

MINISTRY OF DEFENCE
DEPARTMENT OF EX-SERVICEMEN WELFARE
DTE GEN RESETTLEMENT

DRAFT GUIDELINES FOR RESETTLEMENT TRAINING

PART - 1

Philosophy of Resettlement Training

1. Armed Forces personnel acquire varied knowledge, skills, ethos and personality attributes during their service. Although all above make them stand apart in a distinguished manner in the civil society and help them in nation building, yet the second career options available to them in different Government and private sectors need them to be up-skilled for those specific requirements. The various fields in which the training is required include Vocational, Management, Security, Hospitality, Medical and IT Services. DGR is the nodal agency between the three Services, retiring and retired personnel and PSUs/ Corporate Sector for suitable transition of retiring/retired defence personnel into the civil world. For this, DGR conducts resettlement training ranging from one month to six months duration for officers and upto one year for JCOs/OR and equivalents and trains approximately 22000 personnel in multifarious fields.

Expression of Interest

2. Expression of interest from institutes pan India is sought for conduct of resettlement training every year as outlined in Deptt of ESW, Min of Def OM dated 09 Sep 2009. In response to the EOI, a large number of institutes (more than 300 every year including all existing institutes) submit their proposals which are vetted and selected by a Board of Officers before being approved by MoD. The institutes and service HQs are thereafter informed and trainees selected. The entire procedure takes seven to eight months apart from accumulation of voluminous records every year. While a large number of courses and institutes are repeated, they have to undergo cumbersome procedure year on year. It is therefore considered essential to frame new guidelines for selection of courses and training institutes for resettlement training. There is also a need to delegate responsibility suitably for a more efficient and timely organization of training and its supervision at every level.

3. These guidelines are issued in suppression of all earlier guidelines on selection of courses and institutes for resettlement training.

Selection of Courses

4. The Resettlement Courses will be classified in three categories as under :-

(a) **Regular courses** - Courses of high value and constant demand that have been conducted and adequately subscribed for regularly in the past for at least five years.

(b) **Semi-Regular** - Courses well subscribed for in the past three years with a positive feed back about conduct and placement

(c) **New courses** - New courses offered by existing and new institutes.

5. The courses from regular and semi-regular courses list will continue to be conducted every year whereas unpopular courses from this list will be taken out based on the review carried out by three services in consultation with Training Directorate, feed back reports of participants, DRZs and local formations for the respective training year. Based on the demands received from three Services and interaction with the industry/ Corporate houses, new value based courses will be introduced in place of unpopular courses. After finalisation of the proposed courses list, Expression of Interest for new courses will be invited through advertisements in leading newspapers from the interested institutes pan-India.

Selection of Institutes

6. For existing courses, the following criteria will be adopted by DGR in finalisation of every year's training programme :-

(a) **Permanent Institutes** - All IIMs, B-Schools, Government Institutes and institutes having core competency, who have conducted DGR courses for the last five years with satisfactory performances, will be selected for next five years. Willingness of these institutes will be sought for their participation for next five years

instead of seeking fresh proposals having similar information every year. It will help in maintaining same planning schedule every year.

(b) **Regular Institutes** - Institutes, not covered in (a) above who have conducted DGR courses for the last three years with satisfactory performances, will be selected for the next three years. Willingness of these entities will be sought for their continued participation for next three years.

(c) **New Institutes** – Expression of interest will be sought from new institutes and old institutes offering new courses. For selection, the following parameters will be adopted :-

(i) On receipt of proposals from the concerned institutes by the due date, DRZs/ local formations will be given the responsibility for inspection of new institutes (not inspected earlier) in their area of responsibility.

(ii) DRZs will be required to maintain records of their inspection reports for future references.

(iii) The inspection reports of various inspecting units would remain a guiding source for the BOO for verification of antecedents.

(iv) The selection of these institutes will be done by a Board of Officers, who will consider all parameters like affiliations/ accreditations/ recognitions/ ISO Certifications/ employability, infrastructure, faculty, proximity to nearby units and geographical spread, and other terms and conditions mentioned in the EOI.

One Time EOI

7. From the training year 2015-16, one time Expression of Interest will be sought from all existing Institutes pan India for their retention for next 5 years/ 3 years, as the case may be for the regular/ semi-regular courses conducted by them. They will be asked to submit fresh EOI after termination of their initial period of engagement of 5/3 years, as the case may be. However, offers for new courses from existing institutes and EOI from new institutes will be invited every year.

