

TRAINING POLICY

QUEEN MARY'S TECHNICAL INSTITUTE (QMTI), PUNE

References:-

- (a) AG's Branch letter No B/47063/AG/POLICY/CW-5 dated 12 Oct 2010.
- (b) AG's Branch letter No B/47063/AG/POLICY/CW-5 dated 30 Oct 2012.
- (c) Army Welfare Society, AG's Branch letter No B/47063/AG/QMTI/Policy /CW-5 dated 09 Oct 2013.

Introduction

1. QMTI since May 1917 has been imparting training to medically disabled serving soldiers and ex-servicemen of all the three services of the Armed Forces, who suffered injuries in their line of duty and on account of service exigencies. Vacancies permitting, combatants of Central Armed Police Forces (CAPF) and dependents of servicemen and ex-servicemen are also permitted training at QMTI. The concept of the training over the years has been to provide necessary skill sets to the individuals in order to enable them to find a respectable rehabilitation in the civil, post superannuation.

Background

2. The need for training of disabled soldiers was felt by Lady Marie Willingdon, wife of Lord Willingdon, the then Governor General of Bombay Province on seeing and empathising on the terrible battle scarred and wounded conditions of the Indian soldiers serving in the Crown Army and returning from African and European Theatres of World War I. She thus conceptualised and established Queen Mary's Technical Institute (QMTI) in Bombay for imparting vocational training to such challenged soldiers.

3. QMTI was founded on 16 May 1917 at Braganza Hall, then owned by Sir Jacob Sassoon Baronet at Bombay (now Mumbai). The Institute shifted in 1922 to its present location at Khadki in Pune. It is located on 17.36 acres of B-3 Defense land. All moveable and immovable assets are owned by the QMTI Trust.

4. QMTI is registered under Bombay Public Trust Act (1950) as a Charitable Educational Trust. It is governed through provisions of its Constitution (Scheme). Main provisions are:-

(a) Honourable Governor of Maharashtra and the three Service Chiefs are Patron-in-Chief and Patrons respectively. GOC - in - C Southern Command, FOC - in - C Western Naval Command and AOC - in - C South West Air Command are the Vice Patrons.

(b) GOC, Dakshin Maharashtra Sub Area (DMSA) is the Ex-Officio Chairman of the Trust.

(c) The Trust comprises a panel of 35 members. Board of Trustees (BoT) comprises of 12 ex-officio and eight elected Trustees.

(d) The day to day affairs are managed by CEO (retired officer) who is overall administrator and is assisted by the Dean & Dy CEO (retired officer).

Course Curriculum.

5. QMTI Training Curriculum and Associations are oriented to facilitate respectable rehabilitation in current industrial and corporate sectors, duly acknowledging the soldier's challenged physical limitations, his academic knowledge and other values or constraints.

6. **Types of Training Offered.** Training is being imparted mainly through three major programs as given below:-

(a) **Main Training.** These are in the form of diploma courses of one or two year's duration.

(b) **On Job Training (OJT) / Apprenticeship.** These are carried out, after completion of main training, with local state / central government public and private enterprises. Apprenticeship is applicable to ITI trades only. On job training (OJT) may be for all trades, the duration being from one to two years.

(c) **Value Addition Training.** These are short courses of duration upto three months only and run concurrently with the main training. The disciplines will be chosen by each student with suitable guidance and counseling provided by QMTI authorities.

(d) **Additional Avenues.** Opportunities to complete class 12th and if desirous to do graduate courses, for which necessary arrangements and facilitation will be coordinated by QMTI.

7. **Details of Courses Currently Being Offered.** The summary of courses currently being offered including details of duration, recognition, capacity, educational qualification required and examination schedule is attached as **Appendix 'A'**. However the courses are dynamic and necessitate changes periodically which is considered and approved by QMTI Governing Body. The welfare of the soldier will be paramount in this stipulation and the best will be coordinated for him by QMTI.

8. **Course Restrictions / Max Permissible Course Duration.**

(a) Maximum courses admissible at QMTI will be restricted to two courses and one OJT / Apprenticeship training. The second course mandatorily will be the one year Diploma Management Course. The final authority to determine and ensure the same will be of QMTI and HQ Dakshin Maharashtra Sub Area.

(b) The duration of stay at QMTI while undergoing any course(s) and including OJT / Apprenticeship, will be three years maximum.

9. **Educational Qualifications.** Details of all courses conducted at QMTI and necessary minimum standards including educational qualification required for each is listed at **Appendix 'A'**.

Eligibility / Non – Eligibility Criteria.

