



DEFENCE CAREER ACADEMY (DCA)

SSB TRAINING CENTRE

Campus Office: Defence Career Academy, Shahapur Banjar, Khojewadi Phata, AS Club to Lasur Station Road, Gangapur, Chhatrapati Sambhajanagar-431002 | **Contact:** +91 7767004004 | +91 7767003003 | 080 474 95777

Website: <https://dcassb.org> | **Email:** admission@dcassb.org

DCA/SSB/TRG/GEN/2026

Date. / / 2026

THE DCA SSB TRAINING CENTRE

(Shaping Future Officers with Excellence, Integrity and Leadership)

JOINING INSTRUCTIONS

1. **DEFENCE CAREER ACADEMY (DCA) SSB TRAINING CENTRE.**

(a) **Defence Career Academy (DCA) SSB Training Centre** is a premier institute dedicated to preparing young Defence aspirants for success in the **Services Selection Board (SSB) Interview**, the gateway to becoming commissioned officers in the **Indian Army, Indian Navy, Indian Air Force, Coast Guard, and other Defence services.**

(b) At DCA, we believe that becoming an officer requires much more than academic knowledge. It demands a combination of leadership, confidence, integrity, effective communication, sound judgment, emotional stability, and a strong sense of responsibility. Our training philosophy is therefore focused on nurturing the **Officer Like Qualities (OLQs)** that are evaluated during the SSB Interview while also helping candidates develop into confident, disciplined and responsible individuals.

(c) The DCA SSB Training Centre has been established with the vision of providing a structured, practical and result-oriented training programme that closely follows the actual SSB assessment methodology. Our curriculum is designed around the official SSB selection process and combines classroom learning, practical exercises, outdoor activities, individual mentoring and continuous performance evaluation.

(d) Every training session is carefully planned to help candidates understand the expectations of the Selection Board and improve their performance through systematic practice and expert guidance.

(e) Our experienced faculty members, mentors and trainers work closely with each candidate to identify individual strengths and areas requiring improvement. Through personalised counselling, mock assessments and constructive feedback, candidates receive continuous support throughout the training programme. This individual attention enables every aspirant to build confidence, overcome weaknesses and present their true potential during the SSB Interview.

(f) DCA also emphasizes the holistic development of every candidate. Along with SSB preparation, the academy promotes discipline, teamwork, time management, leadership, ethical values and a positive attitude-qualities that are essential not only for success in the selection process but also for a successful career as a Defence officer. Physical fitness sessions, outdoor leadership exercises and group activities are integrated into the programme to strengthen both mental resilience and physical endurance.

(g) As a fully residential training programme, DCA provides a safe, disciplined and professional learning environment. Candidates are offered comfortable accommodation, nutritious meals and access to training facilities that allow them to focus completely on their preparation. The residential setting also encourages interaction, teamwork and peer learning, closely reflecting the environment experienced during the actual SSB selection process.

(h) Our commitment extends beyond classroom instruction. We strive to create an atmosphere where every candidate is inspired to develop confidence, courage, responsibility and a genuine officer-like personality. Through practical learning, disciplined routines and continuous mentorship, we prepare aspirants not only to face the SSB Interview but also to embrace the responsibilities of serving the nation with honour and dedication.

2. **OUR: VISION • MISSION • PASSION • STATEMENT • CORE VALUES**

(a) **VISION:** “A Community with expectations and High academic achievements with “a sound mind in a sound body”.

At **Defence Career Academy (DCA)**, our vision is to create a disciplined, knowledgeable and physically fit community of young leaders who possess strong moral values, intellectual capabilities and the Officer Like Qualities (OLQs) required to serve the Nation with honour and distinction. We aspire to develop individuals who are academically competent, mentally resilient and physically robust, thereby contributing meaningfully to the Defence and development of India.

(b) **MISSION:** **We aim to be an almamater for 1000 officers & 10000 Soldiers by 2030.**

Our mission is to inspire, mentor and prepare Defence aspirants through systematic training, quality education, personality development and value-based leadership. We are committed to providing world-class guidance for SSB Interviews, Defence entrance examinations and military leadership, enabling every deserving candidate to achieve a successful career in the Indian Armed Forces.

