt 02 Dec 2013, as amended from time to time, accept such commission unless, he the Gentleman Cadet is prevented from doing so by death or on account of ill health or some other reason over which he the Gentleman Cadet has no control or by being removed on the ground that the Gentleman Cadet is considered by the said appropriate authority to be unfit to continue as an Gentleman Cadet or to be commissioned.
4. If, on account of his relegation or dismissal or discharge or withdrawal from Officers Training Academy, Gaya/ College of Military Engineering, Pune/ Military College of Electronic & Mechanical Engineering, Secundrabad/ Military College of Telecommunication Engineering, Mhow for knowingly furnishing false particulars or suppressing material information in his application for admission to the said Officers Training Academy, Gaya/ College of Military Engineering, Pune/ Military College of Electronic & Mechanical Engineering, Secundrabad/ Military College of Telecommunication Engineering, Mhow or in the event of his being dismissed or discharged or withdrawn on disciplinary grounds from the said Officers Training Academy, Gaya or for marrying while under training at the said Officers Training Academy, Gaya/ College of Military Engineering, Pune/ Military College of Electronic & Mechanical Engineering, Secundrabad/ Military College of Telecommunication Engineering, Mhow or for any reason not beyond the control of the Gentleman Cadet, he does not complete the prescribed period of training, or he, the Gentleman Cadet, does not accept a Commission if offered as convened above, then the guarantor and the Gentleman Cadet shall jointly and severally be liable to pay forthwith to the Government in cash such sums as the Government shall fix but not exceeding such expenses as shall have been incurred by the Government on account of the Gentlemen Cadet on his training and all the money received by the Gentleman 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 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, Officers Training Academy, Gaya/ College of Military Engineering, Pune/ Military College of Electronic & Mechanical Engineering, Secundrabad/ Military College of Telecommunication Engineering, Mhow 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 Gentlemen Cadet  
Above named in the presence of

Guarantor No 1  
Signed by the above named  
Guarantor in the presence of

Guarantor No. 2  
Signed by the above named  
Guarantor in the presence of

.....  
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 Gentlemen Cadet in Officers Training Academy, Gaya/ College of Military Engineering,  
Pune/ Military College of Electronic & Mechanical Engineering, Secundrabad/ Military College of  
Telecommunication Engineering, Mhow, hereby certify that, I fully understand that my son/ ward  
will do so with my full and free consent and at my own risk, and that I or my son or 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/ 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 a  
result of surgical operation performed upon him or anaesthesia administered to him for the  
treatment of any injury received as aforesaid or otherwise at the said Officers Training Academy,  
Gaya/ College of Military Engineering, Pune/ Military College of Electronic & Mechanical  
Engineering, Secundrabad/ Military College of Telecommunication Engineering, Mhow.

Place: \_\_\_\_\_

( \_\_\_\_\_ )  
Signature of Father/ Guardian

Date : \_\_\_\_\_

( \_\_\_\_\_ )  
(Signature of witness)  
(Particulars of witness)

\*Name of Gentlemen Cadet be filled in this as per College/ School record.  
Delete whichever is not applicable.

**Note :** Certificate to be on non-judicial stamped paper with stamped fee as in vogue in the  
State where the Certificate is executed by Father/ Guardian and should be attested by  
Notary.

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

I, (Name)\* \_\_\_\_\_ son of  
(Name) \_\_\_\_\_ who is a candidate for training  
as a Gentlemen Cadet at the Officers Training Academy, Gaya/ College of Military Engineering,  
Pune/ Military College of Electronic & Mechanical Engineering, Secundrabad/ Military College of  
Telecommunication Engineering, Mhow, 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/infirmary/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 a surgical  
operation performed upon me or as a result anaesthesia administered to me, for the treatment of  
any injury received as aforesaid or otherwise at the said Officers Training Academy, Gaya/ College of  
Military Engineering, Pune/ Military College of Electronic & Mechanical Engineering, Secundrabad/  
Military College of Telecommunication Engineering, Mhow.

