

## INDIAN NAVAL PLACEMENT AGENCY



**Indian Naval Placement Agency**  
*Ready to deliver the best talent to India's top companies.*

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**NEW JOB**

An ex-service man is exemplary in terms of strength of his body, mind and character attributes. We urge the industry to come forward and pick up the best talent to participate in their growth process.

Armed forces comprise a talented pool of most able personnel from across the length and breadth of the country. The men are innately the most gifted lot ascertained by the rigorous standards set in their selection process. Furthermore they are pruned to cater to varied services through continuous high quality training modules aimed for their development. Government takes utmost care to constantly upgrade their talent and flush it with what is latest in terms of technology and content. They are attuned to the rich and varied local as well as national culture and traditions.

Tenacity, hard work, team spirit, warmth and living up to the highest standards

1. Indian Naval Placement Agency (INPA) established on 28 Feb 06 has been providing employment assistance to retired/retiring naval personnel and widows/next of kin of deceased naval personnel. INPA has a job portal [www.inpa.net.in](http://www.inpa.net.in). Indian Naval Placement Agency has in the past facilitated employment of ex-naval personnel in many renowned companies, besides placing personnel in the PSUs and Government organisations.
2. In INPA's database, there are hundreds of employers registered who have been seeking retired naval personnel for Corporate Jobs. Companies like L & T, HCL, DLF, G4S, KRISS, MNYL, Surya Roshni and many more have been on the employer's list. In the PSUs, Garden Reach Ship Builders (GRSE), HAL, BHEL, BIAL, MDL, Rajasthan Udyog Limited, DRDO, KELTRON India Ltd, Pawan Hans, DCI and others have been in constant communication with INPA for meeting their 'entire staffing' requirements. INPA has also been placing the retired naval personnel in various Government Organisations like Intelligence Bureau (IB), CISF, Foreign Govt Jobs, Cabinet Secretariat, DTC, MCD, DSC, Coastal State /

Marine Police Forces and others also have been seeking retired naval personnel through INPA. INPA has been able to place large number of naval personnel and their dependents out of which a total 1031 personnel including 51 officers, 951 PBOR, 12 widows and 17 dependents have confirmed back their placement.

### **Placement Nodes**

3. Command Placement Cells at Vizag, Kochi & Mumbai help INPA facilitate registration of retiring / retired naval candidates in addition to linking up the local employers with INPA. The Command Placement Cells are as follows: -

- (a) Indian Naval Placement Cell (East) 0891-2752771  
HQENC  
INCS Complex, Naval Base  
Visakhapatnam 530 014
- (b) Indian Naval Placement Cell (South) 0484-2662435  
HQSN  
Naval Base, Kochi 682 004
- (c) Bureau Placement Cell 022-25075416  
Cheetah Camp 25075450  
Mankhurd, Mumbai 400 088

### **INPA Website and Features**

4. INPA has its own job portal with domain name as [www.inpa.net.in](http://www.inpa.net.in). is being continuously modified for more user friendliness and more functionality. Employers can post their jobs on the portal for candidates to see, fax the filled in job vacancy card (format available on the INPA website) or email their requirements in accordance with e-letter for employers available on download page of the website. Some of the features of the INPA website are as follows: -

- (a) E-books on resume writing tips, interview tips, interview questionnaire and dressing guidelines can be downloaded from the website. (Interview FAQs)
- (b) Download facility for E-registration forms for those personnel who cannot access internet or are not computer savvy. These can be filled up by those personnel who do not have any computer knowledge and need help. The completed form will need to be signed and sent to INPA for punching of the data online on behalf of the candidates.

- (c) Online search resumes' pages are available (web-pages containing candidate's snap with educational and professional qualifications) for ease of the employers to choose the candidates as per the required category/specialization.
- (d) Employers section display only after they have recruited any candidate/s from INPA.
- (e) "New Job Offers" page on home page. This helps to view the job opportunities in the Government sectors, PSUs and Corporate sectors.
- (f) Job assistance to registered candidates in their city in the desired company located in remote areas depicting all types of job information for the candidates.
- (g) The website has introduced new features like "candidate's fair" to assist employers participate in the "Online job fairs" to facilitate prospective employers shortlist their candidates.
- (h) E-news letter download facility (on the home page) for highlighting more features and current information. E-letter can be downloaded from the home page.
- (i) Mutually linked banner with Clickjobs.com for attracting more employers.

