

YOUNG OFFICERS COURSE SYLLABUS (AC TO DC)

BLOCK TIME TABLE

SL NO	SUBJECT	DURATION
01	DURATION	10 WEEKS
02	WORKING DAYS IN A WEEK	06 DAYS
03	TOTAL WORKING DAYS	60 DAYS
04	TOTAL DAYS FOR CAMPUS TRAINING	57 DAYS
05	TOTAL DAYS FOR JUNGLE OPERATION	03 DAYS
06	NO OF PERIODS IN A DAY	09 PERIOD
07	NO OF PERIODS FOR CAMPUS TRAINING	9X57=513
08	NO OF PERIODS IN NIGHT	24 Periods
	TOTAL	513 DAY PDS+ 24 N/PDS = 537 PDS + 3 DAYS (JUNGLE OPS)

BLOCK SYLLABUS

Sl. No.	Subject	Periods		
		Day	Night	Total
I.	Tactical and Ops Communication	248	22	270
	Module			
1.	Weapon Training	68	-	68
2.	Firing	25	09	34
3.	Endurance Training	84	-	84
4.	Internal Security & Counter Insurgency Operation	44	13	57
5.	IED	12	-	12
6.	Ops monitoring & communication	15	-	15
7.	Jungle Operation/Survival	03 Days		
II.	QM/MTO Module	187	2	189
1.	QM	97	-	97
2.	Building	10	-	10
3.	Arms and Ammunition	17	-	17
4.	MT	63	2	65
III.	Man Management/HRD Module	13	-	13
IV.	Establishment Module	43	-	43
V.	Miscellaneous	22	-	22
	Total	513	24	537

DETAILED SYLLABUS

I. TACTICAL AND OPS COMMUNICATION MODULE

1. WEAPON TRAINING

S./NO	SUBJECT	CODE	NO. OF PERIOD ALLOTTED		
			DAY PDS	NIGHT PDS	TOTAL
i.	5.56 MM Insas Rifle	IR -1-3	3	-	3
ii.	5.56 MM Insas LMG	IL-1-3	3	-	3
iii.	9 mm Glock/Browning Pistol	GBP-1-4	4	-	4
iv.	AK-47/AKM Rifle	AK-1-5	5	-	5
v.	UBGL	UBGL-1-7	7	-	7
vi.	MP-05 Rifle	MPR-1-4	4	-	4
vii.	Pump Action Gun	PAG-1-3	3	-	3
viii.	Sniper Rifle	SNP-1-2	2	-	2
ix.	HE-36 Grenade	HG-1-4	4	-	4
x.	51 MM Mortar	MOR-1-6	6	-	6
xi.	Theory of Small Arms	TSA-1-6	6	-	6
xii.	Support weapons (AGS/MGL/CGRL/MMG)	SWP-1-8	21	-	21
Total			68	-	68

i) 5.56 MM INSAS RIFLE

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	5.56 MM INSAS rifle ke chal, roken aur Fouri Ilaz	INSAS 1-3	1	-	2	-	3
Total			1	-	2	-	3

ii) 5.56 MM INSAS LMG

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	INSAS LMG ki chal	IL-1	1	-	-	-	1
b.	Roken aur Fouri Ilaz	IL-2-3	-	-	2	-	2
Total			1	-	2	-	3

iii) 9 MM PISTOL BROWNING/GLOCK

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	Pistol browning ko kholna, jorna, safai karna. Pistol bharna, khali karna aur fire karna	GBP-1-2	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
b.	Firing position, Roken aur fauri ilaz.	GBP-3-4	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
Total			1	1	2	-	4

iv) AK-47/AKM RIFLE

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	Kholna, jorna aur safai. Bharna, lejana ke tarique make safe, ready aur fire karna	AK-1-2	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
b.	Rifle ki chal. Rokon ke bare mein jankari dena aur Fauri Ilaz	AK-3-5	1	1	1	-	3
Total			1 $\frac{1}{2}$	1 $\frac{1}{2}$	2	-	5

v) UBGL

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	UBGL tatha UBGL Grenade ki visheshtayen tatha aam byan	UBGL-1-2	1	1	-	-	2
b.	UBGL ko mount karne ke liye AKM Rifle ko tiyar karna, UBGL ko mount dismount karna aur fire karna	UBGL-3-5	1	1	1	-	3
c.	UBGL ki chal aur fouri ilaz	UBGL-6-7	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
Total			2 $\frac{1}{2}$	2 $\frac{1}{2}$	2	-	7

