



QUEEN MARY'S TECHNICAL INSTITUTE (QMTI) - FOR DISABLED SOLDIERS
A CHARITABLE EDUCATIONAL TRUST (REGD NO E-102) ESTABLISHED IN 1917
PARK ROAD, BEHIND KIRKEE RAILWAY STN, RANGE HILLS KIRKEE, PUNE -411020

Landline: 020-25816779, FAX: 020-25824979, Military: 3274
E-mail: puneqmti@gmail.com Website: www.qmtiindia.org

2101/Trg/Admission/Army/2022

30 Dec 2024

(All Command HQs concerned)

All Records concerned)

(All Regimental Centre concerned)

**ADMISSION: REHABILITATION TRAINING FOR DISABLED SOLDIERS AND
RESETTLEMENT COURSES FOR RETIRING SOLDIERS (SHAPE-1)
FOR THE ACADEMIC YEAR 2025-26**

1. Soldiers becoming disabled / handicapped consequent to grave injuries while performing duty in operational area, training etc is a part of bonafide duty of security forces. Many soldiers get injured and become handicapped / permanent low medical category while performing various operational duties in prevailing LC / insurgency environment or due to other natural calamities / accidents in treacherous areas. Such disabilities cause tremendous concern and mental trauma to the affected soldiers as they perceive their unsuitability for alternate vocations after discharge / boarding out. Rehabilitation of such soldiers is our primary responsibility for respectable resettlement after discharge from the services. The concern and trauma of these soldiers can be fully addressed and completely resolved by making them aware of and advising them for doing rehabilitation courses specially designed for disabled soldiers at **Queen Mary's Technical Institute (QMTI)** for Disabled Soldiers, Pune. The details of the functioning of QMTI are discussed in subsequent paras.
2. Since 2022 the criteria of disability has been relaxed for admission to QMTI and has also been opened to SHAPE-I Soldiers who are proceeding on retirement or on last leg posting as resettlement course. However they will be considered as Priority-II candidates in case the vacancies are available after full filling disabled candidate.
3. Raised in 1917, **Queen Mary's Technical Institute (QMTI)** is a Tri Service Non-Governmental Organization (NGO) which has been established for rehabilitation training of disabled soldiers of Army, Navy, Air Force, BSF and CAPFs and trains under the guidelines issued by IHQ, MoD (Army) AG's branch letter No B/47063/AG/POLICY/CW-5 dated 12 Oct 2010. This is being achieved primarily by imparting training specially designed for disabled soldiers to enable them to compete in the civ world & come out with flying colors. For this, a strategically planned, multi-pronged pgme has been designed wherein, a student is subjected to following courses during 2 to 3 years of duration as sanctioned by their detailing authority:-

(a) **Foundation course**: These are compulsory for all students joining QMTI. This course are run simultaneously with Main Courses in which they have been given admission (2 hrs per day for 3 months).

(b) **Engineering courses by NCVT**

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| (i) Electrician | - 2 Years | } not for locomotors disability |
| (ii) Fitter | - 2 Years | |
| (iii) Mechanical Diesel | - 1 Year | |

(c) **Non Engineering course by NCVT**

- (i) Computer Operator-cum Programming Assistant (COPA) - 1 Year
(ii) Computer Hardware and Networking Maintenance (CHNM) - 1 Year

(d) **Management Diploma by SPPU, Pune**

- (i) Diploma in Industrial Administration & Service Management (DIASM) - 1 Year

(e) **Value Addition Training.**

(a) **Compulsory for all students :-**

- (i) Soft Skills Development courses by Vishwakarma University (10 days)
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(b) **Optional Value Addition Courses :-** One of the undermentioned courses is compulsory and it is conducted after qualifying from the Main courses and before joining OJT/Apprenticeship in the intervening period for 3 months

- (i) Agro-Livestock Entrepreneurship Certification Course
(ii) Non-conventional Energy (Solar panels & Systems)
(iii) Repair of Electrical Home Appliances (All home appliances)

(c) **Optional Value addition Certification courses (Non compulsory)**

- (i) NIELIT Software `O' Level.
(ii) Computer Hardware `O' Level
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Students have option for applying dual course of one year durations each with prior permission of their sanctioning authority.