### **Registration Procedure**

**5. Registration at INPA is undertaken online by filling up two forms for the Temporary Registration. The procedure for Temporary Registration is as under:-**

- (a) Click **Candidate** on tab on url [www.inpa.net.in](http://www.inpa.net.in)
- (b) Candidate login page appears
- (c) Click 'New User to register'
- (d) Fill up details to create login, User ID and Password
- (e) After submitting, a Temporary ID is generated and sent on the candidate's email.
- (f) DO NOT CLOSE THE BROWSER. WAIT FOR SECOND FORM.

(g) Fill up the second registration form. One can make multiple selections up to five choices for the Types of Jobs and Place of Preferences by pressing CTRL key on the key board.

(h) Click 'Submit'.

(j) Thank you page appears. Candidate may then upload resume in word, pdf or rtf format.

(k) Also get your scanned copy of passport size photograph uploaded (Link available on 'My candidate's Page' under 'Manage Photograph').

6. An email sent to candidate with details of Temporary Registration No. along with user id and password can be checked and following documents be forwarded to INPA for Permanent Registration:-

(i) One copy of Resume (with pp size photographs in colour civil dress).

(ii) Copy of PPO / Discharge Book (For Retired Personnel) or NOC for retiring personnel.

(iii) Demand Draft as per category.

7. On receipt of above documents, authentication is done by INPA and the candidate is permanently registered. An email is then sent by the portal intimating Permanent Registration No. to the candidate.

8. **Registration Charges.** All retired and retiring officers and sailors are eligible to register on the website. The **widows of naval personnel and their dependents are eligible to register on the website free of charge.** The **families of naval personnel have also been made eligible to register on the website** and can seek employment assistance through Naval Placement Agency. The registration charges are as follows: -

(a) **Annual Registration Subscription:-**

(i) Officers & their dependents - ` 150/-

(ii) Sailors & their dependents - ` 100/-

(b) Registration for widows and their dependents is free. However, an email request is to be made to INPA for reactivation of their profile on expiry of every year.

(c) Demand Draft / "At Par Cheque" for the payment of registration charges is to be in favour of – "**INDIAN NAVAL PLACEMENT AGENCY**" payable at **NEW DELHI**.

**Note:** Local candidate may also deposit cash as registration charges and obtain cash receipt from INPA. (**CANDIDATES ARE ADVISED NOT TO SEND CASH IN ENVELOPES**)

9. **Validity of Registration.** The validity of registration on the INPA website is limited to one year only from the date of registration. The candidates profile is de-activated thereafter. An email is sent to the candidate intimating him/her to forward annual subscription to INPA for re-activation of profile. **For widows and their dependents, there is no limitation of validity** however they have to inform INPA for keeping their profile activated, every year. Their profile would be re-activated only on receipt of intimation.

#### 10. **Important Guidelines for Registrants**

- (a) Temporary registration on INPA website doesn't entail naval personnel for jobs through the INPA. Candidates whose documents have been verified by INPA are issued with a Permanent INPA Registration Number and the confirmation is sent on their email id.
- (b) Job search facility can be availed after receipt of permanent INPA registration. ie after authentication by INPA.
- (c) It is important to correct the contact details and email on the INPA job portal by the registrant in case of change.
- (d) Registrants are advised NOT to send their resume to INPA unless asked by email. Uploading of resume is to be undertaken only by the registrants.
- (e) In case of uploading more than one resume, only the latest resume will be available on the job portal.
- (f) Services of 'Professional Resumes' can be availed by any naval person or his dependent irrespective whether registered or not. Service personnel applying for other government jobs or likely to apply for deputation can avail the facility of 'Professional Resumes' without registering on the INPA website.
- (g) While filling up the second registration form, please fill up the 'Job preference' and 'Place of preference' to select a maximum of five choices by pressing 'CTRL' on the keyboard.

11. **Upcoming / Walk-in-Job Opportunities.** Following are the recurring job opportunities and walk-in jobs availability for the registered candidates:-

- (a) Jobs with HCL Infosys Ltd, for IT personnel.
- (b) Jobs in Insurance sector (Max New York Ltd & DLF Primerica Ltd).
- (c) DCI and Shipping sector for qualified personnel.
- (d) MARCOS in Hotel Industry.
- (e) Mother Dairy/ SAFAL Outlets for INPA candidates.
- (f) Foreign Govt. jobs for Officers and PBOR.
- (g) Franchises offers being worked out with MNCs.
- (h) Job for drivers in Meru Cab.
- (j) Jobs in State Marine Police and Coastal Security Police depending on vacancy.
- (k) Jobs in Intelligence Bureau and Marine Wing of IB/Cabinet Secretariat depending on vacancy.
- (l) Government Jobs in Inland Waterways.
- (m) Allotment of Safal Outlets in NCR.
- (n) Franchise/Dealership opportunities.
- (p) Jobs in DSC.

