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NCC Directorate  
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Cotton Hill Bungalow  
Trivandrum – 695010

1046/ABC/Cert/Trg

Oct 24

**All NCC Gp HQs  
(TVM/KLM/KTM/EKM/CLT)**

**COMBINED GENERAL INSTRUCTIONS FOR NCC CERT EXAMS – 2024-25**

1. Ref the following: -
  - (a) Kindly ref SNCCO 2023.
  - (b) This Dte letter of even No dated 24 Sep 2024.
2. NCC Cert Exams will be conducted as per scheduled under:-
  - (a) **A Cert Exam – Jan 25**
  - (b) **B Cert Exam – Between 22 Feb 25 – 23 Feb 25**
  - (c) **C Cert Exam – ‘C’ Cert exam will be conducted Pan India on**
    - (i) Practical Examination - **08 Feb 2025** (Saturday)  
1030hrs onwards
    - (ii) Written Examination - **09 Feb 2025** (Sunday)  
1030hrs to 1330hrs  
(to start and finish strictly as per timings)

**NCC ‘A’ Cert Exam:-**

3. **Board of Officers.** The composition of examination board for printing and conduct of written and practical exams will be as per Para 21 of SNCCO 2023.
4. All Gps are requested to forward consolidated details of cadets eligible / appearing for ‘A’ Certificate exam – 2024 as per following format.

Ser No	Bn	No. of cadets eligible	No. of cadets appearing	Remarks
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5. The exam will be conducted on OMR based objective type Question paper.

**NCC 'B' Cert Exam.**

6. Cert 'B' exam will be conducted as per Para 20 & 21 and Major Points to be Borne in Mind While Conduct in NCC Cert Exams of SNCCO 2023.

7. All Gps are requested to keep infrastructure ready for Printing, Packing and Dispatch in r/o 'B' Cert Question Papers as per Para 23 of SNCCO Sep 2023. Confirmation wrt all aspect be fwd by 31 Dec 2023.

**Important Points for Board of Offrs for Conduct of Evaluation.**

8. Bd of Offrs for conduct of NCC Cert 'B' Exam will be responsible for conduct of exam & evaluation. Printing, packing & distr of Question Paper on receipt of password from ADG to Gp Cdr will be done under the supervision of Gp Cdr. Evaluation of answer sheets by BOO using OMR Scanner is Mandatory. Bd of Offrs for conduct of 'B' Cert Exam and prep of results is as follows: -

Conducting Gp HQ	Board of Offrs	
	Presiding Offrs	Members
TVM/KLM/KTM/EKM/CLT	OC Unit (Col/Lt Col & Equivalent)	1 x Col/Lt Col 1 x Adm Offr 1 x Naval Offr 1 x Air Force Offr 1 x Male ANO (SD) 1 x Lady ANO (SW) 1 x JCO (PI) & Equivalent

**(Note: Separate BOO by respective Gp HQ for each exam center)**

9. Application for reappearing and extension for all Cdts to be fwd by 01 Dec 2024 thereafter no application will be entertained.

10. **Details of Timelines for Conduct of ‘A’ & ‘B’ and issue of Certs**

<b>Ser</b>	<b>Events</b>	<b>Day Plus</b>	<b>Date</b>
(a)	Date of Examination	(Practical)	E Day
		(Written)	
(b)	Evaluation of Answer Sheets By	06	E + 6
(c)	Prep of BPs & Result Sheet	15	E + 15
(d)	Scrutiny & Approval of BPs at Gp HQs	20	E + 20
(e)	De-classification of Results	22	E + 22
(f)	Printing & Signing of ‘A’ & ‘B’ Cert (Digitally signed)	32	E + 32
(g)	Issue of Cert to Cdts	33 to 38	Completion to be fwd to the Dte

**NCC ‘C’ Cert Exam:** -

11. Question paper in encrypted form as and when recd from HQ DGNCC will be share with Nic Email of Gp Cdrs. Password will be shared by ADG/DDG separately. ‘C’ Cert Exam will be conducted Pan India on **08 Feb 25 & 09 Feb 25** (Practical & Written).