5. The criteria of disability for serving soldier have been relaxed with effect from academic year 2022-23. As per revised policy soldiers in SHAPE-I who are due for retirement from military service or in last leg of the posting can also apply for resettlement course at this institute. Any Ex-servicemen / Defence civilian employees / dependents can apply for the course. Admission is based on Priority criteria and merit. The revised Priority / eligibility is as under :-

- (a) Serving Disabled soldiers of Army, Navy, Air Force - Priority-I
- (b) Army serving soldiers (SHAPE-I) & all Ex-serviceman - Priority-II
- (c) Dependents of serving soldiers and Ex-servicemen - Priority-III
- (d) Disabled civilian defence personal and their legal dependants - Priority-IV
- (e) Personal of Para Military forces, police and civilians, either physically handicapped not requiring active treatment. - Priority-V
- (f) Any other person by special dispensation of the board of Trustees,- Priority-VI subject to availability of vacancies and strictly as day scholars

6. For imparting quality training, QMTI has elite affiliations / associations, which are duly recognized / oriented towards gain full engagement / respectable rehabilitation. These include **Savitribai Phule Pune University** for Management Diploma, **National Institute of Electronic and Information Technology (NIELIT)** for computer operations & IT infrastructure sector and **National Council of Vocational Training (NCVT)** for ITI computer and technical trades.

7. After completion of one/two yrs of QMTI training, soldiers are screened and selected by local corporate / industry houses for additional one year training in real-time work environment for Apprenticeship / On Job Training (OJT). Presently, 50 soldiers are undergoing OJT/Apprenticeship with various training agencies which include, **Bharat Forge, Savitribai Phule Pune University, authorized service centers of HP / HCL computers, R&D Engrs, PCMC, National Institute of Virology, MSEDCL, Roshani Computer, SDG Computers, Gate Manufacturing PWD, Excel TATA Motors, Innotech Robotic & Automation Soln, IPower Tech, My Industry, Mahesh Auto Mobile etc.** This OJT of one year is offered to only successful candidates in the basic course.

8. It is student's responsibility to get selected for OJT / Apprenticeship training with recognize institution within 90 days of declarations of their results of Main course failing which they will be returned to their unit.

Admission Process :

9. Admission to QMTI courses is open to all **serving disabled and permanent LMC soldiers** (except disability due to life style disease, Psychiatric & Epilepsy), **Ex-servicemen** (with or without disability) and **dependents** of serving / retired soldiers of Army, Navy & Air Force and dependants of defence civilians (These dependents are not disabled for them it is an ITI course under NCVT). Applications are to be processed as per IHQ of MoD (Army) Letter No B/47063/AG/POLICY/CW-5 dated 12 Oct 2010. (copy enclosed for reference). **Application is required to be forwarded by the Unit to Record Office who after due review will forward the same to HQ Dakshin Maharashtra Sub Area (Veteran Node) for the course.** Approved applications are required to reach QMTI tentatively by **31 May 2025** for initial scrutiny. Candidates will be initially screened and provisional list will be published on website. The final list to be placed by **01 Jul 2025** before the beginning of the academic year.

10. Final course will be allotted based on factors like individual's first choice, Psychological Aptitude Test and disability related suitability for re-habilitation, civil

qualification, written test, available seats, and interview / counseling. **Soldiers with 2-3 yrs of residual service (retirement / medical boarding out / release) are ideally suited to undergo rehabilitation training at QMTI. On completion of training students will be enrolled with APN for their selection with Industry.**

11. Application form, Course curriculum and eligibility Criteria, General instruction for students, Details of QMTI courses & poster are also encl for your info. **Trg Policy** and more details are available on website: www.qmtiindia.org.

12. **During the course of study, soldiers are registered free of cost at Army Placement Node for their post retirement resettlement.**
For any clarification please contact E-mail - qmtioffice@gmail.com, Army No 3274, Mobile: 9404352788 & 9404352792.

13. You are requested to give wide publicity to the facilities offered at QMTI by informing all Bns / Regts under your jurisdiction.



Col Vasant Ballewar (Retd)
Dean & Dy CEO, QMTI

Encl: As above.