10. **Service Profile.** It is imperative for the units that disabled soldiers who are likely to retire / released / boarded out on medical grounds within next three (3) years from the date of application should be detailed to undergo training to gainfully avail the benefits of training and subsequent placement. AG's Branch policy letter dated 09 Oct 2013 at **Enclosure - III**, refers and is as quoted below. Only following categories of personnel are eligible to attend technical courses at QMTI Khadki:-

(a) Battle Casualty, LMC personnel who fall in the category of being boarded out and are in their last three years of service (to be verified and authenticated by Record Offices before forwarding applications to HQ DMSA).

(b) Amputee soldiers who have lost their limbs or are under long treatment in any Military Hospital in Pune.

(c) Exceptional Cases (recommended by Colonels of the Regiments) and by Chairman DMSA. For armed forces services other than Army, by equivalent and minimum two star appointees / nominee at the level of Service HQs.

(d) As a QMTI policy clarifying para 10 'c' above, for students applying under the category, the application form will include an additional certificate from the Commanding Officer adequately justifying the reasons meriting the 'exceptional case' criteria, duly approved by the Colonels of the Regiments.

11. **Relaxations for Admission.** The qualifying details are as below:-

(a) **Educational Relaxation.** The ITI courses which normally require minimum 12th pass is relaxed for those class 10th pass combatants who have completed 15 years of service.

(b) **Age Relaxation.** There is no embargo on age criteria.

(c) **Severity of Disability.** As stated at Para 13 (a) & (b) below.

(d) **For Ex-Servicemen.** Ex-servicemen personnel can apply for courses upto 5 years after retirement or 55 years of age, whichever is earlier.

(e) Gallantry Award winners.

(f) Discretion of Chairman QMTI

12. **Good Conduct Certificate from Unit.** Good conduct certificate from Unit duly recommended by chain of command is to be mandatorily attached to the application form.

13. **Medical Profile.** The courses at QMTI are only for combatants who have been medically downgraded to **permanent category**. Thus the eligibility for admission will be prioritised with either on the medical category or on percentage of disability for easy assessment. The details are as under:-

(a) **Based on Medical Category.** Admission will be processed and approved in following priorities:-

- (i) **Priority 1.** All paraplegics and quadriplegics irrespective of length of service.
- (ii) **Priority 2.** All individuals with **severe disabilities** and service above seven years and likely to be medically boarded out within next three years (para 10 'a' above refers).
- (iii) **Priority 3.** All individuals with other disabilities who are either with 13 or more years of service **or** likely to be medically boarded out in next three years from date of countersigning of application by Commanding Officer.
- (iv) **Priority 4.** All individuals with minor disability having 13 years or above service and duly recommended as welfare measure by the Colonel of the Regiment / Colonel Commandant of the Unit (para 10 'a', 'c' and 'd', above refers).
- (v) **Priority 5.** All individuals with disabilities and recommended by the DMSA appointed Screening Committee as very special cases / exceptional cases.
- (b) **Based on Percentage Disability.** As per current medical policies on grades of disability, admission for training at QMTI will also be considered for approval in cases where the medical disability in terms of percentage (%) **is 40% and above**. Medical documents appended to the application forms should clearly indicate the disability in terms of percentage (%), in addition to applicable restrictions as given in AO 3/2011. Medical Board Proceedings without disability factor in percentage will not be accepted. Recommendations on eligibility by the Screening Committee Officers and approval of GOC Dakshin Maharashtra Sub Area will be final. Combatants with permanent medical category but with the remark "Disability percentage to be decided later" by the Medical Category Review Board will not be eligible for courses as they are not eligible for medical invalidment.
- (c) **Promotion Chances.** Students applying for any course in QMTI **should not** be affected for promotion. An "**Adverse Career Certificate**" to the effect will be rendered by the desirous student that he will be foregoing any promotion on being allowed to attend courses of Instruction at QMTI, will be attached with the application form, duly countersigned by the Commanding Officer. The certificate will be acknowledged by the concerned Record Officer while scrutinising the applications and before processing the application form to HQ Dakshin Maharashtra Sub Area (Veterans' Node).
- (d) **Ineligible Categories.** The under mentioned categories of combatants are ineligible for any training at QMTI. The Commanding Officers are required to certify the same as given in Part III of Application Form (**Appendix B**).
- (i) Soldiers who do not have any locomotor disability and are otherwise able to lead a normal life.

