



**J. C. Bose University of Science and Technology
YMCA, Faridabad**

Sector-6, Faridabad, Haryana-121006
<https://jcboseust.ac.in/NCC/>



Centre for NCC

25.11.2024

Notice

This is for the information of all female faculty members of the University that Centre for NCC at J. C. Bose UST, YMCA, Faridabad invites an expression of interest for 01 female faculty member to become a Care taker Officer (CTO) for Navy wing of University NCC. Expression of Interest is attached herewith for reference. The duly filled application form may be submitted at office of NCC near photocopy shop (4th floor above canteen) by 5PM of 09 Dec 2024.

Dr O. P. Mishra
Incharge (CNCC)

CC: Chairperson (All UTD's) with request to circulate among faculty members
Principal (CCSD) with request to circulate among faculty members



Centre for NCC

Expression of Interest from Faculty Members to become CTO's and subsequently ANO's in NCC- Naval Wing

Centre for NCC at J. C. Bose UST, YMCA, Faridabad invites an expression of interest for 01 female faculty member to become a Caretaker Officer (CTO) and subsequently Associate NCC Officer (ANO) in NCC with the following criteria;

1. **Procedure:** The selection of CTO/ANO is governed by the NCC Act (Act XXXI of 1948) and ANO Hand Book. A two-step process is to be followed for the appointment of ANO: -

Step I: A faculty is to be chosen first with all the parameters regarding age, Physical Fitness, character, and experience as prescribed under NCC Act. The name of the faculty member is to be forwarded to the Group HQ/NCC Unit for appointment as Caretaker Officer (CTO) in a form prescribed by NCC. The CTO will run the existing NCC unit at University for a certain period then he/she will be recommended for an interview to be conducted at Group HQ/NCC Directorate. Usually, the interview is conducted by a three-member committee headed by ADG NCC. Once recommended by committee, the CTO will have to go for three-month training at OTA Kamptee for males and OTA Gwalior for females.

Step II: On successful completion of three-month training at OTA- NCC commission will be granted upon the officer will be designated as ANO with officer rank of Defense forces i.e. Lieutenant/S. Lieutenant.

2. **Eligibility:** According to the Rules, the following are the requirements for a person offering herself as a NCC officer: -
 - (a) The candidate shall bear a good character.
 - (b) The candidate should be a citizen of India.
 - (c) The age of the applicant should be between 21 years to 42 years.
 - (d) The applicant must be physical fit.
 - (e) Not a member of any communal or political organization.
 - (f) The candidate has to be a member of the regular teaching staff of a College/University with a minimum of 3 years of service.

- (g) The candidate should not have been convicted of an offence involving moral turpitude and a sentence other than fine or of imprisonment in default of payment of fine has been passed in respect of such offences, such sentence not having been subsequently reversed or remitted or the offence pardoned.
3. **Duties;-** ANO/CTO form the second tier of training staff. At the college /University levels, volunteer faculty members are appointed as part time NCC Officers and are called Associate NCC Officers (ANO). The credit for successful functioning of the NCC as an organization to a large extent, depends on these motivated ANO. In fact, they form the most vital link between the educational institutions and the NCC.
- (a) The ANO/CTO will be in charge of all NCC training, i.e. NCC institutional training, NCC Camp Training, Social awareness and community development activities. Their physical presence will be necessary as per the requirements. They will be in constant liaison with NCC Battalion and run the programs in consultation and with their help.
- (b) All remuneration and other facilities will be as per laid down guidelines of MoD, GOI as applicable from time to time.
- (c) Correct enrollment of cadets as per vacancy allotment.
- (d) Meaningful conduct of institutional and camp training.
- (e) Full participation in activities, camps, social service & community development.
- (f) Conduct of incident/accident free training.
- (g) Development of good communication skills in cadets.
- (h) Focus on career counseling and personality development.
4. **Allowance:** - CTO/ANO is entitled for an honorarium during institutional training and other allowances authorized by DGNCC and government.
- (a) Allowance for CTO: Rs. 1500 per month
- (b) Allowance for ANO: Rs. 2000 per month after Pre Commission Training

All interested candidates are requested to send their application on prescribed format on or before **9th December 2024**.



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APPLICATION FOR APPOINTMENT AS CARE TAKER OFFICER IN NCC

1. Full Name (in Block letters) :
2. Father's/Spouse name :
3. Citizenship :
4. Current Address :

5. Permanent Address :

6. Date of Birth & Age as on date :
7. Highest Qualification :
8. Parent Department of University in which working as faculty member :
9. Present Designation :
10. Have you ever served in the Indian Armed Forces, Indian Territorial Force, Territorial Army, Indian State Forces or the Nepal State Army, if so state in which period of service and the course of discharge? :
11. Have you ever been convicted by a criminal court and if so in which circumstances and what was the sentence? :
12. Are you willing to be appointed under National Cadet Corps? :
13. Mobile Number :
14. Email ID :

Latest
Photograph

Place:

Date:

Signature of Applicant