vi) MP-5 Rifle

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	MP-5 ki visheshtayen kholna, jorna tatha safai karna	MPR-1,2	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
b.	MP-5 ka bharna khali karna ley jane ke tarique tatha fire karna	MPR-3-4	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
Total			1	1	2	-	4

vii) PUMP ACTION GUN

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	Pump Action Gun ki vishtaye, kholna-jodna aur safai	PAG-1	1	-	-	-	1
b.	Pump Action Gun ko bharna-khali karna aur fire karna	PAG-2-3	1	-	1	-	2
Total			2	-	1	-	3

viii) Sniper Rifle

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	Sniper rifle se vakfiyat tatha range va uske clicks, roken aur Fauri Ilaz	SNP-1-2	1	1	-	-	2
Total			1	1	-	-	2

ix) NO. 36 HE GRENADE

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	No HE 36 Grenade ka Istemal, chal, phekna aur lobbing Karne ka Abhbhyas Dena	HG-1-2	1	-	1	-	2
b.	No. 36 Grenade ko Rifle se fire Karne ka Abhyas Dena.	HG-3-4	-	1	1	-	2
Total			1	1	2	-	4

x) 51 MM MORTOR

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	51 mm mortar Se Parichay aur Mortar ko khola, jorna aur safai	MOR-1-2	1	-	1	-	2
b.	Bambon ke prakar, bambon ko taiyar karna, bharna, khali karna aur fire karna	MOR-3-4	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
c.	Angle hasil karna aur indirect fire karna	MOR-5-6	-	1	1	-	2
Total			1 $\frac{1}{2}$	1 $\frac{1}{2}$	3	-	6

xi) THEORY OF SMALL ARMS

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	Theory of small Arms (Including Animations/small videos related to small Arms)	TSA-1-5	5	-	-	-	5
b.	Penetration power of Small Arms Ammunition	TSA-6	1	-	-	-	1
Total			6	-	-	-	6

xii) Support Weapons (MMG/MGL/ AGS/ CGRL)

Sl. No.	Subject	Code	L	D	P	Night	Total
a.	AGS/AGL-30 ki visheshtayen, AGS/AGL-30 ko mount aur dismount tatha action aur fire samapt	SWP-1-4	1	1	2	-	4
b.	Firing Procedure (AGL)	SWP-5-6	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
c.	Gun Machine 7.62 MM MMG ki visheshtayen, mmg ko mount dismount tatha action aur fire samapt	SWP-7-9	1	1	1	-	3
d.	Firing Procedure (MMG)	SWP-10-11	$\frac{1}{2}$	$\frac{1}{2}$	1	-	2
e.	84 MM CGRL ki visheshtayen aur amn. ki jankari, CGRL ka Firing Procedure aur mis fire drill	SWP-12-14	1	1	1	-	3
f.	ILLU aur HE Round ki noch par range lagana	SWP-15-16	-	1	1	-	2

g.	MGL ki vishestaye, kholna, jodna aur safai, MGL ke Amn. ke prakar aur vishestaye	SWP-17-19	1	1	1	-	3
h.	MGL ki firing position, bharna khali karna, fire aur miss fire hone par karyavahi	SWP-20-21	-	1	1	-	2
TOTAL			5	7	9	-	21

2. FIRING

Sl. No.	Subject	Code	L	D	P	Night	Total
i.	Zeroing of small arms, CQB firing, Jungle and Lane/Reflex Shooting. Demo and practice fire of support weapons.	FIR-1-33	-	-	24	09	33
ii.	How to conduct ARCF and maintain Firing Range discipline. Duties of Range Officer and Butt SO	FIR-34	1	-	-	-	1
Total			1	-	24	09	34

