

16 Nov 2005

43558/GS/TA-3 (a)

TA Group Headquarters
Southern Command
Eastern Command
Western Command
Central Command
Dir DSC, HQ Northern Command
Dir DSC, HQ South West Command

RECRUITMENT INTO THE TERRITORIAL ARMY
NON- DEPARTMENTAL UNITS (INFANTRY)
STANDARD OPERATING PROCEDURE

References

- (a) Para 55 of TA Regulation 1948 (1976 Edition).
- (b) Min of Def letter No 47617/GS/TA-3(a)/2117/SO-II/D(GS-III) dt 02 Sep 1972.
- (c) AG's Branch letter No A/82705/II/Rtg 5 (OR) (A) dt 18 Nov 91.
- (d) TA Dte letter No 43558/GS/TA-3(a) dt 11 Dec 95.
- (e) TA Dte letter No 43558/GS/TA-3(a) dt 21 Aug 2001.
- (f) TA Dte letter No 43558/GS/TA-3(a) dt 15 Apr 2002.
- (g) TA Dte letter No 43558/GS/TA-3(a) dt 13 Aug 2002.
- (h) TA Dte letter No 43558/GS/TA-3(a) dt 06 Jul 2005.
- (i) TA Dte letter No 43558/GS/TA-3(a) dt 30 Sep 2005.

2. There is a need to streamline the procedure of recruitment to be carried out by the Recruiting Organizations and the Territorial Army units. The guidelines given in succeeding paragraphs will be treated as Standard Operating Procedure.

Eligibility for Recruitment.

3. Recruitment to Territorial Army will be on volunteer basis and will not be confined to any class or classes but will be open to all Indian Nationals of Indian Domicile subject to necessary physical and medical standards. Recruitment will be carried out as under:-

- (a) Inf Bn (TA) - On Zonal basis.
- (b) Inf Bn (TA) H&H - From given AOR.

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Prior to a volunteer being permitted for appearing for recruitment following will be established:-

- (a) Bears a good character.
- (b) Should have attained the age of 18 years and should not have attained the age of 42 years.
- (c) Should be resident of the Zone prescribed for recruitment for the unit to which he is volunteering his services.
- (d) If he is in service of any Central/State Government or Public Utility services, he has to obtain permission from the Government for enrolment and also a certificate to the effect that his services will forthwith be made available for service in the Territorial Army, whenever required.
- (e) He should not belong to any Reserve Force.
- (f) He should not be having any reserve liability.
- (g) He should not have been dismissed from service from Territorial Army, Regular Army, Navy or the Air Force.
- (h) He should not be having more than one wife.
- (i) He should not have been convicted of an offence in criminal court.

Procedure

Units will carry out recruitment twice in a year, that is:-

(a) First Half (01 Apr to 30 Sep)

- (i) Unit will take into account all vacancies occurring upto 31 Mar. Demand should reach respective TA Gp HQ by 15 Feb. Revised format for demand of vacancies is attached as Appx A.
- (ii) No anticipated vacancy occurring after 31 Mar will be taken into account while placing demand.
- (iii) TA Gp HQ will vet the demand of all units under their Command and forward consolidated demand, so as to reach TA Dte AHQ by 01 Mar.
- (iv) TA Dte, AHQ will scrutinise the demand received from all Gp HQ's and release vacancies by 15 Mar to Gp HQ's for their units and Rtg Dte for recruitment through BRO/ZRO.
- (v) TA Gp HQ's at Comd HQ, Rtg Dte at AHQ will release vacancies to Units/BRO & ZROs by 25 Mar.
- (vi) Units will carry out Recruitment of vacancies released any time between 01 Apr to 30 Sep, but NOT later than 30 Sep. Schedule of Recruitment will be forwarded to TA Gp HQ and this HQ by 15 Apr. As far as possible recruitment will be completed within two months of receipt of vacancies.

(vii) No surrender of vacancy will be accepted, and No reserves for recruitment will be kept.

(viii) Recruitment by BRO/ZRO. Action on receipt of vacancies through Rtg Dte, AHQ.

(aa) Recruitment to be planned any time between 01 Apr to 30 Aug but NOT later than 30 Aug.

