

# **INDIAN MILITARY ACADEMY**

**DEHRADUN**

## **JOINING INSTRUCTIONS**

**PERMANENT COMMISSION**

**(SPECIAL LIST) {PC (SL)}**

**(COURSE.....)**

**RESTRICTED**

Tele: IMA/5320

**REGISTERED**

Bhartiya Saninya Academy  
Indian Military Academy  
Dehradun

**JOINING INSTRUCTIONS FOR THE PERMANENT COMMISSION  
COURSE FOR JCOs/NCOs SELECTED FOR PC(SL) COURSE  
AT INDIAN MILITARY ACADEMY, DEHRADUN**

**General**

1. A course of 04 weeks duration for JCOs/NCOs selected for PC(SL) course, preceded by 08 weeks communication skills capsule will be conducted as under:-

- (a) 08 weeks communication skill capsule at AEC Training College and Centre, Pachmari.
- (b) 04 weeks commencing at Indian Military Academy Dehradun.

**Aim**

2. The aim of the course is to impart selected training to the candidates to train them as Permanent Commissioned Officers.

**Course Study**

3. Candidates detailed on this course should have studied and acquired the basic knowledge of subjects as given below:-

- (a) Physical Training.
- (b) Drill
- (c) Tactical Training.
- (d) Radio Telephony.
- (e) Service Writing.
- (f) Military Accounts.
- (g) Leadership and Man Management.
- (h) Military Law
- (i) Organization and Administration
- (j) Mil and Social Etiquette
- (k) Academics.

4. Commanding Officers of the candidates will ensure that proper pre-course training is conducted for candidates detailed for the course. Certificate to the effect as given in Sub-Paras 10(g), (h), (j) and (i) will be rendered by the Commanding Officer.

### **Entrance Test**

5. All candidates will be put through an entrance examination to gauge their standards soon after their arrival. Those candidates who fail to qualify will be considered for return to unit after approval by Army HQ.

### **Location**

6. The Indian Military Academy is located at Premnagar, the out skirts of Dehradun, the capital of Uttaranchal; about 300 kms from New Delhi.

### **Travelling**

7. The candidates will travel to Dehradun on railway warrant. Return journey railway warrant will be issued by IMA, Dehradun on termination of the course. The rail and road communications to Dehradun are as under:-

#### (a) **Rail**

Ser	Frequency	Train	Name	From	Arrival
(i)	Tue	3013	Upasana Exp	Howrah	1900
(ii)	Daily	3009	Doon Exp	Howrah	0645
(iii)	Daily	4265	Varanasi-Doon Ext	Varanasi	0855
(iv)	Mon, Wed, Fri	5005	Gorakhpur-Doon Ext	Gorakhpur	1405
(v)	Daily	4113	Allahabad-Doon Link	Allahabad	1310
(vi)	Daily	2017	Shatabdi Exp	New Delhi	1240
(vii)	Fri	9265	Uttranchal Exp	Okhla	1900
(viii)	Daily	4041	Mussorie Exp	Delhi	0800
(ix)	Wed, Thu	4309	Ujjain Exp	Ujjain	1900
(x)	Sat, Sun	4317	Indore Exp	Indore	1900
(xi)	Daily	9019	Bandra-Doon Exp	Bandra	1650
(xii)	Daily	-	Jan Shatabdi Exp	New Delhi	2110

(b) Road Buses ply from Delhi to Dehradun every 30 minutes. Dehradun is also will connected with various cities byroad eg. Chandigarh, Ambala, Agra, Meerut, Moradabad and Saharanpur.

### **Reception**

8. Indian Military Academy will establish a reception centre at Dehradun Railway station from 0600 to 2000h for three days prior to commencement of the course. Transport will be available for conveyance of candidates and their baggage to IMA.