For Technical Entry Course Candidates only

I also declare that I am not married and I undertake that I will not marry while I am under  
training at the Officers Training Academy, Gaya/ College of Military Engineering, Pune/ Military  
College of Electronic & Mechanical Engineering, Secundrabad/ Military College of  
Telecommunication Engineering, Mhow. Further, I fully understand that if I marry while under  
training at the Officers Training Academy, Gaya/ College of Military Engineering, Pune/ Military  
College of Electronic & Mechanical Engineering, Secundrabad/ Military College of  
Telecommunication Engineering, Mhow I will be liable to refund all the expenditure incurred on me  
by the Government and that the total estimated cost of training refundable by my parents or  
guardian will be notified later.

For Special Commission Officers (SCO) Candidates only

I undertake that I will not marry while I am under training at the Officers Training Academy,  
Gaya. Further, I fully understand that if I marry while under training at the Officers Training  
Academy, Gaya I will be liable to refund all the expenditure incurred on me by the Government and  
that the total estimated cost of training refundable by my parents or guardian will be notified later.

Place : \_\_\_\_\_

( \_\_\_\_\_ )  
Signature of the Candidate)

Date : \_\_\_\_\_

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

(Signature of witness)

(Particulars of witness)

\*Name of Gentlemen Cadet be filled in this as per College/School record.

**Note : Certificate to be on non-judicial stamped paper with stamped fee as vogue in the State  
where the certificate is executed by Candidate and should be attested by Notary.**

**FORMAT FOR KIT CLEARANCE CERTIFICATE**

*(For SCO GCs only)*

It is certified that I, No \_\_\_\_\_ (Army/JC No) Rank \_\_\_\_\_ (as JCOs/OR)  
Name \_\_\_\_\_ have deposited my Kit Clearance Cert along with MRO  
to \_\_\_\_\_ (Name of concerned Records office) vide  
\_\_\_\_\_ (Name of Unit where deposited for) letter No  
\_\_\_\_\_ dt \_\_\_\_\_.

Signature \_\_\_\_\_

Rank \_\_\_\_\_

Appt \_\_\_\_\_

Pers No \_\_\_\_\_

Name \_\_\_\_\_

Date :

**COUNTERSIGNATURE BY CO/ OC UNIT**



## **APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE**

1. Name of the Candidate :
2. Name and Address of the Parent/ Guardian :
3. Occupation of the Parent/ Guardian :  
(with adequate details)
4. Exact income of the Parent/ Guardian from all sources e.g. :
  - (a) Salary (including allowance) :
  - (b) Pension :
  - (c) Income from above :
  - (d) (i) Details of immovable property, if any :
    - (ii) Income from above :
  - (e) (i) Details of movable property such as cash deposit, securities, bonds share etc.
    - (ii) Income from above
  - (f) Whether Parent/ Guardian pays income tax, sales tax, if so, how much was paid during the preceding year.
  - (g) (i) Details of members of family
    - (ii) Details of monetary assistance received by the Parent/ Guardian from the earning member of the family.

5. Liabilities, if any

Place : Signature of the Candidate

Date : Signature of Parent/ Guardian

6. District Magistrate's/ Deputy Commissioner's remarks as to whether the above facts have been verified and found correct and that income of cadet's Parent/ Guardian from all sources is below Rs. 21000/- per month.

Date : Signature of the District Magistrate/  
Dy Commissioner

(Signature on behalf of the District Magistrate/  
Dy Commissioner are not acceptable)