12. **Resume Making.** The resume writing is very important to fetch a good job that suits individual's requirements. It is a medium through which the job seeker presents his/her skills, experience and achievement to an employer. The guidelines on writing of resume are given below:-

- (a) As long as a person was in service, he/she did not need a resume, but the moment one leaves the service, the resume will lead a person to the new job/change. Now, you apply for a job that seems absolutely perfect for you. You send your resume with a cover letter to the prospective employer. Plenty of other people also apply for the same job. Imagine an HR executive staring at pile of several hundred resumes - anything between 100 & 1000 resumes. Remember, from this pile, your resume needs to be short listed!!
- (b) A great resume is like a good ad: If you buy this product, you will get these specific, direct benefits. It presents you in the best light. It convinces the employer what you have in you, he is looking for.

## **CONTENTS OF A RESUME**

### **NAME AND ADDRESS (This is not a Heading)**

Your name and address should preferably be brought out in the top most part of the resume with a scanned copy of colour photo (with border)

placed on the top right corner of the resume. Remember, email id and mobile number is very essential.

### **CAREER ASPIRATION**

The objective should clearly state your career direction and field of work in two to four lines.

### **CORE COMPETENCIES**

This should bring out your abilities to perform various functions/jobs besides adapting to the new job's environment.

### **ACADEMIA**

Academia should include your educational qualifications, professional qualifications besides Computer knowledge/courses undertaken. If a candidate is not an IT professional, then he can highlight his computer literacy separately after ACADEMIA.

### **PROFESSIONAL PROFILE**

**This may be the only section fully read by the employer, so it should be very strong and convincing.** The "Professional Profile" is the one place to include professional characteristics (extremely energetic, a gift for solving complex problems in a fast-paced environment, a natural salesman, exceptional interpersonal skills, committed to excellence, etc.) which may be helpful in winning the interview. Bring out every word in the "Professional Profile" to your targeted goal.

### **MAJOR ACCOMPLISHMENTS**

In this final part of the assertions section of your resume, you go into more detail. You are still writing to sell yourself to the reader, not to inform him. Basically, you do exactly what you did in the previous section, except that you go into more detail in each type / category of appointments/posting. Remember, not too much detail. Preserve a bit of mystery. Don't tell everything.

### **PERSONAL MEMORANDA**

Personal Memoranda can include additional information specific to individuals. It should contain your date of birth, additional language/s (if you know) and hobbies in brief besides passport / weapon details if you have one.

### **DO's AND DON'Ts**

1. DO NOT WRITE 'RESUME' ON TOP OF THE RESUME.
2. RECOMMENDED FONT AND SIZE OF RESUME IS ARIAL 12.
3. DO NOT FORGET TO PUT YOUR DOB AND CONTACT DETAILS LIKE MOBILE/EMAIL ID.
4. DO NOT, REPEAT DO NOT PUT YOUR SALARY EXPECTATIONS
5. SCAN PP SIZE COLOUR SNAP AND PUT IT ON TOP RIGHT CORNER. MAKE A DARK BORDER FOR THE SNAP.
6. HIGHLIGHT IN BOLD WHAT YOU WANT TO EMPHASIZE.

#### **13. INPA Contact Details**

##### **(a) Address**

Indian Naval Placement Agency  
6<sup>th</sup> Floor, Chanakya Bhawan  
Chanakyapuri, New Delhi - 110021

**Article I.** Telefax: 011-24121687

PAX: 2979,  
Mobile No. - +91-9560352121 / 9560362121

**Article II.** Email - [inpacareers@yahoo.com](mailto:inpacareers@yahoo.com)

## **RESETTLEMENT TRAINING**

1. The effective post-retirement resettlement of officers in civil life is an important command facet. In order to keep pace with the corporate world, it is vital to understand its all dynamic aspects. Towards this end, with a view to successfully tackle the challenges of the post retired life and meet the required commitments in a truly professional manner, an effective programme is necessary to update an individual to accept the challenges. Hence number of training programme have been planned to enable retired naval personnel to get a suitable employment.
2. **Courses for Officers.** DGR conducts large number of courses to cover a vide variety of post retirement choices. The courses are held for 6 weeks, 8 weeks, 10 weeks, 12 weeks and 24 weeks. Certified courses are in International Business, Sea Faring Disaster Management, Retail Management, Certificate course in Business Entrepreneurship etc.
3. **Eligibility Criteria.** All officers falling in the following categories in order of preference are eligible to undergo resettlement training:-
  - (a) Serving Officers.
  - (b) 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.
4. **Officers not Eligible for Training are as follows:-**
  - (a) Those dismissed from service.
  - (b) Those who have resigned their commission.
5. **Retired Officers (Pmt. Comm.).** Retired officers **upto 03(Three) years** from the date of retirement fulfilling the terms and conditions as mentioned below shall be eligible to undergo resettlement training courses:-
  - (a) **24 Weeks 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 course during service will not be eligible to undergo another resettlement course.

