

**Enclosure 1**  
(Refers to para 6)

**PROCEDURE FOR RECRUITMENT INTO DSC**

1. Procedure for recruitment into DSC for candidates who fulfil the required criterion is given in succeeding paragraphs.
2. **Registration.** All personnel desirous of joining DSC are to register themselves with CABS by 15 Jul and 15 Dec. CABS will scrutinise applications and forward the same to Commanding Officer Agrani with its comments endorsing copy to IHQ MOD(N)/DESA. Interviews for JCOs and recruitment for ORs will be conducted on quarterly basis in Mar, Jun, Sep and Dec.
3. Serving sailors can submit their applications not more than six months prior to their date of retirement through Commanding Officer to CABS mentioning date of retirement.
4. In case of serving sailors equivalent in rank to JCOs, section 'B' of Appendix 'A' to AO 620/65 (enclosure 3) will be completed by the Commanding Officer/Officer-in-Charge and PMO concerned. In case of retired sailors, Medical Officer at the recruiting office (INS Agrani) will complete the same.
5. **Scrutiny by CABS.** CABS will scrutinize the particulars and ensure that following are correctly recorded in the application:-
  - (a) ACR grading
  - (b) Date of birth
  - (c) Character assessment at the time of discharge from service.
  - (d) Award of decorations.
  - (e) Honorary rank/Commission where applicable.
  - (f) Courses attended with grading.
  - (g) Civil and Naval educational qualification.
  - (h) Home address of the sailor after retirement.
  - (j) Medical category.

6. **Police Verification.** The Character and Antecedents Certificate for the period covering from date of discharge from former service to re-enrolment into DSC is to be obtained by Agrani from the district police authorities from where the candidate belongs/permanently settled after his retirement/discharge from the former service stating that he is not involved in any civil/criminal case during the period and is fit for the service in the Army. The same is to be sent to DSC Centre together with other re-enrolment documents for transmission to DSC records. A specimen of police verification form is placed at Annexure 1.

7. **Maximum Age Limit.** Maximum age limit for recruitment into DSC for various ranks is as follows (Auth Army HQ letter 62502/Rtg 5 (OR)(A) dated 22 Jan 2004:-

<b><u>Rank</u></b>	<b><u>Max Age Limit</u></b>
Sepoy(Sea I/II)	Below 45 Years
Naik (L/S)	Below 45 Years
Hav (PO)	Below 47 Years
Nb Sub (CPO)	Below 50 Years
Subedar(MCPO-II)	Below 50 Years
Sub Maj(MCPO-I)	Below 52 Years

Note : Sepoy, Naik and Havildar will only be enrolled as 'SEPOY'

8. All Ex-JCOs/equivalent seeking re-employment into DSC should be within the prescribed age limit and five years gap(date of retirement from former service and date of re-employment into DSC) when they report at DSC Centre for re-orientation training based on the call letter issued by DSC Centre.

9. **Physical Standards.** Table for physical standards at the time of recruitment into DSC is placed at Annexure 2. (Auth- Army HQ letter 62502/Rtg 5 (OR) (A) dated 13 Dec 2005).

10. **Recruitment of ORs.** INS Agrani will analyse the applications and recommend to IHQ/MOD(Navy)/DESA dates for interview of the candidates. Simultaneously, DESA will seek vacancies from DDG DSC for ORs and inform the same to Agrani. INS AGrani will recruit direct ex-sailor below JCO ranks and despatch them to DSC Centre along with Rahdari Certificate, Enrolment Form, Pre-verification Report, Original Discharge Book, Primary Medical Examination Report and Police Verification Report.

11. **Selection of JCOs.** Interview will be conducted at INS Agrani by a board of officers constituted by Commanding Officer Agrani. Sailors who had registered their names will be short listed and called

for interview based on award of marks (Annexure 3) and vacancies available. Maximum three chances will be given to a sailor (CPO/MCPO) for re-employment as JCO in DSC.

12. All candidates will sign, before the interview, willingness/unwillingness and consent certificate for re-employment in the same/lower rank as per the specimen given Annexures 5 and 6 respectively.

13. Call up notice for interview will be issued by INS Agrani (in a staggered manner) to the candidates 45 days prior to the date of interview by registered post. Willingness & consent certificates will be enclosed with the call up notice as per the specimen placed at Annexures 5 & 6.

14. Interview will be conducted in simple Hindi and the candidate will be expected to answer in Hindi unless he desires to answer in English. Each candidate will be awarded marks for the interview independently by the presiding officer and the members. The details of marks are given below:-

(a) Marks for record of service (Refer annex 3 for breakdown of marks)	-60 Marks
(b) Marks of interview (Refer annex 4 for breakdown of marks)	-40 Marks
Total	-100 Marks

15. **Selection Panel.** Date of interview/selection of JCOs will be conducted by INS Agrani on quarterly basis ie in Mar, Jun, Sep and Dec every year. Selection Panel will be drawn by the board immediately on the conclusion of interview for all candidates on final day. Names of those candidates who score 50% marks and above based on 'Record of Service' and the interview will be listed in serial order based on merit. The important aspects to be borne in mind by the Selection Board while drawing the selection panel are given below:-

(a) Selection Panel will be drawn exclusively on merit for each rank, ie, Nb Subedar, Subedar and Subedar Major. No aspect other than merit will be taken into consideration while finalizing the selection panel.

(b) Vacancies in each rank, ie, Nb Subedar, Subedar and Subedar Major will be filled up on merit. In case the vacancies by the number of candidates who have scored up to 50% marks are exhausted and if some vacancies are still left unfilled then the

candidates from the higher rank, ie, MCPO I for vacancy of Subedar and MCPO II for Nb Subedar will be taken out of reserve list on merit, provided they have signed willingness certificate to accept re-employment in next lower rank due to shortage of vacancies.

(c) In case some vacancies are still left unfilled, then candidates in each respective rank, who have scored up to 45% marks, will be taken on merit as mentioned above.

16. In accordance with Army HQ letter No. 183028/SD-5 dated 25 Aug 84, DDG DSC will be the final authority for the selection of candidates for re-employment into DSC.

17. Selection Panel will be drawn in triplicate and signed with date by the Selection Board.

18. **Despatch of Results to DSC Records.** Original copy of Selection Panel alongwith Rahdari Certificate (I.A.F.K 1160-B) and Enrolment Form(I.A.F.K 1162) in respect of selected candidates will be forwarded to DSC Records Cannanore immediately on the day of drawing Selection Panel and dispatched through registered letter along with the complete documents of the selected candidates followed by the willingness and consent certificate. Board proceedings should reach at DSC Records by fastest means on or before last day of Mar, Jun, Sep and Dec to avoid irregular re-employment due to age bar and five years gap at the time of reporting of Ex-JCOs at DSC Centre.

19. **Issue of Joining Letter.** Joining letter will be issued by DSC Centre based on the merit list and availability of vacancies, in case of Ex-JCOs only.

20. In case of any discrepancy, decision of DDG DSC will be final. All requests to DDG DSC will be routed through IHQ/MOD(N)/DESA.