Copy to :-

Adjutant General's Branch
CW-5, Room No 404, 4th Floor
Sena Bhawan, 'A' Wing
Integrated HQ of MoD (Army)
DHQ PO New Delhi-110011

- for info please.

Veterans Cell
HQ Southern Command
PIN-908541,
C/O 56 APO

- -do-

Veterans Node,
HQ DM & GSA
Pin-900448,
C/O 56 APO

- -do-

QMTI: GENERAL INSTRUCTION FOR STUDENTS.

(Refers to QMTI Trg Policy appx 'C' to para 18(a)(ii))

1. Note QMTI is an NGO and Non- Military establishment for disabled soldiers.
2. **Courses**
 - (a) The individuals application duly recommended by CO to be forwarded through respective Records to HQDM &GSA, Pune for approval with advance copy to QMTI, Kirkee for information.
 - (b) Maximum two courses and one On the Job Training / Apprenticeship trg are permitted.
 - (c) Courses can be selected / allotted on arrival within permitted duration based on individual choice, education qualification, physical disability, aptitude, interview / interaction and written test if over scribed.
3. Mov order to Stn HQ Kirkee/ Aundh, Pune. They will be attached with various local units through Station HQ Kirkee/Aundh. The individual should report first to QMTI on arrival.
4. He must have availed complete AL and at least 10 days CL before joining.
5. He will be given only 30 days leave in one trg year (Aug to Jul) in three parts only.(Auth –Army HQ letter No-B/47063/AG/POLICY/CW-5 dated 30 Oct 2012). Un-utilized academic breaks cannot be accumulated.
6. All service correspondence pertaining to the individual regarding Medical Boards Pay & Allowances, Leave, and Issue of Concession Forms/Warrants etc to be carried out through attached unit.
7. The individual to carry their dependents cards. No dependent card will be issued from this office or by att unit as no FS documents are held by them.
8. He will not be spared for any kind of promotion course / cadre etc.
9. All candidates must be in possession of one set of ceremonial and a combat dress.
10. Personal / service weapon not permitted.
11. **Hostel married accommodation**
 - (a) Hostel married accommodation will be considered only after reporting and having applied.
 - (b) Advance reporting or sending applications from unit do not set his seniority for accn.
 - (c) Seniority will be purely based on severity of disability and availability of accommodation.
 - (d) Bring CILQ permission if desirous to bring family.
 - (e) No leave will be considered to bring / dispatch of family; it must co-ordinate with academic breaks or through other personal arrangement only.
 - (f) Hostel married accn is required to vacate within 10 days on completion of two years or on termination of course which ever earlier.
12. **Must be in possession of following documents:-**
 - (a) Personal I-Card for serving personnel and Service book & PPO for ESM.
 - (b) All education certificates i.e. 10th, 12th Mark Sheet and TC etc in original. (Even unpublished educational certificates are required)
 - (c) Dependent card, if required by individual.
 - (d) Passport size photos in Colour and Black & White each qty 04.
 - (e) Extra copy of Appx 'B', i.e. application form duly signed by CO.
 - (f) PAN card & Aadhar card. (g) Serving Certificate
13. Late reporting may result in loss of vacancy and RTU action. Ensure timely dispatch of individuals.
14. All students have to sign an undertaking as per policy of QMTI on arrival.

COURSE CURRICULUM AND ELIGIBILITY CRITERIA.

(Refer to para 5 to 13 of QMTI Trg Policy under review)

Course Curriculum.

1. QMTI training curriculum and associations are oriented to facilitate respectable rehabilitation, duly acknowledging challenged soldier's physical limitations, his academic knowledge and other constraints.

2. **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 / Apprenticeship Training.** 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. Duration of OJT / apprenticeship is one year only.

(c) **Value Addition Training.** These are short courses up to three months only.

3. **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.

Eligibility Criteria.

4. **Educational Qualifications.** Educational qualification required for each course is listed at Appendix 'A'.

5. **Service Profile.** QMTI training curriculum and associations are oriented to facilitate respectable rehabilitation. It is imperative that those disabled soldiers who are likely to retire / released / board out on medical grounds within ensuing 1.5 - 4 years should be detailed to undergo training to gainfully avail the benefits of training.