3. IMPORTANCE OF ENDURANCE DURING OPERATIONS / TACTICAL ENDURANCE TRAINING

S. NO	SUBJECT	CODE	L	D	P	Night	TOTAL
i.	PT including few periods with weapon	PT-1-48	-	-	48	-	48
ii.	1.6 Kms BPET @ 2 times (In PT Dress)	PT-49-50	-	-	2	-	2
iii.	2.4 Kms BPET@ 2 times (In PT Dress)	PT-51-54	-	-	4	-	4
iv.	3.2 Kms BPET@ 2 times (In PT Dress)	PT-55-58	-	-	4	-	4
v.	BOAC @ 6 times (In Combat Dress)	PT-59-70	-	-	12	-	12
vi.	5 Kms Running @ 2 times (In Combat Dress)	PT-71-74	-	-	4	-	4
vii.	8 Kms Running @ 2 times (In Combat Dress)	PT-75-78	-	-	4	-	4
viii.	10 Kms Running @ 2 times (In Combat Dress)	PT-79-84	-	-	6	-	6
Total			-	-	84	-	84

4. INTERNAL SECURITY & COUNTER INSURGENCY OPERATION

Sl. No.	SUBJECT	Code	NO. OF PERIODS				TOTAL
			L	D	P	Night	
i.	Concept of Internal Security & Contemporary Internal Security problems.	OPS-1	1	-	-	-	1
ii.	Left wing extremism.	OPS-2	1	-	-	-	1
iii.	Insurgency & militancy in NE and counter measures	OPS-3	1	-	-	-	1
iv.	Terrorism in J & K and counter measures	OPS-4	1	-	-	-	1
v.	VIP Security, General Security enroute and at place of halting	OPS-5	1	-	-	-	1
vi.	Estt. of an outpost in rural & urban area and preparation of various types of morchas for all round defense.	OPS-6-7	1	1	-	-	2
vii.	Raid, Recce, planning, briefing, conduct & de-briefing.	OPS-8-13	1	1	1	3	6
viii.	Road opening parties and convoy escorting, Recce, planning, Briefing, conduct and debriefing.	OPS-14-16	1	1	1	-	3
ix.	CASO, SCO/SADO, Recce, planning, briefing, conduct & de-briefing.	OPS-17-23	2	1	1	3	7
x.	Nakabandi & search of vehicles, Recce, planning, briefing, conduct & de-briefing.	OPS-24-28	1	1	1	2	5
xi.	Security of vital installation including access control in case of Jail, Airport, Banks and religious places	OPS-29	1	-	-	-	1
xii.	Small Team concept, multi tasking & multi disciplinary Approach.	OPS-30	1	-	-	-	1
xiii.	Multiple patrolling in AOR.	OPS-31-35	1	-	1	3	5
xiv.	Combing	OPS-36-39	1	1	-	2	4
xv.	Camouflage and concealment	OPS-40-41	-	1	1	-	2
xvi.	Immediate Action Drill in case <ul style="list-style-type: none"> • Attack on foot/Mobile patrol • Attack on post/ Vehicle explosive laden attack on post • Fidayeen attack/grenade/RL attack • In case of ambush 	OPS-42-45	1 1 1 1	-	-	-	4
xvii.	Terrain appreciation and ground analysis	OPS-46-47	1	-	1	-	2
xviii.	Camp Security	OPS-48	1	-	-	-	1
xix.	Procedure for lodging an FIR, preparation of seizure memo	OPS-49	1	-	-	-	1
xx.	Human Rights challenges	OPS-50	1	-	-	-	1
xxi.	Preparation of Ops Plan (including SMD and TEWTS), SITREP/SPL. SITREP, Detailed report and writing citations	OPS-51-57	3	2	2	-	7
Total			26	09	09	13	57

5. IEDs

S. No.	Subject	Code	L	D	P	Night	Total
i.	RCIED/VBIED, other latest IED threats and their counter measures (Jammers etc.)	IED-1-2	2	-	-	-	2
ii.	Bomb search rules and techniques	IED-3-6	2	2	-	-	4
iii.	Use of Dog squad in counter IED measures	IED-7-8	1	1	-	-	2
iv.	Experience sharing on IEDs (Discovering, recovering, defusing and its latest trends in various theatre)	IED-9-12	4	-	-	-	4
Total			9	3	-	-	12

