

Ministry of Defence
Department of Ex-servicemen Welfare

Sub: (i) Guidelines and Norms for Selection of Resettlement Courses/Institutes - Allotment of Courses and (ii) Norms for Selection of Officers for 24 weeks Management Course.

Guidelines for the above as approved by the Competent Authority is forwarded for circulation to all concerned. Any further selection of Institutes and candidates will be done as per the revised guidelines. The list of approved institutes and the candidate would be issued by DGR. These guidelines supersede all earlier guidelines issued on the subject.

(M. M. Singh)
Secretary (Res-I)
23015772

Encl. Copy of the approved Guidelines

AG (AHQ)
AOP (Air HQ)
CPS (NHQ)
~~DG/R~~

Secretary KSB

MoD ID No. 7(02)/D (Res)/2008 dated 8th September, 2009

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Guidelines and Norms for Selection of Resettlement Courses/Institutes and Allotment of Courses

Introduction

1. Deptt. of Ex-servicemen Welfare is entrusted with the work of preparing both ex-servicemen and retiring service personnel for their resettlement in civil life. The work of getting the ESM trained is one of the major welfare functions entrusted to the office of Directorate General of Resettlement (DGR), an attached office of Department of Ex-Servicemen Welfare, Ministry of Defence. The DGR organises employment oriented training programmes for serving armed forces personnel (officers and personnel below officers rank), ex servicemen, and widows / wards of deceased personnel to enhance their qualifications and enable them to seek suitable second career/employment after retirement. Towards this end, training is conducted through various Government/Semi Government Institutes and other reputed Institutes.

Selection of Institutes/Courses

2. The DGR will list out the courses proposed to be conducted during the year and after obtaining the approval of Deptt. of ESW place advertisements in leading newspapers inviting applications from the interested institutes.
3. On receipt of such applications the concerned institutes will be asked to make a presentation before a Committee consisting of MoD rep, DGR and the representatives of three Services.

Training Calendar

4. Selection of institutes and courses for a training year will be carried out by the above committee, constituted in the DGR which shall include a representative of the Department of Ex-Servicemen Welfare, Ministry of Defence and representatives of three Services. In response to the advertisement received by the DGR from various Institutes and presentation made before the Committee, a short list of Institutions will be drawn up by the Committee. The courses and institutes recommended by the committee will be forwarded by DGR to Deptt. of ESW for approval.

5. The training calendar for the financial year comprising courses, institute, venue and other relevant details, shall be published through a 'Resettlement Training

uklet' and widely circulated to all concerned including RSBs/ZSBs and recognized ESM associations. The information will also be posted on DGR website.

NORMS FOR ALLOTMENT OF COURSES and Selection -PBOR

Eligibility Criteria

6. Personnel Below Officer Rank (PBOR) of the three Services are eligible to undergo resettlement training as mentioned below:-

- (a) Serving PBOR.
- (b) Retired/Released PBOR fulfilling the criteria to be an ex-servicemen as defined by the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions.
- ✓(c) PBOR dismissed from service will not be eligible.
- (d) Retired/Released PBOR would be eligible to undergo resettlement courses up to five years from the date of retirement/release or up to the age of 60 years, which ever is earlier.

7. **Serving PBOR:** Serving PBOR fulfilling the following terms and conditions shall be eligible to undergo resettlement training courses through DGR:

- (i) Should be in the last two years of service
- (ii) Should not have undergone any other DGR sponsored course save the composite career transition course

8. **Retired PBOR:** Retired PBORs fulfilling the following terms and conditions shall be eligible to undergo resettlement training courses conducted through aegis of KSB/DGR:

- (a) Should fulfill the criteria to be eligible as Ex-Servicemen.
- (b) Should not be re-employed in any Govt./Semi Govt. post.
- (c) Should not have undergone any DGR sponsored course while in service save the composite career transition course.

Application for Courses

9. Serving PBOR of Army shall forward application form in duplicate to Army HQ (CW-5) through concerned Record Office. For courses being conducted at Regimental Centres, applications will be forwarded by the Regimental Centre to Army HQ (Ceremonial & Welfare-5/AG's Branch).
10. Serving PBOR of Navy and Air Force shall forward application form in duplicate to Naval HQ (DESA) through CABS and Air HQ (DPA) through Air Force Record Office respectively.
11. (To apply for a Deptt. of ESW /DGR sponsored resettlement course, retired PBOR shall forward application form directly to Training Directorate at DGR, duly countersigned by an officer of the concerned Directorate of Sainik Welfare (states)/Zila Sainik Welfare Office where the PBOR is registered. Attested copy of PPO/Release Order is to be attached with the application.) For course related to an ESM scheme, a PBOR shall apply to the respective Zila Sainik Welfare Office, the details being processed through Department Sainik Welfare (State).