- (ii) Combatants with any type / category of mental or psychological disorder ('S' factor cases) as stated in his medical documents.
- (iii) Discipline cases with more than two red ink entries in his service till the first day of commencement of course. However, under exceptional circumstances soldiers in such cases may be 'R' for the course provided the CO has adequately justified the case. Final authority to admit such cases will be of GOC, Dakshin Maharashtra Sub Area (Chairman QMTI).
- (iv) Any disorder / disease which can be managed by life style changes, which otherwise allows the individual to lead a normal life.
- (v) Combatants with disability of vision loss and dependent on Braille.
- (vi) No repeaters will be given admission at QMTI (para 8'b' above refers).

14. **Eligibility / Non – Eligibility Criteria for Service Personnel other than Army.**

The Service HQs of Navy, Indian Air Force and CAPF while detailing personnel for courses at QMTI will adhere to all the criteria as given above. For medical category criteria of CAPF personnel, the respective Service HQ will draw out equivalent medical grades as applicable to their personnel, scrutinise the application forms for eligibility and thereby recommend them for admission to QMTI. Discretion of the Service HQs however exists on criteria mentioned in paras 10 'a' regarding battle casualty and residual service and clause at para 13 'c' - 'Promotion Chances'.

Admission Procedure.

15. **General.** As per its Constitution, QMTI provides vocational training to disabled serving and ex-service personnel of the three services of the Armed Forces. In the event of shortfall in utilisation of vacancies, the balance vacancies are filled up by admitting following personnel on a priority as given in the under mentioned order:-

- (a) Armed Forces personnel and including combatants undergoing prolonged treatment in any Military Hospital (MH) in Pune and capable to undergo the training.
- (b) Disabled soldiers belonging to Central Armed Police Forces (CAPF).
- (c) Ex Servicemen and dependents of serving soldiers and ex-servicemen.
- (d) Disabled civil defense personnel and their dependents.

16. **Application Form and Processing Fees.** No fee is levied for the application form or for processing it. Format is given at **Appendix 'B'**. It can also be downloaded from QMTI website <www.qmtiindia.org>.

17. **QMTI Prospectus.** QMTI prospectus, giving details of various courses, may be obtained from the Institute by paying Rs 150/-. Applicants may follow the following procedure:-

(a) **Payment by Cheque / Draft.** Applicants / units will forward Rs 150/- by cash / at - par cheque / demand draft, payable at Pune to the undermentioned address. The envelope will be clearly marked as 'Request for Prospectus' and have the full address of the applicant / unit with mobile contact number. The prospectus thereafter will be dispatched by the Institute to the originator address.

Queen Mary's Technical Institute
Park Road, Range Hills
Khadki, Pune - 411 020
Tele : 020-25816779 / 25824979

(b) **Payment through NEFT.** Applicants / units / establishments can also pay Rs 150 /- through NEFT. The Bank details of the Institute are as under. The e-transfer receipt will be further sent by the applicant(s) by e-mail to the Institute in the email id <puneqmti@gmail.com> with full postal address of the applicant. The prospectus thereafter will be dispatched by the Institute to the originator address received by email.

Queen Mary's Technical Institute
Accnt No - 388402010008158
(388402010008158)
Union Bank of India
50, Golden Court, Aundh Road
Khadki, Pune - 411 020
IFSC Code - UBIN0538841

18. **Channel of Submission of Application Forms.**

(a) **Armed Forces Personnel Serving with Units / Establishments.** The application form duly recommended by the CO / OC of unit and scrutinized and vetted by the Record Office (by equivalent office for Indian Navy and Indian Air Force personnel) should reach HQ Dakshin Maharashtra Sub Area (Veterans Node), latest by 15 Jun every year in duplicate along with following documents:-

- (i) QMTI Application Form as per specimen given at **Appendix 'B'** with the requisite certificates.
- (ii) Medical certificate / document confirming eligibility.
- (iii) Adverse Career certificate by the individual and countersigned by the Commanding Officer.
- (iv) Endorsement of concerned Record Officer on the eligibility of the combatant as per laid down criteria for undergoing course at QMTI.

(b) **Armed Forces Personnel under Prolonged Treatment at any Military Hospital (MH) in Pune.** Applications of such personnel will be recommended by the Commandant / nominated Officer of the MH. They are required to give an undertaking made by the hospital that the individual is admitted in the hospital for medical rehabilitation and yet fit and recommended to undergo the course. The forms will be submitted by the MH to respective Record Office with information to parent unit for further processing to HQ Dakshin Maharashtra Sub Area.