Seal of Office of District Magistrate/ Dy Commissioner

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

<b>S No</b>	<b>Items</b>	<b>Total Quantity</b>
1	White Full sleeves Shirt with with Black Trouser (Comfort Fit) and Black Tie (Slim fit/ tapering trousers no allowed)	01 Each
2	Sports Shoe White	01
3	Vest Sandow White	10
4	Drawers Cotton (Underwears) (including 01 Sports Suppoter)	10
5	Towel Bath White	02
6	Towel Hand White	02
7	Bathroom Slippers	01 Pair
8	Soap Case White	01
9	Sikh GCs only Pagri (Green, Grey & Black) Patka (Maroon & Black)	02 Each
10	Angola shirt with trousers (for SCO GCs joining in Jan only)	02 Pairs
11	OG Uniform (for SCO GCs joining in July only)	02 Pairs
12	Football Shoes & Shin Guard ( <b>MANDATORY</b> )	01 Pair Each
13	Hockey Stick & Hockey Shoes ( <b>MANDATORY</b> )	01 Each
14	Dumb/ Basic Mobile Phone (without camera & internet)	01 Each

**DETAILS OF CLOTHING AND EQUIPMENT ISSUED ON CASH PAYMENT**  
**TO TES ENTRY CADETS**

<b><u>Ser No</u></b>	<b><u>Items</u></b>	<b><u>Auth Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
1	Sport Shoe White	Prs	02	2962.58	5925.16
2	Beret Blue	Nos	01	89.78	89.78
3	Lanyard OTA Colour	Nos	03	25.80	77.40
4	T-Shirt Coy Colour	Nos	04	241.92	967.68
5	T-Shirt White	Nos	02	264.98	529.96
6	Vest Coy Colour	Nos	04	201.11	804.44
7	Scarf White OTA	Nos	01	102.06	102.06
8	Shirt Mufti White F/S	Nos	04	494.24	1976.96
9	OG Trouser	Nos	02	463.06	926.12
10	Drill Boot (Modified Pattern)	Prs	01	2664.89	2664.89
11	Cap FS	Nos	01	103.95	103.95
12	Badge Beret/ Pagri	Nos	01	18.90	18.90
13	Side Cap	Nos	01	246.70	246.70
14	Scarf Red	Nos	01	30.24	30.24
15	Pullover White OTA Colour	Nos	01	499.91	499.91
16	Pillow Sleep Plain White	Nos	04	96.39	385.56
17	OG Uniform	Prs	03	1034.79	3104.37
18	Riding Breeches	Nos	01	918.53	918.53
19	Peak Cap Band	Nos	01	49.14	49.14
20	Jersey Pullover OG	Nos	01	584.00	584.00
21	Sleeping Bag	Nos	01	992.24	992.24
22	Collar Badge Coy Alphabet	Nos	02	9.45	18.90
23	Pillow	Nos	01	608.58	608.58
24	Stocking Coy Colour	Nos	01	120.02	120.02
25	Vest PT Grey	Nos	06	201.11	1206.66
26	Track Suit	Nos	01	1032.89	1032.89
27	Shirt Angola	Nos	01	625.59	625.59
28	Boot High Ankle	Prs	01	2190.51	2190.51
29	Peak Cap Black	Nos	01	496.13	496.13
30	Dressing Gown	Nos	01	529.20	529.20
31	Pocket Content Pouch With Chain	Nos	01	223.02	223.02
32	Short Black	Nos	05	515.03	2575.15
33	Hackle	Nos	02	15.12	30.24
34	Bed Sheet Plain White	Nos	02	221.13	442.26
35	Swimming Trunk	Nos	01	232.48	232.48
36	OTA Tie	Nos	01	307.13	307.13
37	Trouser Grey Mufti	Nos	01	470.62	470.62

