

NCC GIRL CADET INSTRUCTORS (GCI)

1. The Girl Cadet Instructor (GCI) is a cadre unique to NCC. This cadre has been created with a purpose to escort girl cadets in NCC during the training and camp activities. The GCIs are detailed on various camp duties through out the year to look after the girl cadets as a guardian. The GCIs are responsible for all administrative requirements and arrangements during the camps involving girl cadets. The cadre was launched in 1963. The GCIs were initially appointed in this cadre on contractual basis. The cadre was however given permanency in 1981 vide Govt of India, Ministry of Defence letter No 5030/80.DGNCC/PA/TCS/GS/ D(GS-VI) dated 24 Jan 1981 Annexure-I refers. The existing authorized strength, post optimization in Ministry of Defence, of GCI grade is 211. The grade of GCIs is distributed in the ratio of 1:2:4 in Gd I, Gd II and Gd III respectively.

2 MODE OF RECRUITMENT :

The Recruitment Rules of NCC GCIs were framed under Article 309 and issued vide SRO 51 dated 05 Jan 85 in which the GCI post has been classified as General Central Service, Gp 'C', Non-Gazetted, Non-Ministerial. The GCIs are recruited to the GCI grade III on the basis of an all India Competitive Examination, Interview and Medical/Physical Examination. Various steps involved in the Recruitment procedure of GCIs are given in Annexure II to this Chapter.

3. PAY & ALLOWANCES

The pay scales of GCIs as per the MoD letter No. 12467/HQNCC/Pers(C)/26/D(GS-VI) Dated 16 Jan 04 are as under:-

Grade	Pay Scale	No. of Posts
	Rs 4000-100-6000	110
GCI III		
GCI II	Rs 5000-150-8000	67
GCI I	Rs 5500-175-9000	34

4. They will be entitled to Dearness Allowance, House Rent Allowance and City Compensatory Allowance, as admissible to Civilian Central Government employees of corresponding scales pay. In addition, they will be admissible Ration Allowance in accordance with the provisions of AI 166/70 as amended from time to time for the period they are in Annual Training Camps or they are actually traveling on duty. This is subject to the condition that they do not draw any Daily Allowance during the aforesaid period.

4. GRANT OF ACP :

1st ACP : Rs 5000-8000
2nd ACP : Rs 5500-9000

5. PROMOTION

Directorate wise Seniority is maintained in respect of GCIs in which a GCI is promoted subject to availability of vacancy in the Dte in which she is working. A GCI who has put in 05 year of service in the grade of GCI III is eligible for the promotion to the grade of GCI II. Similarly a GCI who has put 3 years of service as GCI II is eligible for promotion to the grade of GCI I.

6. LIABILITY OF SERVICE.

Normally the GCIs will be liable to serve subject to availability of vacancies with GD Units located in the jurisdiction of the respective NCC Dtes and in the NCC OTA Gwalior, when so selected. Transfer of a GCI to a unit within or outside her respective Dtes is governed by this HQ letter No. 12210/HQNCC/Pers (C) dt 16 Jun 1999 which categorically stipulates that HQ NCC/P&F Dte is to issue transfer / posting orders in respect of the cadre of GCI.

7. DISCIPLINE

They will be subject to NCC Act XXXI of 1948 and NCC (Girl Division) Rules 1949 as amended from time to time for disciplinary purpose.

8. AGE OF SUPERANNUATION

The GCIs, if otherwise not found unfit will be eligible to serve upto 55 years of age.

9. PENSIONS, FAMILY PENSION, DEATH-CUM-RETIREMENT GRATUITY AND OTHER TERMINAL BENEFITS.

The GCIs will be governed by the Central Civil Services (Pension) Rules 1972 as amended from time to time.