6. OPS MONITORING AND COMMUNICATION

S. No.	Subject	Code	L	D	P	Night	Total
i.	Monitoring of ongoing OPS and Supervision of OPS room/branch.	OMC-1-2	2			-	2
ii.	Ops challenges and solutions	OMC-3	1			-	1
iii.	Legal aspects of OPS situations	OMC-4	1			-	1
iv.	Surveillance Equipment's i.e. UAV, Netra & Tracker	OMC-5	1			-	1
v.	Introduction to MPV and its utilisation	OMC-6	1			-	1
vi.	Use of Helicopter during OPS and its security	OMC-7	1			-	1
vii.	Intelligence collection and interrogation	OMC-8	1			-	1
viii.	Triage and Combat First-Aid/Stretchers/ Knots	OMC-9-10	2			-	2
ix.	Orientation to Disaster Management and CBRNE	OMC-11	1			-	1
x.	Training on DMR set, kill/disable, data communication	OMC-12-13	2			-	2
xi.	Latest trend in wireless communication	OMC-14-15	2			-	2
Total			15			-	15

7. JUNGLE OPERATION/SURVIVAL

01	Jungle Operation/Survival	J/OPS	03 Days
Total			03 Days

II. QM/MTO Module

1. QM

SI No	SUBJECT	Code	NO. OF PERIODS				TOTAL
			L	D	P	Night	
i.	Introduction to QM Branch (including Finance Branch of Dte)	QM-1-2	2	-	-	-	2
ii.	Duties of various functionaries related with provisioning	QM-1-5	3	-	-	-	3
iii.	GFR 2017	QM-6-17	12	-	-	-	12
iv.	Delegation of Financial Powers Rules 1978	QM-18-23	6	-	-	-	6
v.	Introduction to GST	QM-24-25	2	-	-	-	2
vi.	Budget general concept, types of budget, planning and expenditure, preparation of BE/RE,	QM-26-27	2	-	-	-	2
vii.	Selo budget module programme online submission of budget demand budget expenditure and e-lekha booking	QM-28-31	2	2	-	-	4
viii.	Working out of demand	QM-32-34	1	-	2	-	3
ix.	Procurement of stores at various level in CRPF	QM-35	1	-	-	-	1
x.	Controlled and un controlled stores, procurement of stores through AOD, role of CWS	QM-36	1	-	-	-	1
xi.	Procurement of stores through GeM introduction with GeM, direct purchase, BID system, BOQ BID, custom BID, reverse auction system	QM-37-48	4	4	4	-	12
xii.	E-procurement through global, open, limited, single tender	QM-49-50	2	-	-	-	2
xiii.	Q/R formulation, indent planning, preparation of tender enquiry	QM-51	1	-	-	-	1
xiv.	Case study for tender process	QM-52-53	2	-	-	-	2
xv.	Tender procedure and post contractual monitoring and case study	QM-54-57	2	2	-	-	4
xvi.	Digital certificate, e-certificate - concept, role, use, legal aspects & procurement	QM-58	1	-	-	-	1
xvii.	Procurement of stores through local purchases (Prac on preparation of various documents connected with LP)	QM-59-63	2	1	2	-	5
xviii.	Procedure for booking of stores	QM-64	1	-	-	-	1
xix.	Booking of bogies/indenting of Spl train for movement	QM-65	1	-	-	-	1
xx.	Storage, care and maintenance of stores. Losses of stores and action to be taken	QM-66	1	-	-	-	1
xxi.	Procedure of conducting STB & disposal of STB proceedings	QM-67	1	-	-	-	1
xxii.	Classification & condemnation of stores /MSTC. An introduction to e-auction including auction of vehicles	QM-68-73	2	2	2	-	6

xxiii.	Various provisioning heads in CRPF and utilization of budget head in procurement	QM-74-79	3	2	1	-	6
xxiv.	Preparation of note sheet	QM-80	1	-	-	-	1
xxv.	Financial power and financial limitation	QM-81-82	2	-	-	-	2
xxvi.	Inventory control in CRPF practical method.	QM-83	1	-	-	-	1
xxvii.	Types of Audit and various audit objections	QM-84-85	2	-	-	-	2
xxviii.	Problems in procurement	QM-86	1	-	-	-	1
xxix.	SELO Inventory module/NFMS/PFMS/PPMS	QM-87-91	2	1	2	-	5
xxx.	Role play exercises for recent purchase procedure (from beginning to condemnation and auction)	QM-92-95	-	-	4	-	4
xxxi.	GIA	QM-96	1	-	-	-	1
xxxii.	PA General and PA POL	QM-97	1	-	-	-	1
	Total		66	14	17	-	97