6. **Application for Courses.**

(a) Retired officers should forward application forms directly to training directorate at DGR, duly countersigned by the concerned Directorate of 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.

(b) 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.

(c) Applications of only eligible officers shall be forwarded by the services HQs/Directorate of Sainik Welfare (States)/Zila Sainik welfare office.

7. **Short Listing of Officers.** In view of the different personnel/PR policies of the three services, the short listing of service officers will be done at the Service HQs 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.

8. **Course Fee.** 40% of the course fee is paid by the officer directly to the institute at the time of joining the course. Balance 60% is paid to the Institute on completion of the course through PCDA (HQ).

9. **Management Courses.** The 24 week Certificate in Business Management Courses 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 to 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.

10. **General Norms for Allotment – Widows.** In the light of a large number of widows wanting to undergo management courses, 3% vacancies are offered to them. However, desirous applicants will need to fulfill the following:-

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

11. **Seniority for Allotment of Vacancies.** 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.

12. **Officers Courses Preference.** 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**

13. **Retired Officers.** Retired /Released officers are to 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.

14. **Serving Officers (Regular-Commission/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.

15. **Officers Withdrawal from Courses at the Last Moment.** 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 is to be stated 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.

**Authority MoD letter No: MoD ID No. 7(02)/D (Res)/ 2008 dated 08 Sep 2009.**

**For further details contact Training Dte on**

**Tele : 011-26192358/ 26192366, E mail: dirtrg@gmail.com**

**APPLICATION FOR RESETTLEMENT TRAINING COURSE**

Serial No.....

Application for (Course Nomenclature).....

To be held at (Name of Institute).....

From..... To.....

1. Service No..... Rank..... Name.....

2. Army/Air Force/ Navy..... Unit/Fmn.....

3. Education Qualification..... Date of Birth.....

4. Date of Commission..... Type of Commission .....

5. Date of Superannuation .....

6. Date of Release/PMR (As approved by MS Branch).....

## 7. (a) For SS Officers

(i) Have you opted for PC ? Yes/No

(ii) Was PC agreed to by Service HQ? Yes/No

(iii) Are you on Extension? Yes/No

## (b) For SS (W) Officers

(i) Are you on Final Release (after 14 yrs)? Yes/No

(ii) Are you on Extension? Yes/No

**\*8. Preference of courses (Only for Management Courses)**

(1) .....

(2) .....

(3) .....

9. Have you already attended/applied for Courses through DGR Yes/No

If Yes, Details of Course(s) Attended

(a) No. of Course(s) ..... Total No. of days.....

(b) Any additional courses also applied for (to DGR) concurrently.....

(c) Course Nomenclature.....

10. Address for correspondence (Official address for serving and residential address for retired officers).....

.....  
\*\* Telephone (with STD Code)..... Mobile.....

E-mail Id.....

Date : ..... Signature.....

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\* 2nd and 3rd option is subject to the course being of same duration as 1st option and commencing in the same quarter.\*\* Telephone No. with STD Code, Mobile No. and E-mail address are **mandatory**.

## **LIST OF TWENTY- FOUR WEEKS MANAGEMENT COURSES**

<b><u>Sr. No.</u></b>	<b><u>Name of Institute</u></b>
1.	Indian Institute of Management, Kolkata (IIM-K)
2.	Management Development Institute, Gurgaon (MDI-G)
3.	Narsee Monjee Institute of Management Studies, Bangalore (NMIMS)
4.	Institute for Technology Management, Chennai (ITM - C)
5.	Indian Institute of Management, Lucknow (IIM - L)
6.	Narsee Monjee Institute of Management Studies, Mumbai (NMIMS)
7.	Xavier Labour Relation Institute, Jamshedpur (XLRI-J)
8.	Alliance Business School, Bangalore (ABS-B)
9.	Indian Institute of Management, Ahmedabad (IIM-A)
10.	Indian Institute of Management, Lucknow (IIM - L)
11.	Amity University, NOIDA
12.	Institute of Finance and International Management, Bangalore (IFIM-B)
13.	Indian Institute of Management, Bangalore(IIM-B)
14.	Indian Institute of Management, Indore (IIM-I)
15.	Indian Institute of Management, Ghaziabad (IIM-G)

**Note:** Officers are advised to remain in contact with their respective service HQs/ Director Training DGR for additions/ changes in the 24 weeks management courses.