12. **Composition of ‘C’ Cert Examination Boards.**

(a) **Fwd of Nominal Roll.** All Gps to fwd nominal roll of Cadets appearing in ‘C’ Cert Exam in proper format. (fwd vide Dte letter No 1046/C Cert/Trg dated 03 Apr 2024) for duly signed by the Gp Cdr for correctness of data. Gps to ensure that the data forwarded is correct to avoid reprinting of certificate.

(b) **Board of Officers For Printing of Question Papers.** The Bd of oftrs for printing of Exam papers will be convened by the Gp HQ. BOOs will be responsible for printing, packing & dispatch of question papers to exam centers.

<b><u>Presiding Offr</u></b>	<b><u>Members</u></b>
Col & Equivalent	1. Col & Equivalent 2. Col/Lt Col & Equivalent 3. ANO/CTO 4. Lady ANO/Lady CTO 5. JCO PI Staff & Equivalent

(i) Printing of question papers to be done centrally at Gp HQ on preceding Monday of the date of exam. e.g. If exam day is 08 Feb 2025 (Saturday/Sunday) then printing will be done on 03 Feb 2025 (preceding Monday).

(ii) Dispatch of question papers to various exam centers to be completed between preceding Wednesday & Friday of the date of exam.

(iii) Question paper should be available at exam centre by preceding Friday of the date of exam i.e two days prior to exam date which is Friday.

(c) **Board of Officers for Conduct of 'C' Cert Exam.** The Bd of Officers for conduct of 'C' Cert Exam will be convened by the Gp HQ. A max of two centre's per Gp can be created to avoid long distance mov of cadets. The composition of Bd is as given under: -

<b><u>Centre No 1</u></b>	
<b><u>Presiding Offr</u></b>	<b><u>Members</u></b>
Col & Equivalent	1. Col & Equivalent 2. Col/Lt Col & Equivalent 3. ANO/CTO 4. Lady ANO/Lady CTO 5. JCO PI Staff & Equivalent
<b><u>Centre No 2</u></b>	
<b><u>Presiding Offr</u></b>	<b><u>Members</u></b>
Col & Equivalent	1. Col & Equivalent 2. Col/Lt Col & Equivalent 3. ANO/CTO 4. Lady ANO/Lady CTO 5. JCO PI Staff & Equivalent
<b><u>Centre No 3 – (If required only on written permission by Dte)</u></b>	

**Note: -**

(i) **It will be ensured that Board members for a particular centre are detailed from units other than the cadets being tested from.**

(ii) **Conduct of Air Wing Cadets 'C' Cert Exam.** All Air wing cadets from 1(K) Air Sqn NCC & 3(K) Air Sqn NCC will report to their respective Gp HQ/Units/Centres for attending the written & practical exams. Trivandrum & Ernakulam Gps are requested to make necessary arrangements to accommodate the cadets during stay of exam. Necessary budget proposal for TA/DA to be fwd to State wing finance for the affected cadets. Detailed Adm instructions for outstation cadets to be fwd to Air units by your Gp HQs with a copy to this Dte by **10 Jan 25**.

(iii) **BOO.** Due to administrative reasons the BOO of each Gp will have members from within the same group. However, it will be ensured that there are different set of boards and the members are from units other than the Cadets being tested. **The board to comprise members from the same service of which the cadets are being examined.** Gp to ensure the availability of officers accordingly. The draft BOO will be fwd to Dte by **31 Jan 2025** for the approval of ADG.

(iv) **Naval & Air Force Officers** will be members of the board where the **Naval & Air Force Cadets** are attending the Practical & Written exam of naval/air subjects. The following officers from other Gps are detailed as Board member of 'C' Cert exam for Air & Naval Unit Cadets:-

Ser	Unit	Detailment of Board Member from Unit
<b>AIR WING</b>		
(aa)	1(K) Air Sqn NCC	3(K) Air Sqn NCC
(ab)	3(K) Air Sqn NCC	1(K) Air Sqn NCC
<b>NAVAL WING</b>		
(ac)	1(K) Naval Unit NCC	3(K) Naval Unit NCC
(ad)	3(K) Naval Unit NCC	1(K) Naval Unit NCC
(ae)	5(K) Naval Unit NCC	7(K) Naval Unit NCC
(af)	7(K) Naval Unit NCC	9(K) Naval Unit NCC
(ag)	9(K) Naval Unit NCC	5(K) Naval Unit NCC

**Note:** Gps to detail Naval/Air Offrs as per details given above.

(v) Indexing of answer sheets will be done for all written examinations. An Index slip will be attached to all answer sheets which will contain all details of the cadet appearing in the exam. The same will be detached after marking of index numbers on index slip and first sheet of answer book and sealed separately to be fwd to Evaluation Board.