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

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

(b) **Age and Service Conditions.** There is no embargo on age. Soldiers likely to retire / released / bd out on med ground within 1.5 to 4 yrs. Ideally min 13 yrs of service in normal circumstances.

7. Adverse career certificate and Good Conduct Certificate from Unit. Adverse career certificate is mandatory as per format. Good conduct to be endorsed on main application only.

8. Eligibility Criteria.

The revised Priority / eligibility is as under :-

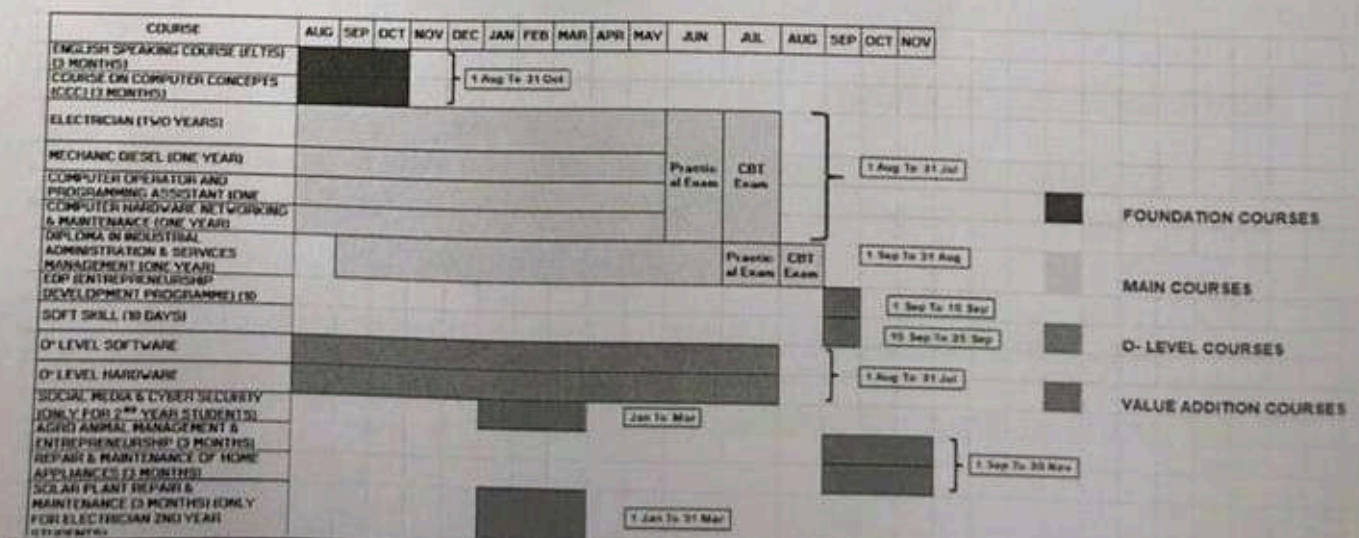
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- (e) Personal of Para Military forces, police and civilians, either physically handicapped not requiring active treatment. - Priority-V
- (f) Any other person by special dispensation of the board of Trustees,- Priority-VI subject to availability of vacancies and strictly as day scholars

9. Medical Category Not Eligible.

- (i) Soldiers do not have loco-motor disability and are otherwise able lead a normal life.
- (ii) Any type of mental disorder (Ex. Epilepsy) and severe discipline cases
- (iii) Any disorder / disease which can be managed by life style changes, which otherwise allows the indl to lead normal life.
- (iv) 100% loss of vision.

10. Maximum Period of Training. Maximum training at QMTI, at one or more stretches, will be limited to two courses (1st one of yr and second only mgt diploma) and one OJT / Apprenticeship training. Total training period, in any case not to exceed four years.

11. Academic calendar for the year 2025-26



HM/17063/AG/POLICY/CW-5

12 Oct 2010

(Record Office concerned)

QUEEN MARY'S TECHNICAL INSTITUTE (QMTI) PUNE
RULING FOR FORWARDING OF APPLICATION

1. It is observed that the applications for QMTI course in respect of the casualties who are still in service are being submitted to IHQ of MoD (Army) directly by the units/hospitals thus the Record Office is not kept in picture. In future following laid down procedure will be followed:-

(a) In case the individual is serving in the unit, the application will be recommended by the CO/OC unit and forwarded to the Record Offices together with the following documents :-

(i) Application as per specimen given at Appendix 'A'.