(c) **PASSION:** **Train the Cadets to Serve the Nation.**

We are passionate about transforming motivated youth into confident, disciplined and responsible future officers. Through dedicated mentoring, physical conditioning and character development, we cultivate a spirit of patriotism, selfless service and unwavering commitment towards the Nation.

(d) **OUR STATEMENT:** “We shape Cadets’ Educational, Physical and Psychological development for creating excellent citizens to build the nation.”

The Academy believes that true leadership is built upon knowledge, discipline, integrity and character. Our comprehensive training programme focuses on the overall development of every cadet by strengthening intellectual ability, physical endurance, emotional stability and ethical values, thereby preparing them to contribute effectively towards nation-building and the Indian Armed Forces.

(e) **CORE VALUES:** Our institutional culture is built upon the following fundamental values that guide every candidate and staff member throughout the training programme:

CORE VALUES	Meaning
EXCELLENCE	Striving for the highest standards in training, performance and character.
DISCIPLINE	Developing self-control, punctuality, responsibility and respect for rules.
HONESTY	Upholding truthfulness, transparency and ethical conduct in every action.
CONSISTENCY	Maintaining continuous effort, dedication and perseverance towards excellence.
EQUALITY	Respecting every individual without discrimination and promoting fairness for all.
HYGIENE	Maintaining personal cleanliness, health and a safe living environment.
COMMITMENT	Demonstrating dedication towards the Academy, the Nation and personal goals.
STUDENT CENTRACITY	Ensuring that every decision and activity supports the holistic development of our cadets.
CARING	Fostering compassion, teamwork and mutual respect within the Academy community.
INTEGRITY	Acting with honesty, accountability and unwavering moral principles at all times.

3. **COURSE DETAILS. 14 - DAY RESIDENTIAL DCA SSB TRAINING PROGRAMME.**

(a) The **14-Day Residential SSB Training Programme** at **Defence Career Academy (DCA) SSB Training Centre** is a comprehensive and intensive course designed to prepare Defence aspirants for every stage of the **Services Selection Board (SSB) Interview**. The programme combines classroom instruction, practical exercises, outdoor activities, personality development sessions, physical fitness training and individual mentoring to help candidates perform confidently during the SSB selection process.

(b) The training follows a structured daily schedule under the guidance of experienced faculty members and mentors. Every participant receives systematic preparation for Psychological Tests, Group Testing Officer (GTO) Tasks, Personal Interview, Lecturette, Group Discussions, Communication Skills, Leadership Development and Officer Like Qualities (OLQs). Continuous assessment and personalised feedback enable candidates to identify their strengths and improve areas requiring attention.

