

**STANDARD OPERATING PROCEDURE FOR SELECTION OF
WHOLE TIME LADY OFFICER (WTLOs) FOR YOUTH EXCHANGE
PROGRAMME**

General

1. Youth Exchange Programme (YEP) with friendly foreign countries is an annual feature. The selection of Officers and Cadets has to be stringent, fair and transparent so that only suitable ambassadors are selected to represent the country. A number of NCC cadets and officers, therefore, need to be selected well in time. The programmes for YEP will be announced by Training Dte and WTLOs may accordingly apply for the YEP. WTLOs will be detailed on a pro rata basis of existing strength of service officers (less Brig and above) vis-à-vis WTLOs. However, atleast one WTLO will be detailed every year for one of the YEP.

Aim

2. The aim of these instructions is to lay down policy guidelines for processing of applications and selection of WTLOs for YEP.

Qualitative Requirements (QR) for WTLOs Applying for YEP

3. WTLO volunteering for selection must fulfill the following criteria :-
- (a) Service - Minimum of 4 years of service as on 01 Apr of that year
outstanding (Relaxation upto three months may be given for performance by the DG NCC).
 - (b) Age - Not more than 40 Yrs on 01 Apr of the year of travel.
 - (c) Must not be involved in any discipline or vigilance case.
 - (d) Be medically fit to undertake international air travel.
 - (e) Officers who have formed part of any earlier youth exchange programme are not eligible to apply. However, those who have applied earlier and have not been selected, may apply again.
 - (f) A WTLO may apply for YEP after five years of having been selected previously. A maximum of two outings can be given in not less than 10 years.

- (g) Should have good military bearing.
- (h) Should have good command over English language and confident.

Forwarding of Application

4. Applications from aspiring WTLOs will be forwarded, duly recommended at each level, so as to reach HQ DG NCC by 10 Feb every year. All the applications of a particular Dte will be scrutinized and recommended by respective DDGs. A maximum of two WTLOs can be recommended by the State Directorates to avoid expenditure in to & fro movement.
5. Copy of the application form is enclosed.

Processing of Applications at State Dte Level

6. Officers recommending the applications at each level (Unit, Gp and State Dte) ensure that the applicants meet the QR laid down in Para 3 above.
7. Officers endorsing their recommendations at each stage will certify that provisions of this letter have been complied with while scrutinizing and processing the applications. An applicant can only be rejected at State DDG level. In case the Unit or Group commander does not find the WTLO suitable, though she meets the QR as given in Para 3 above, he will refer her to State DDG with his recommendations.

Selection Process

8. **Forwarding of Applications** . The panel drawn for Youth Exchange Programmes will correspond to the financial year. Consequently, the selection process of officers for Youth Exchange Programme will be completed by 10 April every year.
9. **Validation of Applications** . All applications will be forwarded to Trg Branch Officer-in-Charge YEP Youth Exchange Programme who will forward them to MS Dte for checking validity and meeting Qualitative Requirements. Thereafter they will be returned to Director. Youth Exchange Programme with comments.
10. **Screening Board**. Screening board comprising Additional Directorate General (B) (Presiding Officer), Deputy Directorate General (Training), Deputy Directorate General (Military Secretary) and Deputy Director General (Personnel & Finance) will screen the candidates in batches and allot points for proficiency, personality and professional traits. Due consideration will be given if a candidate

has an achievement at national level or major contribution towards upliftment of NCC.

11. **DG's Interview.** Director General will interview the candidate and allot points to each candidate.

12. **Merit List** Based on total points scored a merit list will be drawn. The merit list will be valid for a financial year. Reserve would be from the merit list prepared.

13. **Detailment Procedure & Policy.** The detailment policy would be as under :-

(a) The WTLO will be detailed in a country where the invitation would be for at least two officers.

(b) The detailment would be strictly as per the merit list .

(c) Keeping in view the strength of officers and WTLOs in NCC purely based on pro-rata, minimum one WTLO will be sent every year.

(d) The detailment would also be subject to the medical fitness at the time of proceeding for the delegation.

(e) The detailment would also be where there are more number of the girls as delegation members or the delegation is wholly comprising of girl cadets.

(f) Besides detailing a WTLO a reserve should be detailed.

Unwillingness Certificate

14. A candidate once detailed should not opt out of the Youth Exchange Programmes. In case of unwillingness for any reasons excluding medical, the officer's name will be deleted from the list and she will be debarred for applying for the next two years. However, where a Whole Time Lady Officer suffers severe physical injury, she may apply for Youth Exchange Programmes in the following year if she does not proceed for Youth Exchange Programme in the year of detailment.

Conclusion

15. Youth Exchange Programme is the most popular and prestigious activity of the NCC. Effort should be made to select the best available candidates to

represent the county in YEP. The selection process needs to be transparent and hence this SOP.