(vi) The Board of Officers should ensure that the sealed Answer Sheets are fwd to the Gp HQ detailed for evaluation on the next day of the exam.

(vii) The PO should initial in all pages of the Exam Answer Sheet.

(viii) Special attention will be paid to the following points:-

(aa) The examination must be conducted in the right atmosphere without allowing any indiscipline or slacknes. However, the cadets should be made to feel at ease while being examined.

(ab) No books/précis/notes/Mobile Phone of any kind will be allowed during the examinations.

(ac) Where large number of cadets are to be examined, chest numbers may be issued to them so that there is no mistake in identification of the Cadet.

(ix) **Practical Test.** The practical test should be comprehensive in nature and not be based on one question only. Testing should be as practical as possible and cadets should be asked to do practically rather than just explain. The practical test for specialized subjects should be carried out in the open over suitable ground.

(x) No candidate will be allowed to take the written test in case he/she arrives after 30 minutes of commencement of the examination.

(xi) Parade State of Cdts attending exam will be fwd through email/Fax by 1030hrs.

(d) **Board of Officers for Evaluation of Answer Sheets.** The evaluation of Question cum Answer booklets of 'C' Certificate Examination will be carried out by a Board of Officers. The evaluation will be carried out at Gp HQ preferably at a Central location as decided by the Gp Cdr/PO (as given in the table). Gps are requested to Convene the Bd of Offrs for Evaluation as per the details given in the table.

(i) The composition of the Board of Offrs for Evaluation of Answer Sheets & preparation of results in respect of the groups will be as follows: -

<b>Ser</b>	<b>Name of Group HQ</b>	<b>Presiding Offr</b>	<b>Members</b>
(a)	NCC Group HQ Trivandrum	Group Cdr, Kollam Gp	01 x Offr (Army) (Col/ Lt Col/Maj) OC, Air Sqn NCC OC Naval Unit NCC 2 x ANOs 1 x JCO
(b)	NCC Group HQ Kollam	Group Cdr, Trivandrum Gp	01 x Offr (Army) (Col/ Lt Col/Maj) OC Naval Unit NCC 2 x ANOs 1 x JCO
(c)	NCC Group HQ Kottayam	Group Cdr, Ernakulam Gp	01 x Offr (Army) (Col/ Lt Col/Maj) OC Naval Unit NCC 2 x ANOs 1 x JCO
(d)	NCC Group HQ Ernakulam	Group Cdr, Kottayam Gp	01 x Offr (Army) (Col/ Lt Col/Maj) OC, Air Sqn NCC OC Naval Unit NCC 2 x ANOs
(e)	NCC Group HQ Calicut	Group Cdr, Kottayam	01 x Offr (Army) (Col/ Lt Col/Maj) OC Naval Unit NCC 2 x ANOs 1 x JCO

(ii) On completion of Evaluation, all Gps are requested to ensure the following while fwd 'C' Certificate Board pdgs/result sheet to this Dte for approval.

(aa) Bd convening order No & date may be mentioned in the all the pages of the nominal Roll cum Result Sheet. (Refer Appx 'AB' of SNCCO 2023)

(ab) All the pages of the Result Sheet will be marked with page Nos at top & continuation Nos at the bottom of the sheet.

(ac) The Presiding Officer will append their signatures in all the pages of the result sheet.

(ad) The answer key will be released only after receipt of confirmation from the presiding Officers regarding completion of indexing.

(ae) A compiled data showing the no of Cdt appeared/passed/grading as per the format will be enclosed with all the Board proceedings.

(af) Nominal Roll cum Result Sheet will be prepared by respective OC Units and signed before sending it to the same to the Presiding Officer. Detailed breakdown of marks in each paper will be prepared and entered by the respective Presiding Officers in the Nominal Roll cum Result Sheet as given in Appendix 'AB' of SNCCO Sep 2023.