Distribution of Course Vacancy

12. Vacancy for a course shall be distributed in accordance with the existing policy in the ratio of 60:20:20 between Army, Navy and Air Force. However for courses specific to Army/Navy/Air Force personnel, the ratio if any will be altered in consonance with the requirement of three service HQs, any alteration in the existing ratio will be approved by Department of ESW.

Short listing of PBOR

13. In view of the different personnel / HR policies of the three services, the short listing of serving PBOR will be executed by respective service HQs and list of short listed personnel will be forwarded to DGR. The final selection will be done by the Committee as detailed at para 3 above.

NORMS FOR ALLOTMENT OF COURSES AND SELECTION -OFFICERS

Eligibility Criteria

14. All officers of three Services falling in the following categories in order of preference, are eligible to undergo resettlement training.

- (a) Serving officers.
 - (a) Retired/Released officers fulfilling the criteria of Ex-Servicemen as defined by the Department of Personnel & Training,
 - (c) Retired/Released officers are eligible to undergo resettlement courses up to three years from the date of retirement/release or up to the age of 60 years, which ever is earlier.
15. Officers not eligible for training are as follows:-
- (a) Those dismissed from service.
 - (b) Those who have resigned their commission.
16. **Serving Officers (Pmt. Comm):** Serving officers fulfilling the terms and conditions as mentioned below shall be eligible to undergo resettlement training courses through DGR:
- (a) **24 Week Management Courses:**
 - (i) Should be in the last year of service
 - (ii) PMR should have been approved in case not superannuating.
 - (iii) Should be superannuating / released within two month on completion of course.
 - (iv) Should not have undergone any other DGR sponsored course.
 - (b) **Other Courses:**
 - (i) Should be in the last two years of service.
 - (ii) Can undergo courses up to a maximum duration of 89 days. It can be one course of 89 days or more than one course of shorter duration subject to a total of 89 days.
 - (iii) Should not have undergone 24 week management course.
17. **Retired Officers (Pmt. Comm.):** Retired officers fulfilling the terms and conditions as mentioned below shall be eligible to undergo resettlement training courses:
- (a) **24 Week Management Courses:**
 - (i) Should fulfill the criteria to be eligible as Ex-Servicemen.
 - (ii) Should not be re-employed in any Govt/Public/Private

Organisation.

(iii) Should not have undergone any other DGR sponsored course.

(b) **Other Courses:**

(i) Should fulfill the criteria to be eligible as Ex-Servicemen.

(ii) Should not be re-employed in any Govt /Public/Private Organisation.

(iii) Should not have undergone 24 week management course.

(c) Officers who have undergone resettlement training courses during service, will not be eligible to undergo another re-settlement course.

18. **Short Service Commissioned Officers (SSCs & WSES)**: Short Service Commissioned Officers fulfilling the following terms and conditions shall be eligible to undergo resettlement training courses:

(a) SSC officers are eligible to undergo Resettlement Training Course on completion of five/ten years of initial contractual service or after declaration of board result for Permanent Regular commission, under the following conditions and in order of preference as below:-

(i) An officer not granted Permanent Regular Commission

(ii) A non-optee for Permanent Regular Commission:

(iii) SSC Officers on extension are eligible only in their last year of service. Officers on extension, who are permitted to take premature release as per their terms of service, may apply on approval of premature release.

(b) Officers, who have undergone resettlement training courses during service, will not be eligible to undergo another re-settlement course.

Application for Courses

19. Serving officers should forward application forms in duplicate through Army HQ(concerned MS/controlling group & MS-7), Naval HQ(DESA), Air HQ (JDPO placement cell) as applicable.

20. Retired officers should forward application forms directly to training directorate at DGR, duly countersigned by an officer of the concerned Directorate

Sainik Welfare (states)/Zila Sainik Welfare Office, where the officer is registered. Attested copy of PPO/Release Order is to be attached with the application.

21. Advance copy of the application need not be sent to DGR. Enclosures other than those mentioned like Bio-Data/ CVs, Degree, Certificates are not required to be attached.

22. Applications of only eligible officers shall be forwarded by the service HQs /Directorate of Sainik Welfare (states) / Zila Sainik Welfare Office.

Distribution of Course Vacancy

23. Vacancy for a course shall be distributed in accordance with the existing policy in the ratio of 60:20:20 between Army, Navy and Air Force. However, for courses specific to Army/Navy/Air Force personnel, these courses will be identified and ratios allocated by the committee comprising of MoD and DGR Representatives and representatives of three services.