(ii) A certificate rendered by the CO/OC unit stating that the expenditure incurred for the course of the individual will be paid to QMTI by the unit. Format attached as Appendix B.

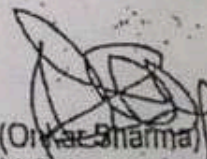
(b) If the individual is in Military Hospital or any other establishment, the individual's application will be forwarded to his parent unit for the recommendation of his CO/OC unit and necessary action as laid down in para 1 (a) above.

(c) Application duly completed along with medical certificate duly recommended by OC/CO unit should reach Integrated HQ of MoD (Army) (CW-5) latest by 30 Jun every year in duplicate. Training will commence from 01 Aug every year and completed on 31 July. Applications received incomplete/late will not be considered by this Headquarters. Application will be processed at AG's Br, CW-5 vide Govt of India, MoD, Dte Gen Resettlement letter No 1568/QMTI/DGR/RES-8 dt 05 Aug 10.

(d) All serving personnel applying for the courses will complete their annual leave before joining the course. Indls attending any course at QMTI will not be granted leave more than 10 days in each calendar year.

2. Application in respect of non effective individual's will be submitted by the Zilia Sainik Board directly to Directorate General Resettlement, Ministry of Defence, West Block IV, RK Puram, New Delhi-66.

3. Details of courses conducted, eligibility conditions, duration of the courses and fee structure at QMTI are at Appendix 'C'.


(Omkar Sharma)
Lt Col
Jt Dir, CW-5
for Adjutant General

Encls : As above
Copy to :-

Directorate General Resettlement
RES-8 Ministry of Defence
West Block-IV, RK Puram
New Delhi-66

- for info with ref to your letter No 1568/QMTI/DGR/Res-8 dated 05 Aug 2010.

Tele : 23012662

Enclosure - II

Adjutant General's Branch
CW-5, Room No 404, 4th Floor
Sena Bhawan, 'A' Wing
Integrated HQ of MoD (Army)
DHQ PO New Delhi - 110011

B/47063/AG/Policy/CW-5

30 Oct 2012

(Record Office concerned)

QUEEN MARY'S TECHNICAL INSTITUTE (QMTI) PUNE
RULING FOR FORWARDING OF APPLICATION

1. Ref:-

- (a) Chapter III, Section 1 of Leave Rules for the Services (Revised).
- (b) Army Act Section 39.
- (c) IHQ of MoD (Army) letter No B/47063/AG/POLICY/CW-5 dt 12 Oct 10.

2. An issue regarding grant of lve to the disabled JCOs/OR attending various tech courses at QMTI, Pune has been raised. The issue has been analysed in detail and decisions taken are given in succeeding paras.

Existing Policy

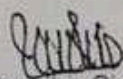
3. All serving personnel applying for the courses will complete their annual leave before joining the course as courses are commencing in Aug each year. Indls attending any course at QMTI will not be granted leave more than 10 days in a year.

Revised Policy

4. All serving personnel joining the courses at QMTI to complete their annual leave before joining the course. The following leave may be gtd/planned during the course:-

- (a) Observe 6 to 10 days of study break after each quarterly exam at QMTI.
- (b) Fourth quarter/final exams there as such will be a break to facilitate admission/turnover.
- (c) Permitted leave of absence, whether AL or CL, during one year long academic session should not be more than 30 days.
- (d) Leave is applicable in accordance to Leave Rules for the Services (Revised).