**DETAILS OF CLOTHING AND EQUIPMENT ISSUED ON CASH PAYMENT  
TO TES ENTRY CADETS**

<b><u>Ser No</u></b>	<b><u>Items</u></b>	<b><u>Auth Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
38	Trouser White T/C	Nos	01	470.62	470.62
39	Name Tab Combat	Nos	02	45.35	90.70
40	Name Tab OG Uniform	Nos	05	39.69	198.45
41	Combat Dress	Prs	02	1412.79	2825.58
42	Winter Mufti Suit	Nos	01	3716.68	3716.68
43	Stitching Charges OG Uniform	Prs	01	283.49	283.49
44	Overall Combination Re-fittng charges	Nos	01	75.59	75.59
45	Re-fitting of Angola Shirt	Nos	01	141.75	141.75
46	Re-fitting of Combat Dress	Prs	01	189.00	189.00
47	Socks White Nylon	Prs	04	103.95	415.80
48	Term Badges	Nos	02	9.45	18.90
49	Title Shoulder Metal	Prs	02	18.91	37.82
50	CAT A FMN Sign OTA	Nos	02	45.38	90.76
51	6 'A' Dress Cloth & Stitching Charges (25%)	Nos	01	600.00	600.00
52	6 'B' Dress Cloth & Stitching Charges (25%)	Prs	01	250.00	250.00
53	Blue Patrol Cloth & Stitching Charges (25%)	Prs	01	1050.00	1050.00
54	Blue Patrol Shirt Cloth & Stitching Charges (25%)	Nos	01	100.00	100.00
<b>Total</b>					<b>42662.51</b>
<b>Rounded Off</b>					<b>43000.00</b>
55	Additional amount to cater for changes in cost of items			3000.00	3000.00
<b>Total Amt</b>					<b>46000.00</b>

**DETAILS OF CLOTHING AND EQUIPMENT ISSUED ON CASH PAYMENT**  
**TO SCO ENTRY CADETS**

<b><u>Ser No</u></b>	<b><u>Items</u></b>	<b><u>Auth Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
1	Sport Shoe White	Prs	02	2962.58	5925.16
2	Beret Blue	Nos	03	89.78	269.34
3	Lanyard OTA	Nos	03	25.80	77.40
4	T-Shirt Coy Colour	Nos	04	241.92	967.68
5	T-Shirt White	Nos	02	264.98	529.96
6	Vest Coy Colour	Nos	04	201.11	804.44
7	Scarf White OTA	Nos	01	102.06	102.06
8	Shirt Mufti White F/S	Nos	04	494.24	1976.96
9	OG Trouser	Nos	02	463.06	926.12
10	Drill Boot (Modified Pattern)	Prs	01	2664.89	2664.89
11	Brouge Shoe	Prs	02	1559.25	3118.50
12	Cap FS	Nos	01	103.95	103.95
13	Badge Beret	Nos	02	18.90	37.80
14	Side Cap	Nos	01	246.70	246.70
15	Scarf Red	Nos	01	30.24	30.24
16	Pullover White OTA Colour	Nos	01	499.91	499.91
17	Pillow Sleep Plain White	Nos	04	96.39	385.56
18	Term Badges	Nos	03	9.45	28.35
19	OG Uniform	Prs	03	1034.79	3104.37
20	Riding Breeches	Nos	01	918.53	918.53
21	Peak Cap Band	Nos	01	49.14	49.14
22	Jersey Pullover OG	Nos	01	584.00	584.00
23	Sleeping Bag	Nos	01	992.24	992.24
24	Collar Badge Coy	Nos	02	9.45	18.90
25	Pillow	Nos	01	608.58	608.58
26	Stocking Coy Colour	Nos	01	120.02	120.02
27	Vest PT Grey	Nos	06	201.11	1206.66
28	Track Suit	Nos	01	1032.89	1032.89
29	Kamarband OTA	Nos	01	96.39	96.39
30	Shirt Angola	Nos	01	625.59	625.59
31	Boot High Ankle	Prs	01	2190.51	2190.51
32	Peak Cap Black	Nos	01	496.13	496.13
33	Dressing Gown	Nos	01	529.20	529.20
34	Pocket Content Pouch With Chain	Nos	01	223.02	223.02
35	Short Black	Nos	05	515.03	2575.15
36	Hackle	Nos	02	15.12	30.24
37	Bed Sheet Plain White	Nos	02	221.13	442.26
38	Swimming Trunk	Nos	01	232.48	232.48
39	OTA Tie	Nos	01	307.13	307.13
40	Mufti Trouser Grey	Nos	02	470.62	941.24