(ab) No surrender of vacancies accepted. However, if for any reason ZRO is not in position to carry out recruitment, vacancies will be surrendered to Recruitment Dte, AHQ under intimation to TA Dte, AHQ latest by 10 Sep. The same shall be done only as last resort.

(ac) Intimation of recruitment carried out will be intimated by BRO to unit concerned, ZRO, TA Gp HQ, Rect Dte and TA Dte at this HQ by 10 Sep.

(b) Second Half - 01 Oct to 31 Mar

(i) Unit will take into account all vacancies occurring upto 30 Sep. Demand as per Appx A should reach respective TA Gp HQ by 15 Aug.

(ii) No anticipated vacancies occurring after 30 Sep will be taken into account while placing demand.

(iii) TA Gp HQ will vet the demand of all units under their command and forward consolidated demand so as to reach TA Dte, AHQ by 01 Sep.

(iv) TA Dte, AHQ will scrutinize the demand received from all Gp HQ's and release vacancies by 15 Sep to Gp HQ's for their units and Rtg Dte for recruitment through BRO/ZRO.

(v) TA Gp HQ at Comd HQ and Rtg Dte at AHQ will release vacancies to units and BRO/ZRO by 25 Sep respectively.

(vi) Units will carry out recruitment of vacancies released any time between 01 Oct to 31 Mar, but NOT later than 31 Mar. Schedule of recruitment will be forwarded to TA Gp HQ & TA Dte by 15 Oct. As far as possible recruitment will be completed within two months of receipt of vacancies.

(vii) No surrender of vacancies accepted, and No reserves for recruitment will be kept.

(viii) Recruitment by BRO/ZRO. Action on receipt of vacancies through Rtg Dte, Army HQ.

(aa) Recruitment to be planned anytime between 01 Oct to 28 Feb, but NOT later than 28 Feb.

(ab) No surrender of vacancies accepted, if for any reasons BRO/ZRO is not in position to carry out recruitment, vacancies will be surrendered to Rect Dte, AHQ under intimation to TA Dte, AHQ latest by 10 Mar. The same shall be done only as last resort.

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(ac) Intimation of recruitment carried out will be intimated by BRO to unit concerned, ZRO, TA Gp HQ, Rect Dte and TA Dte at this HQ by 10 Mar.

Under no circumstances recruitment will be carried out in anticipation of release of vacancies.

HQ's TA Gp will charter schedule of recruitment by units under their command, and intimate schedule of recruitment to TA Dte, AHQ as under:-

- (a) For recruitment during 01 Apr to 30 Sep - latest by 15 Apr.
- (b) For recruitment during 01 Oct to 31 Mar - latest by 15 Oct.

An all out effort will be made by recruiting agencies to enroll personnel who are gainfully employed in civil. No recruitment of personnel employed in Armed Forces and Para Military Forces will be carried out.

Educational Qualifications

9. Educational qualification will be as per standard laid down by TA Dte from time to time. Standard as on date will be as per Education Qualification as mentioned in Appx B to this SOP. This may change from time to time.

(For telms. 4/5/71)
Appx B

Physical and Medical Standards

10. Physical Standards. The minimum physical standards have been laid down region wise and are as per Appx C to this SOP.

11. Medical Standard. The minimum acceptable medical standard will be as laid down vide Appx 'XII' to TA Regs 1948 (1976 Edition).

Relaxation in Physical Stds.

Status	Ht	Wt	Chest
(a) SO SS, SOES/SOWW	02 cms	02 Kgs	01 cms
(b) State/National level sportsmen	03 cms	03 Kgs	03 cms

Physical Fitness Tests

13. To determine the physical fitness, the following tests carrying 100 marks will be held.

1 Mile Run

- (i) 5.40 mins & below 60 mks
- (ii) 5.41 mins to 5.50 mins 48 mks
- (iii) 5.51 mins to 6.05 mins 36 mks
- (iv) 6.06 mins to 6.05 mins 36 mks
- (v) 6.21 mins & below Fail

(b) Pull Ups

(i)	10 and above	40 mks
(ii)	9	33 mks
(iii)	8	27 mks
(iv)	7	21 mks
(v)	6	16 mks
(vi)	5	Fail

(c) Balance and 9 feet Ditch – these are qualifying tests and no marks will be awarded.