10. CHARTER OF DUTIES

- a) Ensure safety and security of Cadets during training events. To be conversant with procedural provision of medical aid to the NCC cadets attending both indoor/ outdoor events, specially in case of medical emergencies.
 - b) Escort the Girl cadets for various types of Camp s/Courses.
 - c) Assist the Officer Commanding/ANO in Girls Bn in enrolment of the Cadets for NCC.
 - d) Check daily attendance of Cad ets on parades in respect of Coy and Platoon.
 - e) Attend various types of Camps when so detailed.
 - f) Assist OC in preparing and conduct of lessons during training periods of Institutional training and Camp training.
 - g) Assist OC in range classification.
 - h) Issue and position training stores before each parade and return the same after parade is over.
 - j) Attend central duties at RD Camps at new Delhi, if so detailed.
 - k) Assist to organize and conduct social services activities.
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- l) Officiate as ANO in the Absence of lady ANO.
 - m) Assist OC in training the cadets essentially in First Aid, Home Nursing, Child Care, Mother craft and posture training.
 - n) Any other job directly concerning NCC activities as assigned by the OC unit.

ANNEXURE-I

No5030/80/DGNCC/PA/TCS/GD/238/A/D(GS.VI)
Government of India

Ministry of Defence
New Delhi, the 24th January 1981

To

The Director General,
National Cadets Corps, Rama Krishna Puram,
NEW DELHI – 110066

**SUBJECT:- EMPLOYMENT OF SERVING NCC GIRLS CADET
INSTRUCTORS ON PERMANENT BASIS**

Sir,

In continuation of this Ministry's letter No 5030/63/NCC/PERS(A)/293-US/D(GS.III) dated the 8 February, 1963, as amended from time to time, I am directed to state that the President is pleased to appoint the serving Girl Cadet Instructors, listed at Appendix 'A' to this letter, who are medically fit, are not involved in any disciplinary case and have been recommended by a selection board, on a regular and permanent basis, subject to the condition that they exercise an option to accept such an appointment by 31st March, 1981 in the prescribed proforma, attached at Appendix 'B'.

2. These Girl Cadet Instructors, mentioned in Para 1 above, will be governed by the terms and conditions of service, attached at Appendix 'C' to this letter. They will be allotted new Personal Numbers on such employment. Girl Cadet Instructors, who have already retired/have been released from service, as on date of issue of these orders, will not be covered by the provisions of this letter.

3. Serving Girl Cadet Instructors, who are not granted permanent employment but are medically fit, are not involved in any disciplinary case and have been cleared by the Selection Board, will be entitled to pay and allowances as given in paras 8 to 11 of Appendix 'C' to this letter. Their other existing terms and conditions of service will remain unchanged.

4. Serving Girl Cadet Instructors, not covered by paras 1 and 3 above will continue to be governed by their existing terms and conditions, including existing consolidated pay only.

5. These orders take effect from the date of their issue.

6. This issued with the concurrence of Ministry of Finance (Defence) vide their UO No 213/GS-I of 1981.

Yours faithfully,

Sd/-xxxxxx
(ML Kapoor)
Under Secretary to the Government of India

APPENDIX 'A'

[GIRL CADET INSTRUCTORS APPOINTED ON A PERMANENT
BASIS]

APPENDIX 'B'

[OPTION CERTIFICATE]

APPENDIX 'C' to Annexure I

(Refer to para 2 of Gov of India Ministry of
Ministry of Defence letter No 5030/80/
DGNCC/PA/ICS/D(GS VI) dated
24th January, 1981

TERMS AND CONDITIONS OF SERVICE OF NCC GIRL CADET
INSTRUCTORS EMPLOYED ON PERMANENT BASIS UNDER
GOVERNMENT OF INDIA, MINISTRY OF DEFENCE LETTER NO
TH 5030/80/DGNCC/PA/OCS/ / D (GS-VI)
DATED 24 JANUARY, 1981

Applicability

1. These terms and conditions of service are applicable to serving NCC Whole-time Girl Cadet Instructors, who are in service on the date of issue of the above letter and are employed on permanent basis in NCC.

Appointment

2. These Girl Cadet Instructors may be appointed as under Officer Instructors (UOIs) or Sergeant Major Instructors (SMIs) in NCC Girl Division Units and in NCC College for Women, Gwalior.

[SINCE AMENDED]

Promotion

3. Subject to the availability of vacancy, a Sergeant Major Instructor may be granted promotion to the rank of Under Officer Instructor provided she is found fit and fulfils the following condition :-

- (i) Has completed 3 years of service as SMI;
- (ii) Is graduate from any recognized university in India;
- (iii) Possesses G-II certificate of the NCC;
- (iv) Is physically fit in an acceptable Medical Category SHAPE-I at the time of promotion; and
- (v) Is willing to be posted to a station where vacancy exists.