**DETAILS OF CLOTHING AND EQUIPMENT ISSUED ON CASH PAYMENT  
TO SCO ENTRY CADETS**

<b><u>Ser No</u></b>	<b><u>Items</u></b>	<b><u>Auth Unit</u></b>	<b><u>Qty</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
41	Trouser White T/C	Nos	01	470.62	470.62
42	Name Tab Combat	Nos	02	45.35	90.70
43	Name Tab OG Uniform	Nos	05	39.69	198.45
44	Combat Dress	Prs	02	1412.79	2825.58
45	Winter Mufti Suit	Nos	01	3716.68	3716.68
46	OG Dress Stitching Charges	Prs	01	283.49	283.49
47	Overall Combination Re-fitting Charges	Prs	01	75.59	75.59
48	Shirt Angola Re-fitting Charges	Prs	01	141.75	141.75
49	Combat Dress Re-fitting Charges	Nos	01	189.00	189.00
50	SD Dress (Coat, Trouser, Shirt)	Nos	01	4890.37	4890.37
51	CAT A FMN Sign OTA	Nos	04	45.36	181.44
52	Belt Leather black 1" with brass Buckle	Nos	01	271.22	271.22
53	Button brass Metal with ring with OTA crest Large	Nos	18	11.35	204.30
54	Button brass Metal with ring with OTA crest Small	Nos	04	9.44	37.76
55	Socks Black Nylon	Prs	04	103.95	415.80
56	Socks White Nylon	Prs	04	103.95	415.80
57	Title Shoulder Metal	Prs	04	18.91	75.64
58	Shoulder Flashes OTA Colour	Prs	08	14.80	118.40
59	Belt with buckle cadets	Nos	01	249.49	249.49
60	Haversack IT	Nos	01	786.06	786.06
61	Backing Badges Red	Nos	06	5.00	30.00
62	6 'A' Dress Cloth & Stitching Charges (25%)	Nos	01	600.00	600.00
63	6 'B' Dress Cloth & Stitching Charges (25%)	Prs	01	250.00	250.00
64	Blue Patrol Cloth & Stitching Charges (25%)	Prs	01	1050.00	1050.00
65	Blue Patrol Stitching Charges Shirt White (Inner) (25%)	Nos	01	100.00	100.00
<b>Total</b>					53687.83
<b>Round Off</b>					54000.00
66	Additional amount to cater for changes in cost of items			3000.00	3000.00
<b>Total Amt</b>					57000.00

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

**Appendix AA**  
(Refers to Para 38 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 (TES/SCO)	Date of Joining OTA, Gaya	Occupation before Joining	Whether applied for Admission Employment elsewhere (give details)	Education/ Technical Qualification
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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 Gentlemen Cadet)  
Name :

**FOR OFFICE USE ONLY**

**R of PI Cdr**

**R of Coy Cdr**

Total No of GCs / LCs resigned in the current term, till dt \_\_\_\_\_

**PARENTS/ GUARDIANS CONSENT FOR RESIGNATION**

1. I, ..... Son of Shri.....  
..... father / guardian of No.....Gentlemen Cadet..... of  
Course No ..... who is presently undergoing pre-commission training at OTA, Gaya agree that his 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 twice a week. English movies screened on Wednesdays & Hindi movies on Sundays.

3. **Bodhisatva Hall (BSH).** Multipurpose Hall with seating capacity of 300 personnels. 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 Gentleman Cadets.

5. **Library.** A full fledged library is available in the Academy with plethora of books and reading material.

6. **Internet.** Broadband Internet is accessible by Cadets in the computer training lab established in the companies.

7. **Clubs.** In addition to this, Gentleman Cadets can pursue their hobbies through various clubs organised on Wednesdays & Saturdays. The list of the clubs is enclosed in **Appendix AC.**





# LIST OF CLUBS

**Appendix AC**  
(Refers to Para 11 (k) of  
Joining Instructions)

1. Skill at Arms.
2. Riding Club.
3. Golf Club.
4. PT & Gymnastics Club.
5. Automotive Club.
6. Computer Application Club.
7. Music & Dramatics Club.
8. Arts & Philately Club.
9. Photography Club.
10. Health & Fitness Club.
11. Squash & Tennis Club.
12. Cycling Club.
13. Hawk Eye Club.