(d) Trade Test

- | | | | |
|-----|-----------|---|---|
| (a) | Clk (GD) | - | Typing proficiency test (50 marks) |
| (b) | GD (Dvr) | - | Minimum three years experience in civil. |
| (c) | Tradesmen | - | Efficiency in their respective trade.
(50 marks) |

15. CO's/Presiding Offr's Interview. The CO will approve the list of pers selected after the interview. however no marks for this will be awarded.

Selection, Documentation, Call letters and Verification

16. The criteria for selection will be based on the performance in physical tests. There would be no written examination. All tests will be carried out under a Board of officers (convened by TA Gp HQ). Merit list will be drawn purely on merit. CO Units/BRO will categorically make it clear to the candidates that selection is for enrolment into the TA, which is a purely part-time service that is for two months only in a year. TA will not give assurance for continuous service/embodiment. The difference between terms and condition of service in TA with that of Regular Army will be explained to the candidates prior to start of any recruitment.

17. Board proceeding will be sent to TA Gp HQ by hand through courier to TA Gp HQ. On continuation for selection from Gp HQ, call letters will be dispatched to selected candidates to join by 01st (first) or 15th (fifteenth) of following month. In case of any delay to start training of recruits sanction of this HQ will be taken.

18. On joining of recruits for training necessary documentation for enrolment will be carried out as per Para 245 of TA Regs 1948 (1976 Edition), and verification Roll will be prepared and despatched within three days of joining. Documentation to be carried on joining of recruits is as under:

- (a) Enrolment form, IAF (TA-1)
- (b) AFMSF 2A
- (c) Verification Roll IAFT-1152
- (d) Sheet Roll, IAFK 1155
- (e) Pay Book, AB-64
- (f) Part II order for Nok
- (g) Record of Service-IAFF 958
- (h) Field conduct sheet IAFF-3013

Terms and Conditions of Service

19. Details of Terms and Conditions of service are contained at Chapter IV in Para 53 to 65 of TA Regs 1948 (1976 Edition) read in conjunction with the TA Act 1948 and the TA Act Rules 1948.

Area of Recruitment

20. The recruitment will be strictly on Zonal basis. Areas for recruitment falling under different zones are given below:-

- (a) Zone I - The state of HARYANA, HIMANCHAL PRADESH, JAMMU & KASHMIR, PUNJAB, NCT of Delhi and UT of Chandigarh.
- (b) Zone II - The state of BIHAR, MADHYA PRADESH, ORISSA, UTTAR PRADESH, JHARKHAND and CHHATISGARH, UTTARANCHAL.
- (c) Zone III - The state of ASSAM, MEGHALAYA, MANIPUR, TRIPURA, NAGALAND, SIKKIM, WEST BENGAL, MIZORAM, ARUNANCHAL PRADESH, and ANDMAN & NICOBAR ISLAND.
- (d) Zone IV - The state of ANDHRA PRADESH, GUJRAT, KERLA, TAMILNADU, RAJASTHAN, MAHARASHTRA, KARNATAKA and the Union Territories of DADRA and NAGAR HAVELI, GOA, DAMAN & DIU, LAKSHDWEEP and PONDICHERRY.

21. In case of 154 Inf Bn (TA) BIHAR recruitment will be restricted to Andaman & Nicobar Islands only.

22. In case of Inf Bn (TA) H & H raised on Home & Hearth concept recruitment will be restricted to their given Area of responsibility only. Recruitment of tradesmen, however, can be from anywhere from the state of unit.

23. For any other new raising, recruitment zone/any other specification will be issued separately.

24. In addition following points will be kept in mind.

- (a) Selection will be limited to Number of vacancies released only. Under no circumstances reserve will be maintained. In case any selected candidate does not join, the said vacancy will be treated as lapsed and will be carried forward for recruitment demand for next half.
- (b) Vacancies surrendered/not utilized by BRO/ZRO will not be utilized by the units. The same shall be carried forward to next half for recruitment, however, the same will not be subdivided again.
- (c) Vacancies which are occurring due to posting of pers to other units will be taken into account once the individual has been accepted by the receiving unit.
- (d) Piecemeal demand by units will not be placed/accepted.
- (e) In case the number of vacancies for recruitment in the unit is less, TA Gp HQ's may consider clubbing of the same among nearby units, subject to acceptance by CO units.