(c) **PROGRAMME OBJECTIVES.**

- (i) **Develop Officer Like Qualities (OLQs):** To cultivate the fifteen Officer Like Qualities assessed during the SSB Interview, including effective intelligence, reasoning ability, initiative, self-confidence, responsibility, courage, teamwork, social adaptability, determination and leadership.
- (ii) **Improve Communication Skills:** To strengthen verbal and non-verbal communication through group discussions, lecturettes, interviews and public speaking exercises, enabling candidates to express their thoughts with clarity and confidence.
- (iii) **Enhance Leadership and Teamwork:** To develop leadership capabilities by engaging candidates in group planning exercises, outdoor tasks and team-based activities that encourage cooperation, decision-making and responsibility.
- (iv) **Build Confidence and Personality:** To improve self-confidence, positive attitude, emotional stability and overall personality through continuous mentoring, motivational sessions and constructive feedback.
- (v) **Prepare for Psychological Tests:** To provide systematic training and practice for all psychological assessments, including the Thematic Apperception Test (TAT), Word Association Test (WAT), Situation Reaction Test (SRT) and Self-Description Test (SDT), while helping candidates understand the principles of psychological evaluation.
- (vi) **Prepare for Group Testing (GTO) Tasks:** To familiarise candidates with all GTO activities such as Group Discussion, Group Planning Exercise, Progressive Group Task, Half Group Task, Individual Obstacles, Command Task, Lecturette, Final Group Task and other outdoor assessments conducted during the SSB Interview.
- (vii) **Prepare for the Personal Interview:** To equip candidates with the knowledge, confidence and interview techniques required to face the Personal Interview effectively through mock interviews, personality analysis and one-to-one guidance from experienced mentors.
- (viii) **Improve Physical Fitness:** To encourage physical endurance, stamina, agility and overall fitness through structured exercise sessions, sports activities and outdoor training that support successful participation in SSB tasks.
- (ix) **Provide Individual Performance Feedback:** To assess each candidate's progress throughout the programme and provide personalised feedback, counselling and improvement strategies that help maximise individual performance before appearing for the actual SSB Interview.
- (x) **Our commitment:** At **Defence Career Academy (DCA) SSB Training Centre**, every training activity is planned to help candidates grow academically, physically and personally. By the end of the programme, each participant is expected to demonstrate improved confidence, stronger leadership qualities, disciplined behaviour and a deeper understanding of the SSB selection process, enabling them to approach the interview with competence, maturity and an officer-like personality.

4. COURSES AT DCA SSB TRAINING CENTRE.

S. NO.	COURSE	ELIGIBILITY	AGE	WHEN HELD
(a)	NDA	10+2/ 10+1 pass can apply.	16 ½to 19 ^{1/2} at the time of commencement of Training.	Twice April / Sept. each year
(b)	CDS	Graduation. BA Part III provisional / equivalent pass can also apply.	19-24 (IMA) 19-25 (OTA) 19-23 (AF) 19-22 (NAVY) at the time of commencement of training.	Twice Feb / Aug. each year
(c)	AFCAT (Flying Branch)	10+2 passed with minimum of 50% marks and Graduation with minimum 60% marks or BE / B.Tech	20 to 24 Years	Jan
(d)	AFCAT (Ground Duty)	10+2 passed with minimum of 50% marks and Graduation with minimum 60% marks	20 to 26 Years	Jan
(e)	JAG Branch	Minimum 55% aggregate marks in LLB Degree.	21 to 27 Years	May/ Jun
(f)	TES	10+2 with minimum of 60% marks in Physics, Chemistry, Maths& JEE (Main) is required.	16 ½ to 19 ½ Years	Between Jan to Mar
(g)	NCC Spl Entry	Degree with minimum 50% marks	19 to 25 Years	Between Oct to Jan
(h)	TGC	BE / B.Tech	20 to 27 Years	Jan
(i)	SSC (Tech)	BE / B.Tech	20 to 27 Years	Sep
(j)	SSC (Non-Tech)	Graduation in any Discipline	20 to 27 Years	Sep
(k)	WOMEN'S ENTRY /OTA	Graduation. BA Part III provisional / equivalent pass can also apply.	19-25 (OTA) at the time of commencement of training	Twice Feb / Aug. each year
(l)	SSB	Throughout the year, can join at the time of batch commencement.		
Note : Forms are available our Website: https://dcassb.org/ Email: admission@dcassb.org . Advertisement appears in weekly Employment News/Daily News Papers Important Editions.				

6. TRAINING SCHEDULE. Training schedule will be promulgated in our Website.

(a) **TIMINGS. 06:30 Hrs to 19:30 Hrs with break in between.**



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Appendix – ‘A’

REGISTRATION FORM

14-DAY RESIDENTIAL DCA SSB TRAINING PROGRAMME

Please paste
your recent
passport size
photo

A. COURSE DETAILS.

Batch No.: _____

Registration No.: _____

Course Name: _____

Reporting Date: ____/____/____

B. CANDIDATE DETAILS.

Full Name (In Capital Letters): _____

Date of Birth: ____/____/____ Age: ____ Years Gender: ☐ Male ☐ Female ☐ Other

Nationality: _____ Aadhaar No.:

Mobile No.

