

JOINING INSTRUCTION

AIM OF THE COURSE - The aim of the Course is to prepare SOs and ORs of the CRPF as Coy & Ops Writer for effective discharge of day to day office and Ops related work of a Company Office and other offices of the Force having similar function.

A. SCOPE OF TRG./COURSE IN BRIEF:- The scope of this Course is to impart knowledge and experience on Office Procedure, Establishment, Accounts, QM & MT, operational, Mobile based Navigational Apps, Computer application and other miscellaneous.

B. ELIGIBILITY:-

- a) SOs & ORs upto 40 years of age.
- b) Education qualification -Minimum Intermediate.
- c) Personnel having aptitude for office work.
- d) Personnel having knowledge of basic English type writing & working knowledge on computers shall be preferred.
- e) Desirable- Working experience in Ops room of Unit/Higher office, Coy office

C. DURATION:- The duration of the training will be 08 weeks Trainee shall report one day prior to commencement of training, for pre course formalities and acclimatization.

D BOOKS, DRESS & EQPTS, IF REQUIRED:-

- a) Authorized full kit according to season.
- b) CRPF Act & Rule, GC & BN. Officers Manual, Force Institute & Funds manual, Operational hand book, Prov. manual, CCS(Leave Rule) 1972), office procedure manual, establishment manual, pen drive, blank CD etc.
- c) Sufficient writing materials.
- d) It is preferable to bring Smart phone.
- e) Sufficient uniform, White bed sheet & all other required dresses/items which are applicable for training.

E. MESS ADVANCE: All trainees will have to deposit Mess Advance

- i. SOs - Rs-5000/-
- ii. ORs - Rs- 4000/-

F) Arrival at Shivpuri :

Shivpuri is well Connected by road and rail track. It is connected by regular bus service with Gwalior, Indore, Bhopal and Jhansi. The nearest main rail heads are Gwalior and Jhansi which are at a distance of about 115 Km and 109 Km respectively. Shivpuri has also got its own railway station but with limited train services on Gwalior-indore/Bhopal Section. However direct Train connectivity exists between Bina Jn - Shivpuri by Bhopal-Gwalior intercity which plies 05 days a week and Gwalior-Shivpuri for which daily Train services are available.

G) Location:

CIAT School Shivpuri is located at distance of 08 Kms from Railway Station Shivpuri (MP) on NH-3, popularly known as A.B Road towards Guna. It is situated at an altitude of 1515 Feet (462m) above mean sea level.

H) Climate :

Shivpuri lies close to the tropic of cancer in the northern hemisphere. It has warm & dry climate during summer and cool & dry climate during winters. The hot weather starts from the middle of April and lasts up to mid July. The temperature during this period soars up to 45 Degree C and beyond.

I. WITHDRAWAL FROM TRAINING:-

- i. Trainee who do not fulfils to the qualitative requirements or found unable to assimilate subjects is liable to be returned to their respective Units.
- ii. Trainee who is medically unfit or suffering from any chronic disease shall not be permitted to undergo the course.
- iii. Absence from more than 5 days on any account will lead to withdrawal from Course.
- iv. Trainee lacking in discipline shall be withdrawn from the course and returned to their respective Unit.

J) Railway warrant and A/Voucher: This institute will not provide any Air voucher or railway warrant for return journey. The Unit/Coy may arrange the same at its own level.

K) Family Accommodation:-

No Family Accommodation is available at this Institute and Officers / personnel will not be not permitted to bring and stay with their families during the course of Training.

L) Leave: No leave will be sanction by this institute during training period.

M) MISC:-

- i. Team/Personnel reporting late will not be included in trg.
- ii. Institute will not provide Air voucher and railway warrant for return journey.
- iii. For any other inquiry/assistance you may contact
C/R CIAT School 07492 225700 or Email ID pplciatsvp@crpf.gov.in