Decision with regard to release of vacancies / carrying forward of vacancies from one half to other half, will rest with TA Dte, AHQ only.

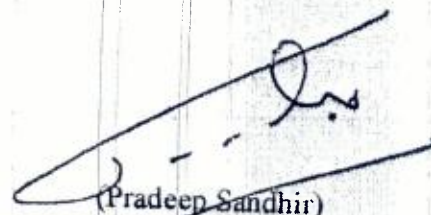
The SOP laid down as above will be followed in letter & spirit.

Check List

For ease of reference, a check list is attached at Appendix D.

This Dte letters mentioned as under may please be treated as cancelled.

- (a) TA Dte letter No 43558/GS/TA-3(a) dt 11 Dec 95.
- (b) TA Dte letter No 43558/GS/TA-3(a) dt 21 Aug 2001.
- (c) TA Dte letter No 43558/GS/TA-3(a) dt 15 Apr 2002.
- (d) TA Dte letter No 43558/GS/TA-3(a) dt 13 Aug 2002.
- (e) TA Dte letter No 43558/GS/TA-3(a) dt 06 Jul 2005.
- (f) TA Dte letter No 43558/GS/TA-3(a) dt 30 Sep 2005.


(Pradeep Sandhir)
Lt Col
GSO I/TA-3
For Addl Dir Gen TA

Encls: as above.

Copies to

Reg. Dir/Reg 5 (OR) (C)

All Adl (TA) units

FR B2

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Appendix A

(Ref para 5 of TA Dte Letter No.
43558/GS/TA-3 dt 16 Nov 2005)

RECRUITMENT DEMAND FOR THE HALF ENDING YEAR MAR/SEP
(YEAR)

Cm	No of Vac released to the unit for previous half year Apr to Sep/Oct to Mar	No of vac utilised during previous half	No of Vac not utilised	No of Vac Occurring during this half	Total vac rect in next half (d+e)	Vac now demanded	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
GD							
CIB							
W.M							
S.Wala							
Cook							
Barber							
Masrichi							
Tailor							
Carp							
B/Smith							
ER							
M.Walla							

Note: The vacancies reported should not include recruitment made/to be made by the BRO.

(Ref to para 9 of TA Dte letter No. 43558/GS/TA-3 dt 16 Nov 2005)

SUMMARY OF DISPENSATION TO SOL (GD) CAT (EDN OR MATRIC WITH 45%)

Existing	Approved
Dispensation to VIII Class Pass	
(a) <u>J&K State</u> . Whole state of J&K less Ladakh Region	Status quo less Distts of Jammu, Kathua & Udhampur, which are upgraded to Class X pass without stipulated 0% of marks.
(b) <u>Uttarakhand State</u> . All pers hailing from following tehsils:- (i) Batwari Tehsil of Uttarakashi Distt. (ii) Okhimath Tehsil of Rudraprayag Distt and HJoshimath Tehsil of Chamoli Distt. (iii) Berinag, Didihat, Dharchula & Munstari Tehsils of Pithoragarh Distt.	Upgraded to Class X pass without stipulated % of marks. Upgraded to Class X pass without stipulated % of marks. Status quo.
(c) <u>Rajasthan State</u> . All pers hailing from border distt/tehsils of Rajasthan as under - (i) District of Jaisalmer. (ii) District of Barmer. (iii) Shergarh, Osaian & Tehsils of Jodhpur District. Phalodi	Upgraded to Class X pass without stipulated % marks.
(d) <u>Gujarat State</u> . All pers hailing from border tehsils of Kutch Distt as under:- (i) Ropar Tehsil (ii) Lakhpatt Tehsil.	Upgraded to Class X pass without stipulated % of marks.
(e) <u>Sikkim State</u> . All pers hailing from Sikkim State.	Status quo.
(f) <u>Lakshadweep & Minicoy Group of Islands</u> . All inhabitants of Lakshadweep	Status quo.