 Alternate Mobile No.:

E-mail ID: _____

C. PERMANENT ADDRESS.

House No./Street: _____ Village/City: _____

District: _____ State: _____ PIN Code:

D. EDUCATIONAL DETAILS.

Qualification	Board/University	Year of Passing
Class X		
Class XII		
Graduation (If Applicable)		

E. DEFENCE EXAMINATION DETAILS.

Entry Scheme: ☐ NDA ☐ CDS ☐ AFCAT ☐ TES ☐ NCC ☐ Other _____

Examination/SSB Details: _____

SSB Centre (If Applicable): _____

F. EMERGENCY CONTACT.

Parent/Guardian Name: _____ Relationship: _____

Mobile No.:

 Alternate Mobile No.:

G. DOCUMENT CHECKLIST.

☐ Aadhaar Card Copy	
☐ Passport Size Photographs	
☐ Educational Certificates	
☐ Defence Examination Documents(If Applicable)	
☐ Medical Declaration	
☐ Identity Verification Completed	

H. FEE DETAILS.**Course Fee: Rs. 21,000/- (Twenty-One Thousand Rupees)****Payment Mode:** ☐ Cash ☐ UPI ☐ NEFT/RTGS ☐ Card**Transaction/Receipt No.:** _____ **Date of Payment:** __ / __ / _____**I. CANDIDATE DECLARATION.**

I hereby declare that all the information provided by me in this Registration Form is true and correct to the best of my knowledge. I understand that submission of incorrect or incomplete information may result in cancellation of my admission. I agree to abide by all the rules, regulations and disciplinary policies of Defence Career Academy (DCA) SSB Training Centre throughout the duration of the training programme.

Date : __ / __ / _____**Candidate's Signature****OFFICE USE ONLY****Registration Verified By:** _____ **Batch No.:** _____**Registration No.:** _____**Documents Verified:** ☐ Yes ☐ No**Admission Status:** ☐ Approved ☐ Pending ☐ Rejected**Official Seal****Course Coordinator Signature**
DCA SSB Training Centre

DOCUMENTS REQUIRED**DOCUMENTS REQUIRED FOR REGISTRATION & VERIFICATION**

To complete the admission process for the **14-Day Residential DCA SSB Training Programme**, every candidate must submit the required documents listed below. These documents are essential for identity verification, academic record validation, eligibility confirmation and maintaining official records of the Academy. Candidates are requested to submit **self-attested photocopies** of all applicable documents at the time of admission and **carry the Original documents** for verification during reporting.

(a) Mandatory Documents.

Sr. No.	Document	Status (✓)
1	Aadhaar Card (Self-attested Copy)	☐
2	PAN Card (<i>If Available</i>)	☐
3	Recent Passport Size Colour Photographs (5 Copies)	☐
4	Class X (SSC) Marksheet & Certificate (Xerox Copy)	☐
5	Class XII (HSC) Marksheet & Certificate (Xerox Copy)	☐
6	Graduation Marksheet / Degree Certificate (<i>If Applicable</i>)	☐
7	Defence Examination Admit Card / SSB Call Letter (<i>If Applicable</i>)	☐
8	Medical Fitness Certificate (<i>If Applicable</i>)	☐

(b) Original Documents for Verification.

Candidates must carry the **Original copies** of all submitted documents for verification by the Academy Admission Office. The originals will be verified and returned immediately after verification.

(c) Important Instructions.

- (i) Submit only **clear and legible self-attested photocopies** of all applicable documents.
- (ii) Ensure that the candidate's **name, date of birth and other personal details are consistent** across all documents.
- (iii) Any discrepancy or submission of false or incomplete information may lead to cancellation of admission.

COURSE FEE**(a) Course Fee & Inclusions.**

The **Defence Career Academy (DCA) SSB Training Centre** offers a **14-Day Residential DCA SSB Training Programme** at an affordable and comprehensive fee, ensuring that candidates receive high-quality training along with residential facilities. The course fee has been designed to cover essential academic, training and residential services required during the programme.

(b) Course Fee Details.