(ag) A cadet must obtain 33% marks in each paper separately (both written and practical). Grading based on total marks obtained will be awarded as follows: -

- (i) Grading A -Cadets obtaining 70% marks and above.
- (ii) Grading B -Cadets obtaining 55% and above but below 70%.
- (iii) Grading C -Cadets obtaining 33% marks and above but below 55%.
- (iv) Fail -Cadets obtaining less than 33% in any paper or aggregate.

(ah) **Bonus Marks for Certificate 'C'**. 5% Bonus marks will be awarded towards certificate C Examination to the cadet participating in an international event. The event will be approved by HQ DGNCC on case-to-case basis. Bonus marks under this policy will be awarded only for the first certificate exam appeared by the NCC cadets after the event. The total additional marks allotted including existing provisions of SNCCO for certificate 'B' and 'C' will not exceed 10% in any exam.

(aj) **Bonus Marks for 'C' Certificates**. The cadets participating in under mentioned activities will be awarded additional marks as Bonus towards Certificate 'C' examination: -

- RDC - 10%
- Mt Everest Expedition - 10%
- COC/NIC/SNIC/TSC/NSC/VSC - 5%
- YEP/Naval Cruise - 5%
- Shooting/Sports/Sailing Regatta - 5%
- Mountaineering Course - 5%
- Trekking Expedition/Sailing Expedition- 5%
- Attachment Camps & Basic/ALC - 5%
- Mountaineering Expedition - 5%

**Note: Bonus marks will be awarded only for improvement in grading and not for passing exam.** Max weightage of above-mentioned bonus marks towards certificate 'C' certificate examination will not exceed 10% of maximum marks (500) for any cadet i.e 50 marks including those at Para 35 above at certificate 'C' stage. The cadet will be eligible for bonus marks as specified against the activity/event only once irrespective of number of times same activity event attended by that specific cadet

(ak) Certificate 'C'. Four copies of Result/Board Proceedings will be prepared. Three copies will be forwarded to the NCC Dte for approval. After approval, copies will be maintained at Dte, Gp HQ and Unit HQ.

13. All Gps are requested to fwd the **Convening Orders** for all Board of Offrs to this Dte by **31 Jan 25**.

14. Before cadets are allowed to appear for certificate examinations, the Troop Commander/Coy Commander/Officer Commanding of the Unit/Camp Commandant ATC will ensure that all eligibility conditions as laid down above, are fulfilled by each cadet. A certificate to this effect will be endorsed on the Nominal Roll before it is handed over to the Presiding Officer of the Board duly signed by the concerned Unit OC of the cadets appearing for the examination.

15. **Retention of Answer Sheets.** Answer Sheets of Certificate Exams will be retained for a period of Three years.

16. Each member of the Board will be entrusted with the testing of the candidates in one particular subject to ensure that all the candidates are tested on the same set of questions. This method will ensure that a common standard is applied to all candidates and also enable the examiners to place them in order of merit in accordance with their performance.

17. **Gp Cdrs of respective Gps will be overall responsible for the smooth conduct of the Exam.**

18. Respective Gps to ensure live streaming the exam to Dte as also videography of the event. Instruction for NCC 'C' Cert exam live streaming is ref **Appx 'B'**.

19. The location of exam centres to be fwd to the Dte alongwith the convening order.

20. For info and necessary action pl.

  
(Sanjay Kumar)  
Lt Col  
AddlDir (Trg 'B')  
for ADG NCC

**INSTRUCTIONS FOR NCC 'B' & 'C' CERT EXAMS LIVE STREAMING**

- Only video feed to be on
- CCTV Camera/Adhoc VC link to be used. No mobile /Laptop based live feed to be given.
- Microphone will be muted or kept off.
- Video feed of Cadets only.
- Serving pers to avoid coming on camera
- Device being used for live streaming should be separate, mobile number of Presiding Offr should be available to take calls.
- No Mobiles/Laptops/Gadgets/Smartwatch/Earphones are permitted inside the exam center other than those authorized by Presiding Offr.
- Only authorized pers allowed inside the center for conducting /invigilation of the exam.
- No unauthorized means will be allowed to the Cadets to write the exam.
- Gp Cdr/Offg Gp Cdr will be personally resp for correctness & appropriateness for conduct of exam.