9. Candidates coming by private conveyance or reaching after 2000h are advised to reach Premnagar directly under won arrangement and report to Reception Centre at IMA Mukhya Dwar. In case of any difficulty the candidates can contact the following:-

IMA Exchange	0135 - 2773741, 2773742
Adjutant, IMA	Ext - 5230 (Office) Ext - 5330 (Resi)
Asst Adj, IMA	Ext - 5231 (Office) Ext – 5231 (Resi)
Adjutant, ACC	Ext – 5282 (Office) Ext – 5382 (Resi)
Training Officer, ACC	Ext – 5282 (Office) Ext - 5282 (Resi)

### **Documentation**

10. The following documents, duly completed will be brought by the candidates:-

- (a) Pay Book (IAB-64)
- (b) Identity Card (IAFZ-3075)
- (c) Malaria Case Sheet, if any (AO 9/S/52)
- (d) Last ration certificate (IAFZ-1524)
- (e) Movement order
- (f) Medical Cert by Med Authority to the effect that the candidate is an category AYE, free from contagious diseases, has been inoculated/vaccinated and is fit to undergo the course.
- (g) Procedure Training and Physical Fitness Certificate (Duly Signed by the CO)

It is certificated that No\_\_\_\_\_ Rank \_\_\_\_\_Name\_\_\_\_\_ Unit\_\_\_\_\_ detailed to attend the PC(SL) Course from \_\_\_\_\_ to\_\_\_\_\_ Vide Army HQ letter No\_\_\_\_\_ dt \_\_\_\_\_ has:-

(i) Achieved precourse standards as given in Para 3 of the Joining Instructions.

(ii) Qualified in Battle Physical Efficiency Test\_\_\_\_\_(within three months of the commencement of the course) and achieved the following standards:-

- (aa) BPET\_\_\_\_\_
- (ab) PPT\_\_\_\_\_

(h) Education Training Grant certificate signed by the Commanding Officer certified that Education Training Grant for the months of \_\_\_\_\_ to \_\_\_\_\_ has neither been claimed nor will be claimed by this unit in respect of No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ of this unit who has been detailed to attend the PC(SL) Course at IMA, Dehradun from \_\_\_\_\_ to \_\_\_\_\_.

(j) Amenity Grant certificate duly signed by the Commanding Officer of the unit Certified that Amenity Grant has neither been claimed nor will be claimed in the respect of No \_\_\_\_\_ Rank \_\_\_\_\_ of this unit who has been detailed to attend the Special Commission Officer Course at IMA, Dehradun from \_\_\_\_\_ to \_\_\_\_\_.

(k) Latest Quarterly Statement of Accounts.

(l) A certificate duly certified by the Commanding Officer that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ of \_\_\_\_\_ (unit/formation) is not involved in any disciplinary case as on \_\_\_\_\_ (the day JCO/NCO is SOS unit).

(m) 12 copies of their photographs in uniform. The size of each photographs should be approximately 4.7 x 3.5 cms.

### **Nominal Roll**

11. Nominal roll of candidates will be sent by Units so as reach Army Cadet College Wing, IMA, Dehradun 20 days prior to commencement of the course.

### **Accommodation**

12. All candidates will provided suitable accommodation. Under No condition, candidates are permitted to bring their families with them.

### **Messing**

13. Candidates will dine in the Cdts Mess. Units ensure that the selected JCO/NCO is given Orientation Training, in order to acquaint him with basic mess etiquettes and mess customs.

### **Clothing and Equipment**

14. All items of clothing and equipment listed in the individual clothing card will be brought by the candidates. No ECC clothing will be required. Candidates will be expected to maintain a very high standard of turnout. Units will take action to make up the deficiencies of kit prior to dispatch of the candidates on course. Replacement issue of items will not be made while under training at the IMA, Dehradun.

15. Additional items of equipment and clothing required to be brought by the candidates are listed at Appx.

### **Arms and Ammunition**

16. No Government or private arms and ammunition will be brought by the candidates.

### **Pay and Allowances**

17. Candidates may draw their normal monthly pay and allowances from the Academy during the first weeks of the month. Candidates should bring along with them a sum of Rs.1500 to cater for their medicate requirements until pay is given to them.