Particular	Details
Course Name	14-Day Residential SSB Interview Training Programme
Duration	14 Days
Course Fee	Rs. 21,000/- (<i>Twenty-One Thousand Rupees</i>)
Training Mode	Fully Residential
Fee Includes	Training, Accommodation, Meals & Study Material

(c) The Course Fee Includes.

The prescribed course fee covers the following facilities and services:

(d) Academic & Training.

- (i) Comprehensive SSB Interview Training.
- (ii) Interactive Classroom Sessions.
- (iii) Psychological Test Practice (TAT, WAT, SRT & SDT).
- (iv) Group Testing Officer (GTO) Ground Training.
- (v) Personal Interview Preparation & Mock Interviews.
- (vi) Lecturette & Group Discussion Practice.
- (vii) Communication Skills & Personality Development Sessions.
- (viii) Officer-Like Qualities (OLQs) Development.
- (ix) Daily Performance Assessment and Individual Feedback.

(e) Residential Facilities

- (i) Residential Accommodation.
- (ii) Breakfast, Lunch, Evening Tea & Dinner.
- (iii) Safe and Disciplined Campus Environment.
- (iv) Access to Training Classrooms and Practice Areas.

(f) Learning Resources.

- (i) Course Study Material.
- (ii) Training Handbook.
- (iii) Practice Worksheets.
- (iv) Daily Training Schedule.
- (v) Stationery Support (as applicable).

(g) Modes of Payment of Fees.

- (i) By Demand Draft / NEFT or RTGS payment of any Nationalized Bank in favor of **“Vidya Prabodini Pratishthan”**, Payable at Chh. Sambhajinagar (Aurangabad).
- (ii) Payments can be made by NEFT/RTGS/IMPS & UPI.
- (iii) Online payment method may please be preferred.
- (iv) Online payment on **“Vidya Prabodini Pratishthan”** Bank Details are as under:
ICICI Bank, Branch: Sutgirani Chowk Chh. Sambhajinagar - 431001, Maharashtra.
Current Account number: **576401000104**, IFSC CODE: **ICIC0005764**
- (v) Cheque payment will be accepted in case of all above mentioned and unavoidable circumstances. Nationalized Bank Cheque will be accepted.

(h) QR CODE.



- (i) Proof of the payment/receipts may please be shared on WhatsApp mobile No **9168270007** & on mail **mvkp.acc@gmail.com**.

(j) Payment Information.

- (i) The **full course fee** must be paid before the commencement of the training programme unless otherwise approved by the Academy.
- (ii) Admission will be confirmed only after successful fee payment and document verification.
- (iii) Candidates are advised to preserve the official fee receipt for future reference.
- (iv) Payment may be made through the payment methods approved by the Academy (Cash, UPI, Bank Transfer, Debit/Credit Card or other notified modes).
- (v) Once deposited Fees will not be refunded, under any Circumstances

Important Note.

- (i) The course fee covers only the facilities specifically mentioned above. Any personal expenses, travel costs, medical expenses, laundry charges or other incidental expenditures incurred by the candidate during the programme shall be borne by the candidate.
- (ii) The **Defence Career Academy (DCA) SSB Training Centre** reserves the right to revise the fee structure, payment schedule or related policies whenever necessary. Any such changes will be communicated to candidates through official academy notifications in advance.

DCA SSB TRAINING SCHEDULE

(a) Welcome to **Defence Career Academy (DCA) SSB Training Centre**. We are delighted to have you as a participant in our **14-Day Residential DCA SSB Training Programme**.

(b) To ensure a smooth admission process and comfortable stay at the Academy, every candidate is requested to carefully read and follow the joining instructions provided below. Compliance with these instructions will help maintain discipline, safety and efficient conduct of the training programme.

Reporting Instructions.

(c) Candidates must report to the Academy strictly on the date and time mentioned in the official Joining Letter issued by the Admission Office.