Who Can Apply

8. The following entities would be eligible to submit their Expression of Interest for conduct of new courses/ institutes every year :-

- **Institutes/Organisations set up by Central and State Govts.**

- **Educational Training Institutes**
 - Institutes approved by Councils under Central Govt like AICTE / MCI / Indian Nursing Council/ National Council for Hotel Management and Catering Technology / NCTE / NCVT etc.
 - Institutes affiliated to a University set up by Central/ State Govt or recognized by UGC.
 - Institutes approved by Central/ State Boards of Technical Education.
 - Institutes approved by IATA/ICAO or other regulatory bodies in respective fields.
 - Institutes approved/accredited by NIELIT/ allied bodies for computer courses and respective regulatory bodies for other vocational courses

- **Companies/Firms/Registered Societies/Trusts** engaged in providing training, fulfilling the following criteria :
 - Societies/Trusts/ Private Training Institutes (Companies/Firms) should be a proper registered body
 - To have audited statement of accounts for at least three years for verification, if required.
 - To be affiliated to University / Educational Council/ regulatory or other bodies etc.
 - To have arrangements for practical training / projects with industry / trade.
 - To have own website to verify the contents enumerated in their proposals.
 - Institutes providing employment to ESM will be given preference irrespective of their affiliation or otherwise. However, their two years placement record will be assessed.

Preparation of Training Calender/ Schedule : 2 years Programme for Permanent and Regular Institutes

9. The training programme will be finalized for the next two years i.e. 2015-2016 & 2016-2017 in one go in respect of permanent and regular institutes, however the training programme will be for each training year. This procedure will benefit all the retiring personnel to plan the courses in advance as they would be having all advance information for the next two years' training programme. This will also result in substantial improvement in subscription rate of participants in all courses.

Composition of Board

10. For the purpose of selection of courses and institutes, a Board of Officers, consisting of one Presiding Officer and two members from the Directorates other than Training Directorate and one member from MoD and one from Service HQs in rotation will be convened by DG(R). Director (Training) will be the permanent Member-in-Attendance to the Board. DG(R) will approve the Board proceedings.

Screening of Proposals by the Board of Officers

11. The Board of Officers, while screening the proposals, will ensure the following :-

- (a) Institutes are affiliated/ accredited/ recognized/ ISO certified by the respective regulatory bodies and have all mandatory statutory documents
- (b) The inspection reports of inspecting teams and feed back of students, wherever applicable/available, with regard to the quality of teaching, infrastructure, faculty and proximity to nearby Defence units etc.
- (c) The proposals are as per the terms and conditions of EOI and are received within the due date given for submission of EOI.
- (d) The geographical distribution of courses and institutes will be taken into consideration during selection.
- (e) To avoid fetching of complete training programme by one vendor 'pan india', adoption of L-1 in this case is ruled out and instead it will be on case-to-case basis on merit.

(f) The BOO/ reps of Training Directorate will be authorized to negotiate fees if found on the higher side. BOO will ensure the course fee for similar courses should not be different for the same course irrespective of the institute

(g) The planning of courses are within the expected budgetary allocation every year.

(h) BOO will also ensure that the Institutes selected for the courses are located in the near vicinity of Defence establishments or is ready to provide residential accommodation free of cost/ at subsidized rates.

12. The recommendations of the BOO would be final in deciding selection of Institutes and courses in consultation with Training Directorate. The recommendations of the BOO will be approved by DG (R) every year.

Information on Website

13. The finalized yearly training programme will be placed on DGR website under sub heading "Training Directorate" and will largely contain information on all courses, their syllabi, agreement formats and contact details of institutes apart from guidelines for officers and JCOs/OR training.

Nature of Certificates to be awarded

14. The qualification certificates to be awarded by the Institutes must contain affiliation/ accreditation/ recognition details of the respective Universities/ Technical Boards/ Councils or other affiliated government bodies with whom the institutes are associated apart from institutes' complete addresses, contact details including e-mail and website, Certificate recognized and accepted by Government employment agencies, schools of instruction, private and public sector enterprises will be given. Institutes not possessing the same will be debarred.

Mid-Term Review/ Supplementary Courses

15. Based on the subscription on courses conducted till middle of the year i.e. till Aug/Sep, demand will be sought from Service HQs/environment for conduct of specific

courses and a mid term(s) review will be carried out for supplementary courses in the same year subject to availability of budget. In case there are 10 or less number of courses planned, approval of DG (R) will be taken on file by Training Directorate and no BOO will be ordered. These courses will be approved by DG (R).

Placement Assistance

16. It will be incumbent on all training institutes (less institutes running 4 week basic computer and ASO courses at Regimental Centres) to provide placement assistance to all participants. Such assistance will be provided till at least two years beyond completion of course to all participants who have not been given at least one job offer based on the course. Data on the same will be forwarded to DGR every year.

Fee Revision

17. Course fee for the courses will remain as existing in the training programme 2014-2015. Rate revision of existing courses will be done once in every 3 years @ 10%, if required. Any further revision beyond 10% or before 3 years will be approved by MoD. For new courses, the course fee will be negotiated by the Board of Officers / Director Training keeping in view the demand and importance of the respective courses.

Placement Incentive/ Disincentive

18. There will be incentive in terms of increase in courses for the next training year for institutes with satisfactory figure in placement of ESM. In the same manner, institutes lacking in placements will be reviewed otherwise and in such situations, there may be reduction in number of courses allotted in a particular year.