[SINCE AMENDED]

Local Rank

4. Local rank of 2/Lieut, as part-time NCC Officer, may be granted to Girl Cadet Instructors temporarily to fill up the deficiency of Part-time officer, so long as it exists, in terms of Government of India, Ministry of Defence letter No 7637/70/DGNCC/3705/D/D(GS-II) dated 14 Oct 70.

[SINCE AMENDED]

Liability of Service

5. Normally these Girl Cadet Instructors will be liable to serve, subject to availability of vacancies, with GD units for ---- in the jurisdiction of the respective NCC Directorates and in the NCC College of Women, Gwalior, when so selected of transfer to unit outside their respective Directorates may be ordered provided the Girl Cad et instructor is willing.

Discipline

6. They will be subject to NCC act XXXI of 1948 and NCC (Girl Division) Rules 1949 as amended from time to time for disciplinary purposes with effect from the date of grant of permanency.

Age of superannuation

7. These girl Cadet Instructors, if otherwise not found unfit will be eligible to serve upto 52 year of age (since raised to 55 year)

[SINCE AMENDED]

Pay and allowances

8. The pay scales of Girl Cad et Instructors will be as under:-

(a) UOIs -Rs 355-15-445

(b) SMIs -Rs 245-8-325

[SINCE AMENDED]

9. They will be entitled to Dearness Allowance, House Rent Allowance and City Compensatory Allowance, as admissible to Civilian Central Government Employees of corresponding scales of pay. In addition, they

will be admitted Ration allowance in accordance with the provision of AI166/70, as amended from time to time, for the period they are in annual Training camps or when they are actually traveling on duty . This is subject to the condition that they do not draw any daily allowance during the aforesaid period.

[SINCE AMENDED]

10. While officiating in place of a part-time lady officer and when granted the local rank of 2/Lt, the Girl Cadet Instructors will be entitled to an honorarium of Rs 75/- per month, chargeable to the State Government Concerned.

[SINCE AMENDED]

11. Free uniforms on existing scales only, as laid down in annexure I to this Appendix, will also be issued to them.

Pension, Family Pension, Death-cum-Retirement Gratuity
And other terminal benefits

12 The girl Cadet Instructors will be governed by the Central Civil service (Pension) Rules 1972, as amended from time to time.

Traveling concessions

13 (a) Leave Travel Concessions to the Girl Cadet Instructors will be admissible as for JCOs/NCOs of regular Army, as laid down in Travel Regulations.

(b) For all other moves, these Girl Cadet Instructors will be governed by the rules and orders applicable to JCOs/NCOs of the regular Army

(c) On termination of the service, the travel concessions as applicable to JCOs/NCOs in the Regular Army will be admissible to the Girl Cadet Instructor

[SINCE AMENDED]

Leave

14. The Girl Cadet Instructor will be entitled to leave as under:-

- (a) Annual leave up to a maximum of 30 days in a calendar year.
This will not be accumulated. Cash payment in lieu of unutilized annual leave, up to the maximum of 30 days is permissible in the year of retirement provided it was not availed in that year.
- (b) Casual leave not up to a maximum of 15 days in a calendar year, but not exceeding 10 days at a time may be granted. However, casual leave for more than 10 days at a time may be granted as a special case at the discretion of the Officer Commanding of the unit. Casual leave will not be accumulated.
- (c) Sick leave will be admissible in attributable cases only and will be limited at the rate of 30 days in a calendar year. This can be accumulated up to a maximum period of 180 days only. It will not include casual leave due. Sick leave concessions will not be admissible. Sick leave will be sanctioned only by the Commandant of a Military Hospital or a Senior Civil Surgeon of the district wherein a Military Hospital is not located. Under no circumstances, sick leave or absence from duty on medical grounds will be permitted on production of a Medical Certificate from sources other than mentioned above.
- (d) No furlough or terminal leave will be admissible.
- (e) A Girl Cadet Instructor may be granted maternity leave by an authority competent to grant leave for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.