5. Please replace para 1 (d) to this HQ letter No B/47063/AG/POLICY/CW-5 dt 12 Oct 10 accordingly.


(Randhir Singh)
Lt Col
Jt Dir, CW-5
for Adjutant General

Copy to :-

HQ Pune Sub Area (A)
PIN-900 449
c/o 56 APO

Queen Mary's Technical Institute
Park Road, Range Hills,
Kirkree, Pune - 411 020

Tele : 23012662

Army Welfare Society
Adjutant General's Branch
Room No 404, 4th floor
Sena Bhawan, 'A' Wing
Integrated HQ of MoD (Army)
DHQ PO New Delhi - 110011

B/47063/AG/QMTI/Policy/CW-5

09 Oct 2013

HQ Pune Sub Area (A) ✓
PIN 900449
c/o 56 APO

व्यक्ति संदर्भ FR	पूज्यता संदर्भ HR

POLICY ON OJT AT BASE WKSPS/CIV INSTITUTES

- Further to this HQ letter No B/47063/AG/POLICY/CW-5 dt 12 Oct 10.
- Applicability for OJT/Apprenticeship Trg.** Queen Mary's Technical Institute (QMTI) Pune is imparting tech trg to disabled combatants on various rehabs and prepares them for their respectable resettlement/rehabilitation. As a welfare measure expenditure incurred for the trg is paid by the parent unit or Regimental Centre. Following categories of pers are eligible to attend tech courses at QMTI Pune:-
 - Battle casualty, LMC pers who fall in the cat of being boarded out and are in their last three yrs of service (verified by Record Offices).
 - Amputee soldiers who have lost their limbs or are under long treatment / at Military Hospitals in Pune.
 - Exceptional cases (Recommended by Colonel of the Regt).
- Serving disabled soldiers are to be considered based on recommendation of respective CO recd through OIC Records. On successful completion of requisite trg combatants may be given an opportunity to undergo Apprenticeship/On Job Trg (OJT) with 512 Army Base Wksp.
- Apprenticeship training if not available at 512 Army Base Wksp, be carried out at civ institutes at Pune. Selection of candidates shall be based on performance chart published by QMTI Pune and number of vacancies available. Students are prohibited to receive any stipend from civ institutes during the OJT. HQ Pune Sub Area needs to monitor the same.
- Documents Required alongwith Application.** On completion of trg at QMTI permission for OJT/apprenticeship trg would be accorded on case to case basis. Application by indl alongwith following documents reqd to be fwd to AG's Br for short listing:-
 - No Objection certificate from CO/OC of parent unit.
 - Performance of student in that trade/course at QMTI.



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Landline: 020-25816779, FAX: 020-25824979, Military: 3274
E-mail: puneqmti@gmail.com Website: www.qmtiindia.org

2101/Trg/Admission/PMFs/2024

31 Dec 2024

Directorate General Boarder Security Force
Adm Dte (RR Cell),
Block No 4, CGO Complex
Lodhi Road, Delhi -03

The Director of Training
Directorate General CRPF
(Adm Dte) RR Cell, Block No 1 CGO Complex
Lodhi Road, Delhi -110003

The DIGP
GC CRPF, Talegaon Dabhade
Post : Vishnupuri, Tal Maval
Dist : Pune-410507

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8. It is student's responsibility to get selected for OJT / Apprenticeship training with recognize institution within 90 days of declarations of their results of Main course failing which they will be returned to their unit.

Admission Process

9. Approved applications are required to reach QMTI by 31 May 2025 which should contain the individual mobile / email id details to facilitate initiation of call letters etc. The final list will be displayed on QMTI website on 01 Jul 2025. Training session for academic year 2025-26 is likely to commence from 01 Aug 2025. Any change in the schedule will be informed on direction from NCVT, New Delhi. **Candidates are required to report by 15 Jul 2025.**

10. Final course will be allotted based on factors like individual's first choice, Psychological Aptitude Test and disability related suitability for re-habilitation, civil qualification, written test, available seats, and interview / counseling.

11. Application form, Course curriculum and eligibility Criteria, General instruction for students, Details of QMTI courses & poster are also encl for your info. **Trg Policy** and more details are available on website: www.qmtiindia.org.

12. You are requested to give wide publicity to the facilities offered at QMTI by informing all Bns under your jurisdiction.