## LIST OF COURSES

Course No.	Name of the Course
1.	Certificate in Business Management
2.	Certificate in Business Management
3.	Certificate in Business Management
4.	Certificate in Business Management
5.	Certificate in International Business
6.	Corporate and Industrial Security, Safety and Intelligence Mgt
7.	Corporate and Industrial Security, Safety and Intelligence Mgt
8.	Entrepreneurship and Small Business Management
9.	Certificate in Supply Chain Management
10.	Corporate and Industrial Security, Safety and Intelligence Mgt
11.	Corporate and Industrial Security, Safety and Intelligence Mgt
12.	Certificate in Business Management
13.	Certificate in Business Management
14.	Certificate in Business Management
15.	Certificate in Business Management
16.	Certificate in Logistics and Shipping
17.	Independent Directors Course
18.	Security Surveys Audit and Risk Analysis
19.	Coaching for CPL/ATPL
20.	Corporate and Industrial Security, Safety and Intelligence Mgt
21.	Corporate and Industrial Security, Safety and Intelligence Mgt
22.	Certificate in Agriculture Marketing
23.	Corporate and Industrial Security, Safety and Intelligence Mgt
24.	Seafaring
25.	Disaster Management
26.	Corporate and Industrial Security, Safety and Intelligence Mgt
27.	Certificate in Business Management
28.	Certificate in Business Management
29.	Certificate in Business Management
30.	Certificate in Business Management 22 - 50 24 October 37
31.	Retail Management
32.	Corporate and Industrial Security, Safety and Intelligence Mgt
33.	Certificate in Export/Import Management
34.	Certificate in Organisational Development and Change Mgt
35.	Certificate in Business Entrepreneurship
36.	Corporate and Industrial Security, Safety and Intelligence Mgt
37.	Certificate in Supply Chain Management
38.	Management in Academic Institutes
39.	Corporate and Industrial Security, Safety and Intelligence Mgt
40.	Corporate and Industrial Security, Safety and Intelligence Mgt

41.	Independent Directors Course
42.	Certificate in Business Management
43.	Certificate in Business Management
44.	Certificate in Business Management
45.	Retail Management
46.	Corporate and Industrial Security, Safety and Intelligence Mgt
47.	Corporate and Industrial Security, Safety and Intelligence Mgt
48.	Seafaring
49.	Entrepreneurship in Computer Management
50.	Corporate and Industrial Security, Safety and Intelligence Mgt
51.	Certificate in Project Finance and Appraisal
52.	Labour Laws, Industrial Relations and HRD
53.	Corporate and Industrial Security, Safety and Intelligence Mgt
54.	Corporate and Industrial Security, Safety and Intelligence Mgt

## **VETERAN SAILORS' FORUM**

1. The Veteran Sailors' Forum (VSF) was established on 10 Apr 08 with the following cardinal objectives:-

- (a) To provide focussed attention to ex-sailors/widows/dependents of ex-sailors on welfare related issues.
- (b) To provide an interface with IHQ/MOD (N), viz, INBA, NWWA, DGR, CABS, NPO etc. towards availing various benefits earmarked for ESM under various schemes promulgated from time to time.
- (c) To provide a platform for sharing/dissemination of information related to opportunities/difficulties faced by the ex-sailors and widows/NOKs.
- (d) Furtherance of Naval image in the civil world through measures such as highlighting values of honesty & integrity to the nation, projecting achievements of the naval community to the society etc.

2. **Membership.** All ex-sailors can become lifetime members of VSF by filling up membership form and paying one time subscription as follows: -

- (a) Hon LTs/Hon SLTs/MCPOs/CPOs - ` 300/-
- (b) Petty Officers & below - ` 200/-
- (c) Widows are offered honorary membership free of cost. They will, however, have to fill up the VSF membership form.

3. The subscription can be forwarded in cash/ bank draft/at par Cheque in favour of "**VSF Fund**" payable at New Delhi/ Visakhapatnam/ Mumbai/ Kochi, as the case may be.