Reporting Details

- (i) **Reporting Date** : _____
- (ii) **Reporting Time** : _____
- (iii) **Reporting Venue** : _____

Address:

DEFENCE CAREER ACADEMY (DCA)

Shahapur Banjar, Khojewadi Phata, AS Club to Lasur station Road,
Gangapur, Chhatrapati Sambhajnagar – 431002

DCA SSB TRAINING CENTRE CAMPUS

Notice: Candidates reporting late without prior approval may not be permitted to join the batch.

KIT & EQUIPMENT'S
ITEMS TO BE BROUGHT BY CADET

1. Clothing & Dress Code.

Candidates should bring sufficient clothing suitable for classroom sessions, outdoor activities and physical training.

Recommended Clothing.

- (i) White Round Neck T-Shirts (2–3)
- (ii) White Shorts (2)
- (iii) Track Suit (1 Set)
- (iv) Sports Shoes / Running Shoes
- (v) White Sports Socks(Full length)
- (vi) Casual Wear
- (vii) Night Dress
- (viii) Slippers / Sandals
- (ix) Cap (Optional)
- (x) Raincoat / Windcheater / Umbrella (***During Monsoon***)

Note: Candidates are expected to maintain a neat, clean and disciplined appearance throughout the training programme.

2. Personal Items.

Candidates should carry the following personal essentials:

- (i) Water Bottle
- (ii) Bath Towel
- (iii) Toiletries
- (iv) Soap / Shampoo
- (v) Toothbrush & Toothpaste
- (vi) Comb
- (vii) Lock & Key for Personal Storage
- (viii) Notebook
- (ix) Pens & Pencils
- (x) Highlighter
- (xi) Torch / Flashlight
- (xii) Mobile Charger
- (xiii) Personal Medicines (if prescribed)

Note: Candidates are advised not to carry expensive jewelry/wrist watches.

MEDICAL DECLARATION & FITNESS FORM**COURSE:14-DAY RESIDENTIAL DCA SSB TRAINING PROGRAMME****A. Candidate Information.**

Candidate Name: _____ Batch No. _____

Date of Birth: ____ / ____ / ____ Age: _____ Years Blood Group: _____

B. Medical Information.

Please tick (✓) the appropriate option.

Medical Condition	Yes	No	Medical Condition	Yes	No
Any chronic illness	☐	☐	Epilepsy / Fits	☐	☐
Asthma / Breathing Problem	☐	☐	Recent Surgery	☐	☐
Heart Disease	☐	☐	Bone / Joint Injury	☐	☐
High Blood Pressure	☐	☐	Allergy to Medicines/Food	☐	☐
Diabetes	☐	☐	Any other Medical Condition	☐	☐

If **yes**, please provide details:**C. Current Medication.**Are you currently taking any prescribed medicines? ☐ Yes ☐ NoIf **Yes**, mention the name of the medicine and dosage:**D. Emergency Contact.**

Name of Parent/Guardian: _____ Relationship: _____

Mobile No.: Alternate Mobile No.: **E. Candidate Medical Declaration.**

I hereby declare that the information furnished in this Medical Declaration & Fitness Form is true and complete to the best of my knowledge.

I confirm that:

- (i) I am physically and mentally fit to participate in the classroom sessions, outdoor activities, physical training and other scheduled events conducted by **Defence Career Academy (DCA) SSB Training Centre**.
- (ii) I have disclosed all existing illnesses, allergies, injuries or medical conditions, if any.
- (iii) I shall carry sufficient prescribed medicines for the entire duration of the training programme.
- (iv) I understand that all medicines must be taken only as prescribed by a qualified medical practitioner.
- (v) I agree to immediately inform the Course Coordinator or Academy authorities if I feel unwell, sustain an injury or require medical assistance during the programme.
- (vi) I undertake to follow all health, hygiene, medical and safety instructions issued by the Academy throughout the course.

I understand that providing false or incomplete medical information may affect my safety and may lead to administrative action by the Academy.