& Minicoy Group of Islands.	
(g) <u>Andaman & Nicobar Group of Islands</u> All inhabitants of Andaman and Nicobar Group of Island.	Status quo.
(h) <u>North - Eastern States.</u> All pers (except the tribals) from the following states of North East:- (i) Assam. (ii) Manipur (iii) Mizoram (iv) Nagaland (v) Tripura }	Status quo.
(j) <u>Class/Community wise Dispensation.</u>	
(i) <u>Gorkhas.</u> All Nepalese and Indian Domiciled Gorkhas.	Status quo.
(ii) <u>Kaim Khanis.</u> Kaim-Khanis from Rajasthan.	Upgraded to class X pass without stipulated % of marks.
(iii) <u>Mahars.</u> Mahars from Andhra Prades. Madhya Pradesh, Karnataka and Maharashtra.	Upgraded to class X pass without stipulated % of marks.
(iv) <u>Rawat Community.</u> Rawat Community from Ajmer, Rajasmad, Bhilwara.	Upgraded to class X pass without stipulated % of marks.

Note

Authority - AG Br letter No. B/10133/MP-3(PBOR) dt 05 Feb 2004.

Check any changes

AG VIF-3

(Refer to Para 10 of TA Dte Letter
No. 43558/GS/TA-3 dt 16 Nov 05)

PHYSICAL FITNESS TESTS (PFT)

To determine the Physical Fitness, the following tests carrying 100 marks are held:-

- (a) 1 Mile Run (b) Pull ups (c) Balance (d) 9 Feet Ditch

Marking system is as follows:-

(a) 1 Mile Run

- | | | |
|-------|---------------------|--------|
| (i) | 5.40 Mins and below | 60 Mks |
| (ii) | 5.41 Mins to 5.50 | 48 Mks |
| (iii) | 5.51 Mins to 6.05 | 36 Mks |
| (iv) | 6.06 Mins to 6.20 | 24 Mks |

(b) Pull Ups

- | | | |
|-------|--------------|--------|
| (i) | 10 and above | 40 Mks |
| (ii) | 9 | 33 Mks |
| (iii) | 8 | 27 Mks |
| (iv) | 7 | 21 Mks |
| (v) | 6 | 16 Mks |

Auth :-
Nov 1991

Para 7 of AG Branch, AHQ letter No. A/82705/III/Rtg 5 (OR)(A) dt 18

(Refer to Para 27 of TA Dte Letter No 43558/GS/TA-3 dt Nov 05)

CHECK LIST – RECRUITMENT

Demand Procedure

- (a) Ensure first and second half demand is fwd by units to TA Gp HQ by 15 Feb and 15 Aug
- (b) Comd TA Gp HQs to forward demand by 01 Mar and 01 Sep to TA Dte.
- (c) TA Dte to issue vacancies by 15 Mar and 15 Sep respectively for first and second half.
- (d) TA Gp HQ will release vacancies to units and BRO/ZRO by 25 Mar and 25 Sep 05.
- (b) Ensure demands are correctly calculated.
- (c) No anticipated vacancies to be included.
- (g) Forward schedule of recruitment by TA Gp HQs to all concerned by 15 Apr and 15 Oct respectively for first and second half.

Procedure for Recruitment

- (a) Fwd schedule of recruitment by TA Gp HQ to TA Dte and units by 15 Apr & 15 Oct.
- (b) Rect on zonal basis/under AOR (for H&H Bns)
- (c) Ensure QR are met as per Para 4.
- (d) Ensure edn qualification.
- (e) Implication of service explained.
- (f) Ensure rect before 30 Mar (for the half Oct to Mar) and 30 Sep (for the half Apr to Sep). As far as possible recruitment to be completed within two months of receipt of vacancies.

Recruitment

- (a) Board of officers to be correctly constituted.
- (b) Physical Standards to be ensured.
- (c) Medical Standards to be ensured.
- (d) Documentation as per Para 16 & 17.
- (e) Terms and conditions explained.
- (f) Select as per No of vacancies.