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

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

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

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



**AFFIDAVIT**

**Appendix AD**  
(Refers to Para 22 (n) of  
Joining Instructions)

1. I, \_\_\_\_\_, S/o \_\_\_\_\_,  
residing at \_\_\_\_\_

Solemnly affirm and state as follows:-

2. That I state that I am the deponent in this affidavit.

3. That I further state as follows:-

(a) That, in the Mark Sheet of Class X, my name has been shown as \_\_\_\_\_  
\_\_\_\_\_.

(b) That, in the Mark Sheet of Class XII, my name has been shown as \_\_\_\_\_  
\_\_\_\_\_.

(c) That, in the Mark Sheet of Graduation I, II, III yr & Degree Cert, my name has been  
shown as \_\_\_\_\_.

(d) That, as per my Army Records my name has been shown as \_\_\_\_\_  
\_\_\_\_\_.

4. I request the concern authorities to change my name as \_\_\_\_\_  
\_\_\_\_\_ in place of \_\_\_\_\_ for  
all purpose in future.

Deponent

Verification :

Verified at Gaya on the day of \_\_\_\_\_, that the contents of the above affidavit  
are true and correct to the best of my knowledge and believe.

Deponent

**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 Comdt / CO)**

**IDEAL BODY WEIGHT**

<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>Age: 30+01 day-40 yrs</b>	<b>Age: Above 40 yrs</b>
<b>Height (cm)</b>	<b>Weight (Kg)</b>	<b>Weight (Kg)</b>	<b>Weight (Kg)</b>	<b>Weight (Kg)</b>	<b>Weight (Kg)</b>
140	35.3	43.1	45.1	47.0	49.0
141	35.8	43.7	45.7	47.7	49.7
142	36.3	44.4	46.4	48.4	50.4
143	36.8	45.0	47.0	49.1	51.1
144	37.3	45.6	47.7	49.8	51.8
145	37.8	46.3	48.4	50.5	52.6
146	38.4	46.9	49.4	51.2	53.3
147	38.9	47.5	49.7	51.9	54.0
148	39.4	48.2	50.4	52.6	54.8
149	40.0	48.8	51.1	53.3	55.5
150	40.5	49.5	51.8	54.0	56.3
151	41.0	50.2	52.4	54.7	57.0
152	41.6	50.8	53.1	55.4	57.8
153	42.1	51.5	53.8	56.2	58.5
154	42.7	52.2	54.5	56.9	59.3
155	43.2	52.9	55.3	57.7	60.1
156	43.8	53.5	56.0	58.4	60.8
157	44.4	54.2	56.7	59.2	61.6
158	44.9	54.9	57.4	59.9	62.4
159	45.5	55.6	58.1	60.7	63.2
160	46.1	56.3	58.9	61.4	64.0
161	46.7	57.0	59.6	62.2	64.8
162	47.2	57.7	60.4	63.0	65.6
163	47.8	58.5	61.1	63.8	66.4
164	48.4	59.2	61.9	64.6	67.2
165	49.0	59.9	62.6	65.3	68.1
166	49.6	60.6	63.4	66.1	68.9
167	50.2	61.4	64.1	66.9	69.7
168	50.8	62.1	64.9	67.7	70.6
169	51.4	62.8	65.7	68.5	71.4
170	52.0	63.6	66.5	69.4	72.3
171	52.6	64.3	67.3	70.2	73.1
172	53.3	65.1	68.0	71.0	74.0
173	53.9	65.8	68.8	71.8	74.8
174	54.5	66.6	69.6	72.7	75.7
175	55.1	67.4	70.4	73.5	76.6
176	55.8	68.1	71.2	74.3	77.4
177	56.4	68.9	72.1	75.2	78.3
178	57.0	69.7	72.9	76.0	79.2
179	57.7	70.5	73.7	76.9	80.1
180	58.3	71.3	74.5	77.8	81.0
181	59.0	72.1	75.4	78.6	81.9
182	59.6	72.9	76.2	79.5	82.8
183	60.3	73.7	77.0	80.4	83.7
184	60.9	74.5	77.9	81.3	84.6
185	61.6	73.3	78.7	82.1	85.6
186	62.3	76.1	79.6	83.0	86.5
187	62.9	76.9	80.4	83.9	87.4
188	63.6	77.8	81.3	84.8	88.4
189	64.3	78.6	82.2	85.7	89.3
190	65.0	79.4	83.0	86.6	90.3