18. Unit will ensure that quarterly credit/debit balance are recorded in the pay book in accordance with Para 29 of SAO 4/5/66 and that the candidates re in possession of the latest Quarterly Statement of Accounts.

19. Details of candidates who are in debit will be submitted to the Army Cadet College Wing, IMA Dehradun in accordance with AO 328/60.

### **Discipline**

20. Forbidden Articles Trainees are permitted to bring their personal computers (PCs). However, trainees are forbidden to bring any of the following items:-

- (a) Dogs or Pets.
- (b) TV Sets, Tape Recorders (above 16 Watts Output), VCDs players etc.
- (c) Motor Cycles, Scooters, Bicycles or Cars etc.
- (d) Air Guns, Pistols, Fire arms and ammunition.
- (e) Private Servants.
- (f) Wine, Spirits, Malt Liquors etc.
- (g) Articles of value, Jewellery etc.

### **Leave**

21. No leave of absence will be granted during the period of training. However, three weeks leave will be granted to all candidates after successful completion of the course subject to three weeks leave remaining to their credit.

### **Early ACR**

22. Units will ensure that ACR/Early ACR is completed before dispatch of JCO/NCO for training to IMA, Dehradun.

### **Recreation**

23. Facilities for playing all troop games exist at the Academy. Candidates may bring kit for any other games they may like to play or learn during the course.

24. Cinema facilities are available to candidates.

### **Correspondence**

25. All official correspondence should be addressed to the

Commander, Army Cadet College Wing,  
IMA, Dehradun (UA)-248007

26. All private mail including telegrams should be addressed to

No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_

Attending PC (SL) Course Ser No \_\_\_\_\_  
ACC Wing, IMA  
Dehradun (UA)-248007

27. The Academy will not enter into any correspondence with the units on behalf of the candidates except on matters which directly affect the Academy. On all other matters, candidates will correspond directly with their Units.

### **Miscellaneous**

28. It may be noted that detailment of selected candidates for the course does not mean final approval for commission. Candidates selected for PC(SL) course can be withdrawn on failing to achieve minimum laid down standards or on grounds discipline and lacking basic character qualities, with approval of Army HQ (DGMT).

29. Units may also treat this as an authority for issue of movement order to the JCOs/NCOs detailed for the PC (SL) Course.

effect

**RESTRICTED**  
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**Appx**

**LIST OF EQUIPMENT AND CLOTHING TO BE BROUGHT BY  
CANDIDATES FOR PC (SL) COURSE**

1. Anklet Web – Prs 02
2. Belt Waist Web – No 01
3. Cap Waterproof No 01
4. Line Bedding – No 01
5. Net Mosquito – No 01
6. Boot Ankle Black – Prs 02
7. Boot Jungle – Prs 01
8. Pugree OG – No 01
9. Sling Rifle No – 01
10. FSMO – Set 01
11. Blanket, BK Black – Nos 02
12. Shirt Angola – Nos 02
13. Vest Woollen – Nos 02
14. Trunk Black (no other colour) No 01
15. Jersey Pullover, Nos 01

**Private Clothing**

16. Bed Sheet White
17. Pillow covers white – Nos 04
18. Socks Black – Prs 02
19. Socks White – Prs 02
20. Tie Private – No 01
21. Towel White – Nos 02
22. Handkerchiefs white – Nos 12
23. Night Suit plain – Prs 02
24. Shoes Black Brogue – Pr 01
25. White shirt full sleeve – No 01
26. White Trouser – Nos 02
27. Mattress – No 01
28. Pillow – No 01



29. Shirt OG – 04 Prs
30. Trouser OC – 04 Prs
31. Shorts white – 02 Prs
32. Socks OG woolen – 04 Prs
33. Head Dress – As applicable
34. Shoes (PT White) – 02 Prs
35. Trouser Black – 01
36. Civil dress – As required
37. Kit Bag – 01

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