(c) **Responsibilities of Record Offices.** The Record Offices play an important role in the pre-superannuation rehabilitation training of combatants. The selection of deserving and eligible soldiers for the rehabilitation courses at QMTI thus has to be appropriate and justified. Within the laid down instructions of AG's Branch and this Training Policy, the following will be the responsibility of respective Record Offices / Record Officer concerned, to confirm to HQ Dakshin Maharashtra Sub Area :-

(i) Scrutiny of the application in terms of affected medical category and / or medical disability in terms of percentage.

(ii) Scrutiny and ascertaining correctness of students application (Appx 'B') and all certificates rendered by unit / establishment Commanding Officers and attached to the application forms.

(iii) Acknowledgement of 'Adverse Career' certificate foregoing future promotion, submitted by the combatant and countersigned by unit / establishment Commanding Officer and recording for future reference in individual's Sheet Roll.

(iv) Accord clearance to desirous combatants for admission for courses at QMTI having authenticated the three years residual service as per AGs Branch letter (Encl III refers).

(v) Plan, permit and facilitate timely and early discharge of the combatant after the completion of OJT / Apprenticeship so as to join the attained placement earliest to reap the maximum benefit from the course.

(d) **CAPF Combatants.** Depending on the allotted vacancies, the intimation and details of the candidates will be intimated to QMTI by the respective Service HQs. The received details will be further informed to AGs Branch (CW-5) by HQ Dakshin Maharashtra Sub Area appropriately.

(e) **Ex-Service Personnel.** Application in respect of non-effective individuals will be submitted by the concerned Zila Sainik Board directly to QMTI.

(f) **Dependents of Serving Soldiers and Ex-Servicemen.** Applications of such personnel will be submitted directly to QMTI by the parents.

(g) **Disabled Civil Defense Personnel and their Dependents.** Applications of such personnel will be submitted directly to QMTI.

19. **Admission Formalities.**

(a) **Courses.** The details of the formalities are as given below:-

(i) **Approval of Admission.** Application form is required to be approved by HQ Dakshin Maharashtra Sub Area (Veterans Node). The candidates for the courses will be nominated by HQ Dakshin Maharashtra Sub Area (Veterans Node) post screening by a Board of Officers. The board proceedings will be forwarded to AGs Branch (CW-5) for perusal. All approvals are required to reach QMTI before 15 July every year.

(ii) **Call Letter by QMTI.** QMTI will send call letters with joining instructions to respective units latest by 20 July every year. Copy of joining instructions is at **Appendix 'C'**.

(iii) **Dispatch for Training.** Movement orders for training at QMTI will be addressed to Station HQ, Khadki.

(iv) **Attachment for Training.** After reporting to Station HQ Kirkee, the individuals will be attached to nearby Army units for their stay and local administration during training. Based on severity of disability, recommendation of unit for attachment will be done by QMTI.

(v) **Reporting for Training.** Students will report to QMTI for training latest by 1st week of August or as indicated in call letter. They shall submit personal details and sign the undertaking, the format of which is given at **Appendix 'D'**.

(b) **OJT and Apprenticeship Training.** OJT and Apprenticeship to any student is granted only on qualifying the minimum standards as laid down by National Council of Vocational Training and clean discipline record while under training at QMTI. Board of Officers convened for screening by HQ Dakshin Maharashtra Sub Area will nominate students for OJT / Apprenticeship based on above criteria and only those students will undergo the OJT / Apprenticeship. The nomination by the Board of Officers should be completed clear 30 days before the start of OJT phase. All arrangements for the same will be the responsibility of QMTI. The board proceedings will be forwarded to AGs Branch (CW-5) for perusal. The names of nominated students will be intimated to parent unit, attached units and the concerned Record Office by QMTI. Separate SOP for selection of students for OJT / Apprenticeship by Board of Officers will be prepared by QMTI.

(c) Students not nominated or recommended for OJT / Apprenticeship will be returned to unit.

(d) **Documents Required alongwith Application for OJT / Apprenticeship.** Refer AG's Branch policy letter dated 09 Oct 2013 at **Enclosure – III** for the documents to be attached by students.

(e) **Admission Restriction.** In cases where vacancies are limited for a particular course and there are more number of applicants, an entrance test will be conducted under QMTI arrangements and those who do not come in merit are then offered other courses or returned to unit. The allotment of courses by QMTI and approved by GOC DMSA will be final.

(f) **Benefits to Gallantry Award Winners.** Priority will be given to gallantry award winners on case to case basis.

20. **Voluntary Withdrawal from the Course.** Once the individual joins the course, withdrawal from the course will only be permitted on extreme compassionate / personal grounds and on approval of AGs Branch (CW – 5). Once withdrawn, no re-admission will be possible.