## **COVID-19 : ADVISORY**

1. COVID-19 has been declared as pandemic by WHO. To counter the outbreak of COVID-19, the candidates are required to follow the following instructions:-

(a) **Personal Hygiene.**

- (i) Thoroughly wash & clean the hands regularly after interval of 30 mins with soap or hand sanitizers.
- (ii) Everyone to put on facemask at all point of time.
- (iii) Never reuse the facemask without washing it.
- (iv) Never share your facemask and gloves with anyone.
- (v) Practice social distancing. Keep distance of 2 meters from the other individuals.
- (vi) Always carry two handkerchiefs.
- (vii) Cover the nose with handkerchief while sneezing.
- (viii) Keep away from symptomatic persons.
- (ix) If symptoms occur, report immediately to MI Room & avoid contact with others
- (x) Use of Air Conditioners in offices, vehicles etc is strictly prohibited. Windows to be kept open for fresh flow of air.
- (xi) Everyone to maintain & update contact diary regularly.
- (xii) AAROGYA SETU App to be installed by everyone on their mobile phones.

(b) **Travel.**

- (i) Pack the stuff in manner that there is no need to open it enroute.
- (ii) Cover the luggage with plastic bag.
- (iii) Carry homemade food & individual water bottle for the duration of journey. Do not buy any eatables enroute.
- (iv) Carry own sanitizer, hand wash, tissue paper & handkerchiefs.
- (v) Always put on facemask & disposal gloves.
- (vi) Carry enough money while travelling and make use of mobile payment apps.
- (vii) Avoid using toilets in train and at airports.
- (viii) Wear full sleeves cloths to cover complete body.
- (ix) Do not travel if individual is symptomatic of Corona.
- (x) Avoid using common contact points like charging point, switch board, light switches & railings.

(c) **On Arrival.**

- (i) The Gentlemen Cadets will be examined & screened at MH, Gaya.
- (ii) The compulsory quarantine period of 14 days will be followed.
- (iii) Online training will continue during the quarantine period.
- (iv) The food will be served at the Gentlemen Cadet living area only.
- (v) No contact with the instructional staff for the period of quarantine.
- (vi) Face masks will be worn. The Gentlemen Cadets to bring their personal face masks (black colour).
- (vii) Sanitization drills will be strictly followed.
- (viii) The GCs are required to submit self declaration certificate. The format of same is as on the next Page.

**SELF DECLARATION (COVID-19) FORM TO BE FILLED BY ALL CANDIDATES JOINING  
OTA, GAYA(RECORD TO BE MAINTAINED AT BN LEVEL)**

**PERSONAL INFORMATION**

1. UPSC No : \_\_\_\_\_
2. Name : \_\_\_\_\_
3. Age/ Sex : \_\_\_\_\_
4. Current Address : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_

**DETAILS OF TRAVEL**

1. Travel (including halts) : \_\_\_\_\_
2. Details of cities/ countries visited in last 28 days (with dates) : \_\_\_\_\_  
\_\_\_\_\_
3. Details of family members accompanying during travel : \_\_\_\_\_  
\_\_\_\_\_

**SYMPTOMS**

1. Are you suffering from:
  - (a) Fever : Yes/ No
  - (b) Cough : Yes/ No
  - (c) Difficulty in breathing : Yes/ No
2. Is any of your family member suffering from:
  - (a) Fever : Yes/ No
  - (b) Cough : Yes/ No
  - (c) Difficulty in breathing : Yes/ No