2. BUILDING

SI No	SUBJECT	Code	NO. OF PERIODS				TOTAL
			L	D	P	Night	
i.	Planning, estimation, placing demand and execution of ARMO and departmental work (Minor/Major Works) including GFR	BDG-1-4	2	-	2	-	4
ii.	Governments orders on authorization, occupation, allotment, eviction & license fee in r/o family accommodation/e-Sampada.	BDG-5-6	2	-	-	-	2
iii.	Taking over of accommodation from CPWD / CRPF, units on inventory and maintenance of connected documents and V/V involvement of CRPF officers at construction stage	BDG-7-8	2	-	-	-	2
iv.	Procedure of repair of Govt. Building and introduction to Pioneer Wing	BDG-9-10	2	-	-	-	2
	Total		8	-	2	-	10

3. ARMS AND AMMUNITION

SI No	SUBJECT	Code	NO. OF PERIODS				TOTAL
			L	D	P	Night	
i.	Functioning of Bn Magazine, Kote & Security and maintenance of weapons	AA-1-2	1	1	-	-	2
ii.	Scale of Arms and Ammunition	AA-3	1	-	-	-	1
iii.	Maintenance of Arms including cleaning of barrels & removal of obstruction from the barrel	AA-4-5	-	-	2	-	2
iv.	Lubrication and preservation of Arms/Expl/Spl. Eqpts. and Support Weapons, Light and heavy preservations	AA-6-7	2	-	-	-	2
v.	Common defects in barrels causes and remedial measures	AA-8	1	-	-	-	1

vi.	Anti coating, Re Browning, re-phosphate and painting	AA-9	1	-	-	-	1
vii.	Automation theory of weapons	AA-10	1	-	-	-	1
viii.	Ammunition and explosives in general	AA-11	1	-	-	-	1
ix.	Small arms /ammunitions / grenade bomb, fuses	AA-12	1	-	-	-	1
x.	Stocking, classifications & and mixing of groups	AA-13	1	-	-	-	1
xi.	Safety distance, categories	AA-14	1	-	-	-	1
xii.	Tear smoke ammunition its storage and care	AA-15	1	-	-	-	1
xiii.	Conveyance of ammunition explosives by road	AA-16	1	-	-	-	1
xiv.	Documentation / inspection and its report	AA-17	1	-	-	-	1
Total			14	1	2	-	17

4. MT

Sl No	SUBJECT	Code	NO. OF PERIODS				TOTAL
			L	D	P	Night	
i.	Description of parts of vehicle	MT-1-2	2	-	-	-	2
ii.	Engine: Petrol, Diesel, CNG and Electrical	MT-3-5	2	1	-	-	3
iii.	Braking system	MT-6-7	1	1	-	-	2
iv.	Ignition and fuel supply system	MT-8-9	1	1	-	-	2
v.	Transmission and clutch including differential	MT-10-11	1	1	-	-	2
vi.	Electrical system , alternator and batteries	MT-12-13	1	1	-	-	2
vii.	Cooling system and lubrication system	MT-14-15	1	1	-	-	2
viii.	Suspension and steering system	MT-16-17	1	1	-	-	2
ix.	Tyre and tubes including tyre rotation	MT-18	$\frac{1}{2}$	$\frac{1}{2}$	-	-	1
x.	Fault finding and rectification	MT-19-22	2	2	-	-	4
xi.	Technical inspection procedure of MT/vehicle as per check list	MT-23-25	1	2	-	-	3
xii.	MT workshop and MT equipment	MT-26-27	1	1	-	-	2
xiii.	Name and use of tools	MT-28-29	1	1	-	-	2
xiv.	Traffic Rules, Road signs and Road sense	MT-30	1	-	-	-	1
xv.	MT documentation	MT-31	1	-	-	-	1
xvi.	Maintenance of vehicle, POL and store documents	MT-32-33	1	-	1	-	2
xvii.	Maintenance of workshop documents	MT-34-35	1	-	1	-	2
xviii.	Vehicle repair procedure	MT-36	1	-	-	-	1
xix.	Accident procedure	MT-37	1	-	-	-	1
xx.	Periodical maintenance (all type of vehicles)	MT-38	1	-	-	-	1
xxi.	Task theory of all types vehicle and motor cycle	MT-39	1	-	-	-	1
xxii.	Running maintenance and Maintenance of off road vehicles	MT-40-42	1	-	2	-	3
xxiii.	Instruction for running of new and overhauled vehicles	MT-43	1	-	-	-	1