4. **Membership Form.** The membership forms for VSF can be collected from VSF office. The detailed information and membership form can also be downloaded from website [www.irfc-nauseena.nic.in](http://www.irfc-nauseena.nic.in) (**VSF page**). The membership form is also placed at Appendix A.

5. **VSF Command Charters.** The contact details of VSF Charters are as follows:-

- (a) **Delhi Charter.**

Joint Director (VSF)  
Directorate of Ex - Servicemen's Affairs  
Room No. 401, 4<sup>th</sup> Floor

Chanakya Bhawan, Chanakyapuri  
New Delhi 110021  
Phone: 011- 24102305  
Fax: 011- 26880943  
E mail. [vsfdelhi@yahoo.com](mailto:vsfdelhi@yahoo.com)

(b) **Kochi Charter.**

The Flag Officer Commanding-in-Chief  
{SSO (Welfare)/ VSF Secretary}  
HQ, Southern Naval Command  
Kochi,  
Kerala - 682 004  
Phone : 0484-2872150  
Fax: 0484-2872201  
E-mail: [vsfkochi@gmail.com](mailto:vsfkochi@gmail.com)

(c) **Mumbai Charter.**

The Officer-in-charge, Sagar  
VSF Secretary  
30, Wood House Road  
Colaba, Mumbai - 400021  
Phone: 022- 22025629  
Fax: 022-2202 4791  
E-mail [vsf.mumbai@ymail.com](mailto:vsf.mumbai@ymail.com)

(d) **Visakhapatnam Charter.**

The flag Officer Commanding-in-chief  
{SSO (Welfare)/VSF Secretary}  
Eastern Naval Command  
Visakhapatnam, Andhra Pradesh – 530014  
Phone: 0891-2812284, 2515834  
Fax: 0891-2515834  
E-mail: [vsfvisakhapatnam@yahoo.in](mailto:vsfvisakhapatnam@yahoo.in)

6. **Jurisdiction of VSF Charters as per Geographic Location.**

<b><u>Charters</u></b>	<b><u>States/UTs</u></b>
Delhi (20+03)	Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Haryana, Himachal Pradesh, J & K, Jharkhand, Madhya Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Punjab, Rajasthan, Sikkim, Tripura, Uttaranchal, Uttar Pradesh, NCR(Delhi), Andaman & Nic, Chandigarh. All Ex-sailors

	based abroad.
Mumbai (04+02)	Goa, Gujarat, Karnataka, Maharashtra, Dadra & N Haveli, Daman & Diu.
Vizag (03+01)	Andhra Pradesh, Orissa, Tamil Nadu, West Bengal, Pondicherry.
Kochi (01+01)	Kerala, Lakshadweep.

7. **Information Hosted on IRFC Website.** A separate VSF page has been designed and hosted on IRFC website. Following information is available:-

- (a) Memorandum of Association (MoA) and Rules & Regulation of VSF.
- (b) VSF Membership Form in Hindi and English.
- (c) Various publication/books of DGR/KSB, DESA, ECHS.
- (d) All welfare schemes by State Govts, ESM Census, comparison of benefits extended to ESM by various states, Scholarship Forms, all policy letters related to ESM.
- (e) All policy matters related to VI CPC, information about VSF Charters, Data of VSF Members.
- (f) Data of VSF members excluding widows.

8. **Annual General Meeting of VSF Delhi Charter.** 2<sup>nd</sup> GCM/AGM of VSF Delhi Charter was held on 11 Jul 10 at New Delhi. The meeting was attended by members of GC from IHQ MoD (N), Commands, CABS and other special invitees. Approximately 300 VSF members including honorary members were present during the meeting. Issues concerning the Veterans were highlighted for resolving through administrative means. Post discussion of agenda, caps and key rings were distributed to members which was followed by lunch. The event was covered by local News papers and broadcasted on All India Radio. Various issues raised by members were discussed and the summary of the information is enumerated below for those who could not attend.

- (a) **Protection of Pay and Seniority in Second Innings.** Current policy regarding the benefits offered to ESM in re-employment and protection of Pay, DA and Seniority is given at para 14 of CCS (RP) rules, 2008 which states that *“Candidates working in Central Public sector undertaking, State public sector undertakings, Universities, Semi-government institutions or Autonomous bodies, Nationalised banks, who are appointed as direct recruits on selection through a proper constituted agency including departmental authorities making recruitment directly, their initial pay may be fixed at a stage in the scale of pay attached to the*