**COVID TEST**

1. My COVID test was conducted on date \_\_\_\_\_. The result of the same was Negative/ Positive.

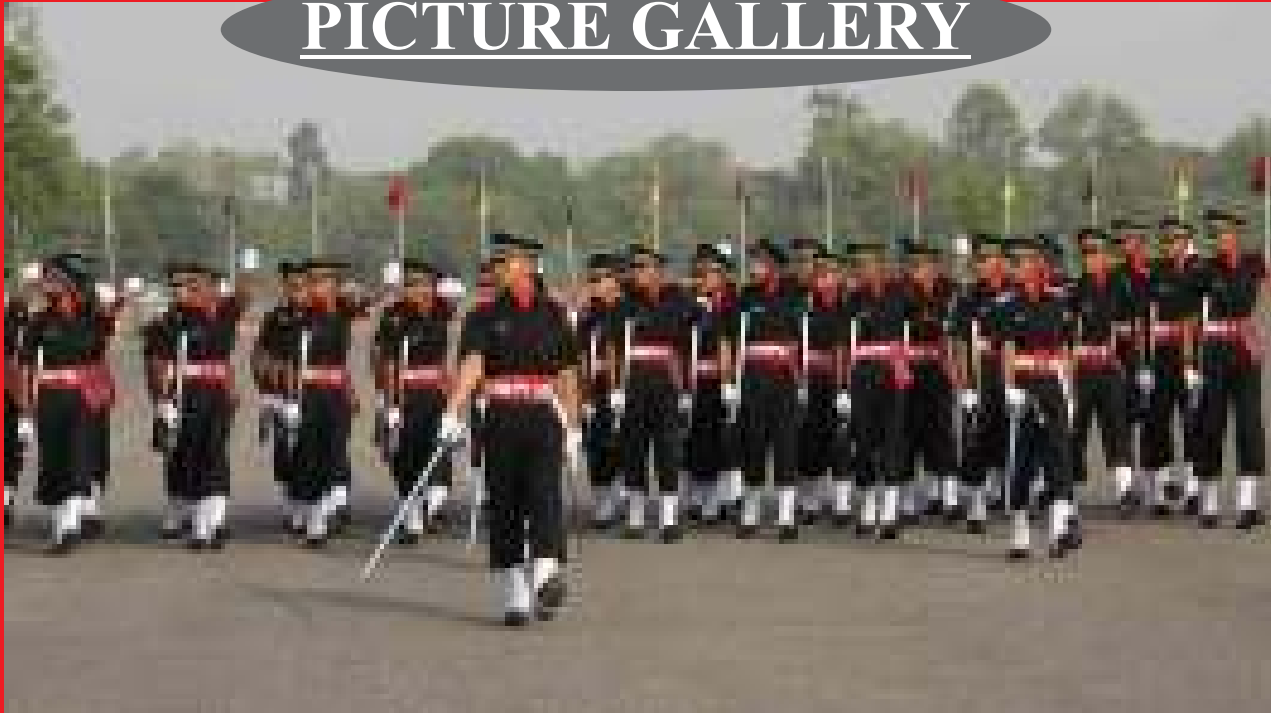
Date :

(Signature of individual)

### **SUGGESTED REGIME : PHYSICAL FITNESS**

1. Cardio Exercises like running on soft ground like mud ground for 20-30 minutes. Tar/ metalled 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 02-04 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 30 to 40 seconds.
  - (c) **Lower Body.**
    - (i) **Squats.** 02 sets of 25 to 30 repetitions.
    - (ii) **Lunges.** 02 sets of 10 repetitions.
3. Other forms of exercises like cycling, swimming and skipping are also encouraged to be performed in a moderate to high intensity manner.
4. All these exercises are to be performed once or twice a day and alternating between cardio and strength training.
5. It is also important to follow a well balanced diet during these exercise routines with emphasis on more protein intake.

# PICTURE GALLERY





# PICTURE GALLERY



# PICTURE GALLERY





# HONOUR, GUTS & GLORY