xxiv.	Painting and marking of unit vehicles	MT-44	1	-	-	-	1
xxv.	Recovery procedure	MT-45	1	-	-	-	1
xxvi.	Driving testing and procedure (including night driving)	MT-46-50	1	-	2	2	5
xxvii.	Care and maintenance of tyre, tube, flaps & spare tools	MT-51	1	-	-	-	1
xxviii.	Operation of consumer pumps, measuring density of pol items, decanting, stocking, fire fighting drill, safe handling of pol products and POL Dump.	MT-52-54	1	2	-	-	3
xxix.	Important instructions/order on MT and rules of running of vehicle	MT-55	1	-	-	-	1
xxx.	Procedure for condemnation of tyre, tube, batteries and tarpaulin and procedure of preparation of CBP	MT-56	1	-	-	-	1
xxxi.	Procedure of condemnation of vehicle	MT-57	1	-	-	-	1
xxxii.	Taking delivery of POL and storage from IOC, purity check of pol items	MT-58	1	-	-	-	1
xxxiii.	Important instructions regarding maintenance of vehicle provided by state authority	MT-59	1	-	-	-	1
xxxiv.	Modifications of vehicles in CRPF specially modification at local /unit level, partial armoring of vehicles, use of B.P. Glass and Br steel after B.P. vehicles declared U/S.	MT-60	1	-	-	-	1
xxxv.	Change punctured/damaged tyres	MT-61	-	-	1	-	1
xxxvi.	Testing the professional knowledge and mental health/physical health of tradesmen	MT-62	1	-	-	-	1
xxxvii.	Motor Vehicle Act 2019 and Amendment	MT-63-64	2	-	-	-	2
xxxviii.	KMPL Procedure	MT-65	1	-	-	-	1
	Total		40½	15½	7	2	65

III. MAN MANAGEMENT/ HRD MODULE

S.NO	SUBJECT	CODE	L	D	P	Night	TOTAL
i.	Introduction to Organisational effectiveness	MMH-1	1	-	-	-	1
ii.	Making of leader - models and approaches	MMH-2	1	-	-	-	1
iii.	Performance Appraisal System-Need, Advantages, Dis-advantages	MMH-3-4	2	-	-	-	2
iv.	Introduction to Personnel management and Various theories on Personnel management	MMH-5	1	-	-	-	1

v.	Understanding stress, Stress Audit	MMH-6	1	-	-	-	1
vi.	Insight into self (self management)	MMH-7	1	-	-	-	1
vii.	Sainik Sammelan in our Force at various levels	MMH-8-10	1	-	2	-	3
viii.	Welfare activities in CRPF for our men and families including the family of deceased.	MMH-11	1	-	-	-	1
ix.	Salient points while organising various events such as Sports meet, Raising Day, Award ceremony etc. in the Battalion/GCs/Instn.	MMH-12	1	-	-	-	1
x.	Grievances and redressal system of the Force at various levels	MMH-13	1	-	-	-	1
	Total		11	-	2	-	13

IV. Establishment Module

S./No	Subject	Code	No. of period allotted		
			Day Period	Night Period	Total
i.	Duties of DC(Adm/Adj/Store/QM/MTO)	EST-1	1	-	1
ii.	Staff duties	EST-2-4	3	-	3
iii.	Office Procedures	EST-5-10	6	-	6
iv.	Drafting Skills	EST-11-12	2	-	2
v.	Rules and regulations	EST-13-16	4	-	4
vi.	Different types of enquiries (Role of presenting officer, DA, Dealing with hostile witness etc.)	EST-17-21	5	-	5
vii.	Leave regularization	EST-22	1	-	1
viii.	Visits and inspections (Exposure to all types of registers)	EST-23-24	2	-	2
ix.	e-office	EST-25-30	6	-	6
x.	Syndicate presentation (about case studies, Ops achievements, Ops lacuna, Leadership and motivation)	EST-31-33	3	-	3
xi.	Designing of Training (Block Time Table, Block Syllabus, Detailed Syllabus, Weekly program, lesson plan)	EST-34-37	4	-	4
xii.	Designing of Training Program of troops/ Ministerial Staff/Tradesmen.	EST-38-40	3	-	3
xiii.	Importance of fitness and healthy lifestyle.	EST-41	1	-	1
xiv.	Importance of Trg feedback and Training Need Analysis	EST-42	1	-	1
xv.	Introduction to APAR and how to write APAR (Quarterly/Annually)	EST-43	1	-	1
	Total		43	-	43