Short listing of officers

24. In view of the different personnel / PR policies of the three services, the short listing of serving officers will be done at the Service HQr itself and the list forwarded to DGR. Short listing of retired/released officers of the three Services will be done at DGR as per the norms and guidelines in vogue. However, the final selection for both the categories (officers and PBORs) will be done by the Committee as detailed at para 3.

NORMS FOR SELECTION OF OFFICERS FOR 24 WEEKS MANAGEMENT COURSE

Introduction

1. The 24 week Certificate in Business Management Course for officers at various IIMs and selected 'A' grade Business Schools have become very popular as a Resettlement Training Programme. As a result the number of applicants for these courses has been increasing notably over the years. To ensure transparency and preclude conjecture, the pragmatic way out has been to set out clear cut norms and guidelines relating to methodology being followed for allotment of vacancies, thereby streamlining the allotment.

The Norms

2. The following guidelines will be followed:-
- (a) Courses within a financial year will be grouped on quarterly basis (i.e. Apr, Jul, Oct & Jan).
 - (b) Based on demand and identification of the institutes two to three courses will be planned in each quarter.
 - (c) The group for a quarter, will be considered as a whole for allotment of vacancies

Categories

3. The available vacancies for each course will be allotted on the basis of the categories and percentages as mentioned below:

Sl No.	Category	% of seats
1.	Brigadier & above	6%
2.	Col/Lt Col	56%
3.	Maj/Capt/SS Officers	26%
4.	WSES Officers	9%
5.	Widows	3%

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General Norms for Allotment (Applicable to All)

4. **Regular Officers.** Allotment of vacancies in the above categories in order of priority will be as follows:-

(a) **Retired officers**

- (i) Officers medically boarded out with disability attributable to military service. Higher % of disability will be given preference.
- (ii) Officers Superannuated.
- (iii) Officers Retired (Premature).

(b) **Serving Officers**

- (i) Officers superannuating within duration of the course.
- (ii) Officers superannuating within 2 months post termination of the course.
- (iii) Officers on PMR with release date within the duration of the course.
- (iv) Officers on PMR being released, within 2 months post termination of the course.
- (v) Other officers

5. **Short Service Commissioned Officers.** Priority of allotment will be for officers already released followed by serving officers in the order given below:-

- (a) Officers on final release (on completion of all extendable engagements).
- (b) Released during second extension.
- (c) Released after completing first extension
- (d) Released during first extension.
- (e) Released on completion of initial engagement (5 years as per the old

terms of engagement and 10 years for officers who will be governed by new terms set by Govt. of India.)

6. **Short Service Commissioned Officers (Women).** Priority of allotment will be for officers already released followed by serving officers in the order given below:-

- (a) Officers on final release (on completion of all extendable engagements).
- (b) Released during second extension.
- (c) Released after completing first extension
- (d) Released during first extension.
- (e) Released on completion of initial engagement.(5 years as per the old terms of engagement and 10 years for officers who will be governed by new terms set by Govt. of India.)

7. **Widows** In the light of a large number of widows wanting to undergo these courses 2% vacancies will be offered to them. However, desirous applicants will need to fulfill the following:-

- (a) Minimum educational qualification - Graduation.
- (b) Undertake to pay fees as applicable to other participating officers.

8. The allotment will be based on the date of release/retirement. In case the date of release/ retirement is same, then the date of commission/seniority followed by service number will be the criteria for fixing seniority for allotment of vacancies.

9. Officers will be allowed to give their preference for the courses within a quarter. Officer's preference will be given due consideration while allotting the vacancies, albeit in keeping with the overall seniority for the quarter based on general norms/guidelines for allotment of vacancies.

Specific Norms -Applicable to Each Category

10. **Retired Officers.** Retired/Released officers shall forward their applications counter signed by an officer of the concerned Directorate of Sainik

welfare (states)/Zila Sainik Welfare Office where the officer is registered, along with copy of PPO/Retirement or Release Order. In the case of retired officers, an application submitted will be valid for the entire training year and carried forward for the next quarter, provided he/she meets all the eligibility criteria. However, preference for the institutes as they are announced for each quarter will have to be forwarded afresh by the officers.

11. Serving Officers (Regular Commissioned/Short Service Commissioned/Short Service Commissioned (Women)

- (a) All applications will be forwarded by Service HQ to the DGR, through respective MS branch.
- (b) The applications forwarded to DGR will be endorsed with date of superannuation /PMR.
- (c) Applications will have to be forwarded afresh for each quarter.

12. It has been observed, that many officers withdraw from courses at the last moment, when detailed for courses at institutes which are their second/third preference. In case an officer wishes to be considered for only a particular institute, the same will be specified by stating N/A in the column of preference for other institutes in the application. If the officer fails to do so and refuses the course at the last moment he will be debarred for a period of one year.