*post so that the pay and DA as admissible in the govt will protect the pay plus DA, already being drawn by them in their parent organisation". Any ex-sailor who satisfies the terms and conditions, is required to forward request for pay fixation through their department to Bureau of Sailors and on receipt of the same, CABS forwards relevant details in a prescribed format specified vide Gol/MoD Memo No. 2(29)/6323/B-(CIV-1) dated 08 Aug 62 as amended by Corr 2(2)/73/9366/D/(Civ-1) dated 19 Aug 76, to NPO/PCDA(N) IRLA section, which in turn forwards relevant pay details of ex-sailors to their employer (Format is hosted on the webpage of VSF).*

(b) **Removal of Native Place Restriction Post Release for Admission in KVs.** Earlier as per KV guidelines wards of retired sailors were eligible for priority admission only in KVs of their respective home town. However, post release most of the ex-sailors don't go back to their home town and stay in metros or other cities due to their jobs and education of wards. Considering the problem faced by ex-sailors, the issue was taken up with Kendriya Vidyalaya Sangathan by IHQ-MoD (N)/DNE. It was then decided that wards of retired personnel who are already student of KV will be given automatic admission in the desired place of settlement. However, those holding NCS or other CBSE affiliated school TC, will be given admission subject to availability of seats, as per KV admission guidelines para 14, which states that admission will be given only if the class strength is less than 40 (35 in case of class-I). The above stated guidelines are also available on KVS website <http://kvsangathan.nic.in>.

(c) **Ration Issue on Payment.** The case for issue of Ration to retired sailors was taken up with INS India and same was agreed upon. Ration on payment can now be drawn from RIS (NSB I), Chanakyapuri by retired sailors.

(d) **Sailors' Transit Accommodation in Delhi/NCR.** Two single room sets as transit accommodation have been inaugurated in all the three Nausena Baughs in Mar 10. The aim of these transit accommodations is to provide temporary shelters to sailors seeking assistance for medical treatment of self/dependant, accommodate the guests of both in-livings/married sailors and to provide accommodation to sailors on permanent transfer to Delhi during initial settling period, immediately on arrival at Delhi. The facility can be used by retired sailors for staying while visiting Delhi. The accommodation is fully furnished and consists of a dinning cum bedroom with an attached toilet. Depending upon the availability, retired sailors can avail the facility of this accommodation @ ` 75/- per day for duration up to 15 days and ` 100/- per day for stay which extends beyond 15 days. For more details, VSF Delhi Office can be contacted.

9. **New Initiatives.** The Initiatives taken by VSF Delhi are as enumerated below:-

- (a) **Change in Composition of Governing Council.** To accord VSF the due impetus, the controller of Personnel Services (CPS) has been made President of Governing Council of VSF and Controller of Personnel has become Patron of the forum. Chief of Naval Staff is the chief patron of VSF.
- (b) **Positioning of MAA/RPO VSF Charters.** To resolve the legal/civil cases of our ex-sailor/widows, one MAA/RPO has been positioned at VSF Delhi, Vizag and Mumbai. The Provost sailor will be proactively involved in dealing with all legal/civil cases of ex-sailors and if required, will visit their residences also for necessary assistance.
- (c) **Focus on VSF Membership.** VSF has completed two years since its inception and in order to increase membership, retiring sailors are now offered membership at CABS itself. The membership has grown by 70% in last six months alone.
- (d) **Opening of VSF Regional Charters.** Efforts have been made to establish VSF Regional Charters under each existing VSF Charters. Address of all regional charter is enclosed at Annexure II.
- (e) **Workshop for Retiring Sailors.** In order to educate the retiring sailors and also familiarise them with corporate world, it has been decided to conduct workshops by DESA at Command/Regional level. During these workshops, all retiring sailors are informed about the placement opportunities, pre-release courses and corporate requirements. Such workshops have been conducted at Delhi, Kochi and Vizag in current year.
- (f) **Database on Ex-servicemen.** VSF Delhi has taken initiative to collate data on ex-servicemen, widows and their dependents. Till date data on about 56000 ex-servicemen has been collated from various sources like KSB/ZSB/RSB, PCDA (N) and PDAs. This data is intended to be put on the redesigned website of VSF for online updation.

**Appendix A (Refers to para 4 )**

**VETERAN SAILORS' FORUM (VSF) - MEMBERSHIP FORM**

I hereby request that I may please be made member\* of the Veteran Sailors' Forum (VSF). As a member I will abide by the Rules & regulations of the VSF. My particulars are as follows:-

- (a) Name .....Widow of (if applicable).....
- (b) Ex-Rank..... Branch ..... DOB .....
- (c) Service no.....Last Unit.....
- (d) Date of Retirement..... PPO No\*.....dated.....
- (e) Total Service.....Marital Status.....
- (f) Zila Sainik Board Regn No.....Registered at.....
- (g) Reason for discharge from Navy\* .....