V. MISCELLANEOUS MODULE

Sl. No.	Subject	CODE	L	D	P	Night	Total
i.	Opening/Closing	MISC-1-4	-	-	4	-	4
ii.	Test	TEST-1-18	-	-	18	-	18
	Total		-	-	22	-	22

TEST POLICY

FINAL TEST OF "YOUNG OFFICERS" COURSE

PART-I

SL NO	SUBJECT		TIME	MARKS	
01.	WEAPON TRAINING	Multiple Choice written test	25 Mks.	50 Mks	
		<u>Weapon Handling and fault finding.</u>			
		A.K-47	5 Mks		
		9mm Pistol/ Glock,	5 Mks		
		UBGL	5 Mks		
		HE-36 Grenade	5 Mks		
		5.56 Insas Rifle LMG	5 Mks		
02.	FIRING TEST (As per Standing Order- 09/2011, Part-III Appendix-"C")	5.56 Insas Rifle	30 Mks	100 Mks	
		AK-47	30 Mks		
		Pistol	30 Mks		
		5.56 Insas Rifle LMG	10 Mks		
03.	ENDURANCE TEST	1.6 Kms BPET	10 Mks	50 Mks	
		2.4 Kms PPT	10 Mks		
		3.2 Kms BPET	20 Mks		
		5 Kms Running	10 Mks		
		<u>NOTE :-</u>			
<ul style="list-style-type: none"> • The age may be counted on the day of commencement of the Course. If the Officer is below 45 years of age, they may undergo endurance test in final test i.e. 1.6 Kms BPET, 2.4 Kms PPT, 3.2 Kms BPET & 5 Kms Run and obtain required marks. • If the Officer is above 45 years of age on the day of commencement of the course, they may undergo Physical Efficiency Test as per Appendix-XIV of GC & Bn Officers Manual and they may be given marks according to Test Policy. 					
		Total		200 Mks	
PART-II					
01.	QM/BUILDING /MT/ARMS & AMMUNITIONS	Written Test on QM/Building/Arms & Ammns. subjects (Objective)	50 Mks	100 Mks	

		Subjective test on QM/Building/Arms & Amms. Subjects.	50 Mks	
		Presentation on topics of QM	20 Mks	20 Mks
		Technical inspection of vehicles and fault finding	50 Mks	50 Mks
		Written test on topics of MT/Man Management/Estt. Module (Objective 30 Mks & Subjective-20 Mks)	50 Mks	50 Mks
		Driving, Reversing and garaging.	50 Mks	50 Mks
02.	JUNGLE SURVIVAL	TEWT	10 Mks	30 Mks
		Team Assessment	20 Mks	
		Total		300 Mks
	G.Total (PART-I & II)			500 Mks

COMPOSITION OF BOARD OF OFFICERS

(B.O.O TO BE DETAILED BY TRAINING DTE)

1	PRESIDING OFFICER	DIG
2	MEMBER-I	COMMANDANT
3	MEMBER-II	2 I/C / DY. COMDT
4	MEMBER-III	DY.COMDT

GRADING

EXITING GRADING PATTERN		
	THEORY	INSTRUCTIONAL
80% AND ABOVE	'D' & (I) (80 % AND ABOVE)	
70% AND ABOVE BUT BELOW 80%	A	X
60% AND ABOVE BUT BELOW 70%	B	Y
50% AND ABOVE BUT BELOW 60%	C	Z
BELOW 50%	"FAIL"	

Note :

- If candidate fails in one subject, will appear for re-test in the failed subject only during final test of next "Young Officers" Course.
- If such candidate fails in re-test of next course, will require to attend the whole course again