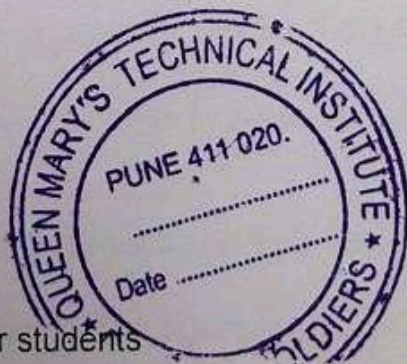
VACANCIES FOR REHABILITATION TRAINING FOR BSF PERSONS

13. Course duration includes OJT / Apprenticeship training of one year. Main course and OJT / Apprenticeship duration is as given along with trade wise trades :--

S.No	Name of Courses	Duration (Main Course + OJT/Appr)	Total No of Vacancy BSF	Total No of Vacancy CRPF
(a)	Diploma in Industrial Administration and Service Management (DIASM)	1+1 Year	45	15
(b)	Computer Operator cum Programming Assistant (COPA) & NIELIT software 'O' Level	1+1 Year		
(c)	Computer Hardware & Network Maintenance (CHNM) & NIELIT hardware 'O' Level	1+1 Year		
(d)	Mechanic Diesel	1+1 Year		
(e)	Electrician	2+1 Year		
(f)	Fitter	2+1 Year		
(g)	Align combination of two courses of one year each with apprenticeship / OJT **	2+1 Year		

14. It is requested to detail maximum deserving BSF / CAPFs personnel for above trades.

15. For any clarification please contact E-mail - qmtioffice@gmail.com, Army No 3274, Mobile: 9404352788 & 9404352792.



Col Vasant Ballewar (Retd)
Dean & Dy CEO, QMTI

Encl: General Instr for students

QMTI: GENERAL INSTRUCTION FOR BSF/CAPFs STUDENTS.

1. QMTI is an NGO and Non- Military establishment for disabled soldiers.
2. **Courses**
 - (a) Formal sanction of Director of Trg, Dte Gen BSF (RR Cell) / CRPF is mandatory.
 - (b) Maximum two courses and On the Job Training / Apprenticeship trg are permitted. **Maximum duration permissible at QMTI is 40 months.**
 - (c) Courses can be selected / allotted on arrival within permitted duration based on individual choice, education qualification, physical disability, aptitude, interview / interaction and written test if oversubscribed.
3. Mov order should be for Queen Mary's Technical Institute (QMTI) Pune. They will be attached and staying in QMTI single / married Hostel.
4. Indls will be given only 30 days leave in one trg year (Aug to Jul) in three parts. (Auth-Army HQ letter No-B/47063/AG/POLICY/CW-5 dated 30 Oct 2012). No other leave is permitted. Un-utilized academic breaks cannot be accumulated.
5. As part of 30 days entitled in one academic year, 10 days leave will be granted during Diwali as first academic break after arrival. Other very short leave will be considered only on extreme compassionate ground (Like death of direct dependant and extreme excegency).
6. All service correspondence pertaining to the individual regarding Medical Boards Pay & Allowances, Leave, and Issue of Concession Forms/Warrants etc to be carried out through individual's respective unit.
7. He will not be spared for any kind of promotion course / cadre etc.
8. All candidates must be in possession of one set of ceremonial and a combat dress.
9. **Personal / service weapon are not permitted.**
10. QMTI is a Non Govt Organization, NGO. **APAR** are to be initiated at CAPF end.
11. **Married Hostel Accommodation**
 - (a) Married Hostel Accommodation will be considered only after reporting and having applied.
 - (b) Advance reporting or sending applications from unit do not set his seniority for accn.

- (c) Seniority will be purely based on severity of disability and availability of accommodation.
- (d) To bring **out living permission with HRA**, if desirous to bring family.
- (e) No leave will be considered to bring / dispatch of family; it must be coordinated with academic breaks or through other personal arrangement only.
- (f) Hostel married accommodation is required to be vacated within 10 days of completion of training or on termination of the course whichever is earlier.

12. **Must be in possession of following documents:-**

- (a) Personal I-Card.
- (b) All education certificates i.e. 10th, 12th Mark Sheet and TC etc in original. (Even unpublished educational certificates are required)
- (c) Dependent card, if required by individual.
- (d) Passport size photos in Color and Black & White each qty 04.
- (e) Serving Certificate.

13. Late reporting may result in loss of vacancy and RTU action. Ensure timely dispatch of individuals.

14. All students have to sign an undertaking as per policy of QMTI on arrival.

15. All QMTI policy and rulings are applicable to CAPF students during training with the Institute.

16. All students must have personal Mobile Number and Email ID's.