(Enclose copy of 'Service particulars' from your Discharge Book)

**(h) Address for Correspondence:**

H.No.....Street /P.O.....  
Village/Colony.....District.....  
State.....PIN Code.....

**(j) Permanent Address:**

H.No.....Street/P.O.....  
Village/Colony.....District.....  
State.....PIN Code.....  
Phone no (Land line).....Mobile No.....

**(k) E- Mail ID.....**

**(l) NOK's**

Name.....Relationship.....

**\*Note:** 1. Widows are given an honorary membership of VSF. There is no membership fee for Widow.

1. Please enclose self attested copies of PPO and of 'Service Particulars' from your discharge Book.

2. **Life Time Membership fee as follows:-**

(a) Hon LTs/Hon SLTs/MCPOs/CPOs	-	300/-
(b) Petty Officers & below	-	200/-
(c) Widows	-	NIL

Suggestion by Member (if any).....

**FOR OFFICE USE ONLY**

**Signature of the Approving Authority**

JDESA (VSF)

Membership No..... Honorary Membership/ Life Time Membership (Tick as appropriate) Receipt No... Dated.....

**Address for Correspondence:-**

**JDESA (VSF)**  
**Room No. 401**  
**Veteran Sailors' Forum**  
**4<sup>th</sup> Floor, Chanakaya Bhawan**  
**Chanakaya Puri, New Delhi 110021**

**NOTE:- All information about VSF including membership form is available on website [www.irfc-nausena.nic.in](http://www.irfc-nausena.nic.in) (VSF page in retired section.**

**VSF REGIONAL CHARTERS ADDRESS**

<p>Veteran Sailors' Forum, <b>Karwar Charter</b>            Kadamba Vanam Adm/Accommodation            Office, C/o Navy Office,            Naval Base, Karwar 581 308            Distt Uttar Kannada, Karnataka            E-mail id <a href="mailto:vsfkarwar@yahoo.in">vsfkarwar@yahoo.in</a>            Tele No 08382-235088/235089</p>	<p>Veteran Sailors' Forum, <b>Porbander Charter</b>            Navy Office Dwarka II            Naval Base            Post Box No 66</p>
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<p>The Secretary  Veteran Sailors' Forum Regional Charter  Anandika, INS Gomantak  Vasco-da-Gama  Goa 403 802  Tele No 0832-2582762 Fax 0832-  2513643  E-mail id  <u><a href="mailto:vsfgoa_gomantak@yahoo.com">vsfgoa_gomantak@yahoo.com</a></u></p>	<p>The Secretary  <b>VSF Kolkata Charter</b>  INS Netaji Subhash C/O Navy Office  Hastings  Kolkata 700 022  Tele No 033-22420430 extn 407/418  E-mail id <u><a href="mailto:vsfkolkata@yahoo.com">vsfkolkata@yahoo.com</a></u></p>
<p>The Secretary  <b>VSF Chennai Charter</b>  INS Adyar C/o Navy Office  Port Complex, Rajaji Salai  Chennai 600 009  Tele No 033-25395031 extn 311  E-mail id <u><a href="mailto:vsfchennai2009@yahoo.com">vsfchennai2009@yahoo.com</a></u></p>	<p>The Secretary  <b>VSF Odissa Charter</b>  INS Chilka PO Chilka  Distt Khurda  Orissa 752 037  Tele No 06756-237285  Fax 06756-227033  E-mail id <u><a href="mailto:vsfodissa@yahoo.com">vsfodissa@yahoo.com</a></u></p>
<p>Veteran Sailors Forum, <b>Dehradun Charter</b>  Chariman, Veteran Sailors' Froum  National Hydrographic Office  107-A, Rajpur Road  P.O. Box No 75, Dehradun – 248 001  E-mail id <u><a href="mailto:vsfdehradun@yahoo.com">vsfdehradun@yahoo.com</a></u>  Tele No 0135-2747365 ext 160  Fax No 0135-2748373</p>	<p>Veteran Sailors Forum, <b>Jabalpur Charter</b>  The Principal Inspector of Naval Armament  (for Secretary VSF Jabalpur Charter)  Naval Armament Inspectorate  Ordnance Factory, Khamaria  Jabalpur 482 005  E-mail id <u><a href="mailto:vsfjabalpur@yahoo.com">vsfjabalpur@yahoo.com</a></u>    Tele No – 0761 2430186  Fax No – 07612337381</p>