Medical Treatment

15 The Girl Cadet Instructor and their dependent family members will be entitled to the same medical facilities as are admissible to JCOs/NCOs of the Regular Army and their families under the existing medical attendance rules. The dental treatment will be admissible as applicable to the JCOs/NCOs of the Regular Army, provided these can be accommodated within the existing resources.

APPP Fund

16 The Girl Cadet Instructor will contribute towards APPP Fund after one year of service. They will be entitled to draw loans/advance and final withdrawals from the APPP Fund subject to the provisions of APPP fund rules and instructions issued by Central Government in this behalf from time to time.

ANNEXURE-I TO APPENDIX 'C' TO MINISTRY OF DEFENCE NO
5030/80/DGNCC/PA/TCS/GD/238/A/D(GS-VI)DATED 24-1-1981

“SCALE OF PERSONAL CLOTHING FOR
GIRL CADET INSTRUCTORS”

Srl No	Item	Scale
1	Bush-Shirt Khaki	1
2	Slacks Khaki	Prs 1
3.	Socks Khaki	Prs 1
4.	Shoes Leather Brown	Prs 1
5.	Shoes Canvas White	Prs 1
6.	Beret Maroon	1
7	Badge Beret	1
8.	Lanyard (NCC Colour)	1
9.	Hackles (NCC Colour)	1
10	Shoulder Titles	Prs 2
11	Badges of rank	2
12	Jersey Pullover Khaki (FOR USE DURING WINTER)	1
13	Saree Nylon Khaki	1 @
14	Blouse Tericot Khaki	1 @
15	Petticoat Cotton Khaki	1 @

@ -To be issued once in 3 year.

ANNXURE-II

STEP BY STEP PROCEDURE FOR RECRUITMENT OF GIRL CADET
INSTRUCTOR GRADE III

The recruitment of GCI-III is carried out centrally by the P&F Dte at HQ DGNCC. The various steps involved in the recruitment procedure are given below:-

Sl No.

- 1 Vacancies in the GCI-III grade are consolidated
- 2 Vacancies are submitted to DGNCC for approval for reference to MoD
- 3 Vacancies are referred to MoD for consideration of the Screening Committee under the Defence Secretary
- 4 Approval for filling up the vacancies from MoD is obtained
- 5 Advertisement for filling up the vacancies is published in the Employment News inviting applications on the prescribed proforma
- 6 Applications are received and scrutinized in the P&F Dte /HQ DGNCC
- 8 Roll Nos and Instruction to candidates are issued
- 9 Test Centers are set up at various Directorates for conducting written examination and instructions issued for conducting the examination
- 10 A Board of officers for preparation of Question Papers for recruitment is constituted
- 11 Question Papers are printed and despatched to all the Test Centers (Directorates)
- 12 Answer booklets are received from all the Test Centers (Directorates) at the HQNCC
- 13 A board of officers for evaluation of answer booklets is constituted
- 14 Answer booklets are evaluated and the marks tabulated
- 15 Candidates are short listed on the basis of their marks in the written test and called for physical proficiency test, lecturette and interview at OTA (Gwalior).

- 16 A Board of officers for selection of candidates is constituted by the DGNCC to conduct physical proficiency test, interview and other tests for recruitment
- 17 The board is assembled at OTA Gwalior for conducting Interview, Physical Proficiency Test, Lecturette and Medical Examination
- 18 A Medical Board is constituted at the MH Gwalior under the aegis of the DGAFMS
- 19 Arrangement for accommodation, boarding and lodging of the candidates is made at OTA Gwalior
- 20 Tests and Interviews are conducted under the aegis of a Selection Board under the chairmanship of the Commandant OTA, with DDG(P&F) and Dir (Trg) as members.
- 21 Candidates short listed on the basis of the interview are referred for medical examination
- 22 Candidates found temporarily unfit are referred to Appeal Medical Board
- 23 A merit list of medically fit candidates is prepared
- 24 DG's approval is obtained
- 25 Original Certificates and Attestation forms, duly filled in by the candidate, are called
- 26 Original Certificates are verified
- 27 Caste certificate, in relevant cases is verified from the issuing authority
- 28 Record Check of character and antecedents is carried through the concerned district Police / Administrative authority
- 29 Appointment and Posting Order is issued with the approval of the competent authority, viz DDG(P&F)