

**STANDARD OPERATING PROCEDURE**  
**SELECTION OF OFFICERS FOR YOUTH EXCHANGE PROGRAMME**

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1. Youth Exchange Programme with friendly foreign countries is an annual feature. The Selection of Officers and Cadets has to be stringent, fair and transparent so that only suitable ambassadors are selected to represent the country. Efforts are on to extend these programmes to additional countries also. A number of NCC cadets and officers, therefore, need to be selected well in time through a format as given. The programmes for YEP will be announced by Training Dte and officers may accordingly apply for the YEP. Programmes of YEPs would generally correspond to a financial year.

**Aim**

2. The aim of these instructions is to lay down policy guidelines for forwarding and processing of applications from officers aspiring to lead the above exchange programme. The YEP would always be led by a regular service officer from the service which constitutes the bulk of the cadets or as decided by DG NCC.

**Qualitative Requirements (QR) for officers Applying for YEP**

3. Officers volunteering for selection must fulfill the following criteria:-
- (a) Selection - Brigs and above will be nominated by DG based on performance, duration of tenure and suitability. Cols and below will be selected based on relative merit of offrs called for interview. However, only offrs in first/second tenure would be eligible.
  - (b) Not involved in any discipline or vigilance case.
  - (c) Should not have any requirement of being close to family for one month from the commencement of the programme.
  - (d) Be medically fit to undertake international air travel.
  - (e) Continue to remain in NCC for at least six months after the nominated YEP.
  - (f) Not applying/applied for study leave to commence till completion of term as in 3 (e) above.
  - (g) Officers who have formed part of any earlier youth exchange programme are not eligible to apply. However, those who have applied earlier and have not been selected, may apply again.

### **Forwarding of Application**

4. Applications from aspiring officers will be forwarded, duly recommended at each level, so as to reach HQ DG NCC by 10 Dec of each year. All the applications of a particular Dte would be scrutinized and recommended by respective DDGs. The DDGs are requested to recommend only those officers who are considered competent to head the YEP delegations abroad.
5. Copy of the application form is enclosed.

### **Processing of Applications at State Dte Level**

6. Offrs recommending the applications at each level (Unit, Gp and State Dte) would ensure that the applicants meet the QR laid down in Para 3 above.
7. Officers endorsing their recommendations at each stage would certify that provisions of this letter have been complied with while scrutinizing and processing the applications.

### **Selection Process**

8. Forwarding of Applications . The panel drawn for YEPs would correspond to the financial year. Consequently, the selection process of officers for YEP will be completed by 10 Apr every year. Therefore applications must reach HQ DG NCC by 10 Dec positively for selection process to commence.
9. The number of vacancies allocated to various HQs/Units are as under mentioned :-

(a)	Andhra Pradesh	:	02
(b)	Bihar & Jharkhand	:	02
(c)	Delhi	:	02
(d)	Gujarat	:	02
(e)	J&K	:	02
(f)	Karnatka & Goa	:	02
(g)	Kerala & Lakshdweep:		02
(h)	MP & C	:	02
(j)	Maharashtra	:	02
(k)	NER	:	02
(l)	Orissa	:	02
(m)	PHHP & C	:	02
(n)	Rajasthan	:	02
(o)	Tamil Nadu, A & AN	:	02
(p)	UP	:	02
(q)	Uttarakhand	:	02

(r)	West Bengal & Sikkim	:	02
(s)	OTA Kamptee	:	02
(u)	OTA Gwalior	:	02
(v)	HQ DGNCC	:	04
	(one each per Dte)		

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**Total :**        **42**  
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10. **Validation of Applications** . All applications will be forwarded to Trg Branch YEP who will forward then to MS Branch for checking validity and meeting QR. Thereafter they will be returned to YEP with comments.

11. **Screening Board.** Screening board comprising ADG(B) (Presiding Officer), DDG(TRG) and DDG(MS) would screen the candidates in service-wise batches and allot points for proficiency, personality and professional traits.

12. **DG's Interview.** DG would interview the candidate and allot points to each candidate.

13. **Merit List** Based on total points scored a merit list would be drawn. The screening board would recommend to the DG the proposed panel for various countries .

14. Additional offrs, when required would be drawn serially from the merit list. The merit list would be for the current financial/Training year. Separate merit list would be drawn for Army/Navy/Air Force. Certain countries who have HOD of their respective youth orgs, below and equivalent to Lt Col would have offrs of similar rank or below heading the delegation.

15. **Arm/Service.** Normally a service officer from the Wing to which the cadets belongs would lead the delegation.

16. Detailment. **An offr who having been detailed opts out of a delegation for what so ever reason (incl medical) will not be considered again. He would be debarred for further two years to apply again.**