Courses at Regimental Centres – Relevance & Time period

19. Based on the recommendations of PSOs of respective Arms/Services and Commandants of all Regimental Centres, 4 week duration courses, namely, Assistant Security Officer Course, DOEACC CCC course will be conducted every month. Other short courses may also be planned at the Regimental Centres on the recommendations of Commandants of respective Regimental Centres and Army Headquarters. Such courses will not be linked with discharge drill. The responsibility of monitoring such courses will be

of respective Regimental centers. The QRs for Institutes conducting ASO courses will be uploaded in the EOI.

Coaching for Competitive Examinations

20. Coaching for Competitive Examinations to benefit retiring/ retired JCOs/OR and their equivalent ranks in Navy and Air Force desirous of appearing in competitive exams being conducted by Staff Selection Commission, Banking Boards, Railway Recruitment Boards etc, will be planned through regular training programme from the training year 2015-16.

Training through RSBs/ZSBs

21. 10% vacancies from the Training Year 2015-16 will be reserved for ESM. Demand for such training vacancies will be made at least two months in advance of course commencement through respective DRZs/RSBs/ZSB to DGR. In case of non-utilization, these vacancies will be transferred to Service HQs for offering the same to serving soldiers. Accordingly, the scheme of conducting 67 courses as per MoD letter No.0014/EXSM/DGR/RES-8/II/D(Res) 18 May 2006 stands cancelled as the courses contained in these guidelines have now become obsolete / non-responsive to the ESM community.

Post Retirement Training Courses at the location near to Home Town

22. ESM, Widow or one ward of deceased ESM are entitled to do courses of their choice from recognized/ accredited institutes approved by regulatory bodies of Government of India near their place of residence within 5 years of retirement / martyrdom or ward of a martyr till attaining 25 years of age, if they have not undergone any regular course at Institute offered by DGR. However the amount will be restricted to Rs.10,000 (for other cases) or actual fees paid whichever is less. Personnel who have done up to 4 weeks courses (viz. DOEACC CCC or ASO course) at Regimental Centres would also be entitled to undergo another course under Post Retirement Training category near their place of residence within 5 years, if they so desire, with restriction on course fee of Rs.10,000/- or actual fee whichever is less. ESM who has done regular resettlement course at Institutes earlier and want to upgrade his skills, would be allowed to undergo another course (2nd Course) with the condition that 50% of the course fee will be paid by

the individual concerned to the Institute directly. The balance 50% course fee subject to a maximum of Rs.7,000/- will be paid by DGR on his bill, duly vetted by DRZ/RSB/ZSB concerned. Guidelines for raising contingent bill in such cases, duly vetted by DRZs/RSBs/ZSBs will be hosted on DGR website, www.dgrindia.com.

Resettlement Training Courses for recruits boarded out on Medical Grounds and granted Ex-Servicemen Status

23. Recruits boarded out on Medical Grounds and granted Ex-Servicemen Status vide Ministry of Defence OM No.12(1)2005/D (Res-1) dated 07 Jul 2014, are allowed to undergo any one resettlement training up to 5 years from the date of boarding out/ release. They will be covered under the category of Training through RSBs/ZSBs, as reflected in para 21 & 22 above.

Adhoc Training

24. Adhoc training to cater for upto 100 candidates with course fee upto Rs.12,000/- per student can be conducted by DGR any time during any training year based on confirmed employability and placement of personnel. As the name suggest, these programmes will not be part of the regular training programme of DGR and will be conducted on short notices. Courses will be formulated and be part of agreement with Institutes. Only those institutes will be selected which conform to para 8 of these guidelines. To have Pan India spread for such schemes, the training will be planned and organized under the aegis of DRZs who will ensure participation of ESM from all three Services in consultation with Employment Directorate/ ZSBs in their AOR. An employment confirmation report will be submitted by DRZs within one month to S & R Directorate and Training Directorate for record and evaluation of such scheme.

Capsule Course on facing the interview and preparation of CVs

25. All institutes will ensure that a capsule course for two to three days on facing the interview and preparation of CVs is conducted during course for the personnel attending the course and the data on soft copy will be shared with DGR.

Placement linked training

26. All new courses and new institutes linking training to placement will be given priority in selection and nomination. At least two to four placement linked trainings will be planned every year by DGR under supervision of respective DRZ. The proposals for the same will be invited through DGR website and the course fee will be linked to at least 50 % assured placement on the lines of pilot project currently under consideration of MoD. Details of the same will be given out once approved by MoD.

De-recognition & Upgradation – Warning period / notice

27. Institutes violating DGR norms or against whom adverse reports are received from inspecting units, would be given a warning notice of one month initially to improve and submit status report. Their second inspection will be carried over by a rep of DGR and if again found floating rules/ no improvement, the said institute will be de-recognised for a period of two years and would be considered as a new institutes after the initial period of de-recognition of two years. Institutes whose reports and placement records are found to be exemplary will be awarded more courses in the coming years.

Designated Authority – Redressal Forum

28. DG (R) will be the designated authority to be approached directly for redressal of all grievances relating to training matters. Secretary (ESW) will be Appellate Authority on all training matters.