Candidate's Signature

Date : ____ / ____ / ____

Place : _____

INDEMNITY BOND / UNDERTAKING**COURSE: 14-DAY RESIDENTIAL DCA SSB TRAINING PROGRAMME****DECLARATION & UNDERTAKING**

I, _____, voluntarily seek admission to the **14-Day Residential DCA SSB Training Programme** conducted by **Defence Career Academy (DCA) SSB Training Centre**.

I hereby declare and undertake the following:

1. I am joining the training programme of my own free will without any pressure, coercion or undue influence.
2. I confirm that I am physically and mentally fit to participate in classroom sessions, outdoor activities, physical training, obstacle training, group tasks and all other activities conducted during the programme.
3. I have truthfully disclosed any existing medical condition, allergy, injury or illness to the Academy. I understand that failure to disclose such information may affect my participation and safety.
4. I understand that the training programme includes physical activities that may involve normal risks associated with outdoor and fitness training. I agree to participate responsibly and follow all safety instructions issued by the instructors.
5. I agree to obey all rules, regulations, discipline, safety guidelines and instructions issued by the Commandant, Course Coordinator, faculty members and authorised staff of the Academy.
6. I understand that **Defence Career Academy (DCA) SSB Training Centre**, its Management, faculty and staff shall not be held responsible for any injury, illness, accident, loss or damage arising out of my negligence, failure to follow instructions or voluntary participation in training activities, except where such loss or injury is directly attributable to proven negligence on the part of the Academy.
7. I accept full responsibility for my personal belongings, money, electronic devices and other valuables brought to the Academy.
8. I understand that violation of Academy rules, misconduct, indiscipline, misrepresentation of facts or submission of false information may result in disciplinary action, including cancellation of admission without any claim against the Academy.
9. I certify that all information and documents submitted by me during the admission process are true and correct to the best of my knowledge.

I have carefully read and understood the contents of this Indemnity Bond and voluntarily agree to abide by all the terms and conditions mentioned herein.

Parent / Guardian Consent

I, _____, being the Parent/Guardian of the above-named candidate, have read and understood the contents of this Indemnity Bond. I give my consent for my ward to participate in the training programme and agree to abide by the terms and conditions stated above.

Signature of Guardian / Parent

Name of Guardian / Parents _____

Signature of Cadet

Relationship with the ward _____

Date : __ / __ / ____

Place : _____

ACCOMMODATION & MESS**1. RESIDENTIAL ACCOMMODATION & MESS FACILITIES.**

The **Defence Career Academy (DCA) SSB Training Centre** provides a safe, disciplined and comfortable **residential environment** to ensure that candidates can focus entirely on their preparation for the **Services Selection Board (SSB) Interview**. Our residential facilities are designed to promote discipline, teamwork, cleanliness and healthy living, reflecting the lifestyle expected in the Armed Forces.

The Academy strives to provide a pleasant and supportive atmosphere where candidates can learn, interact and develop their Officer Like Qualities (OLQs) throughout the 14-Day Residential Training Programme.

2. ACCOMMODATION FACILITIES.

The Academy offers comfortable shared accommodation with essential amenities for all residential candidates.

3. RESIDENTIAL FACILITIES INCLUDE.

- (i) Shared Accommodation with fellow candidates in a disciplined environment.
- (ii) Well-ventilated and clean hostel rooms.
- (iii) Comfortable sleeping arrangements.
- (iv) Common study area for self-study and group discussions.
- (v) Adequate lighting and electrical facilities.
- (vi) Safe drinking water facility.
- (vii) Common washrooms with regular cleaning and maintenance.
- (viii) Basic housekeeping support for maintaining cleanliness and hygiene.
- (ix) Peaceful environment conducive to study and rest.

Note: Candidates are expected to maintain cleanliness, respect shared spaces and follow all hostel rules throughout their stay.

4. MESS & DINING FACILITIES.

The Academy provides hygienic and nutritious meals to support the physical fitness and overall well-being of candidates during the training programme.

5. MESS FACILITIES INCLUDE.

- (i) Hygienically prepared breakfast, lunch and dinner.
- (ii) Morning and evening tea/refreshments (as per the daily schedule).
- (iii) Nutritious and balanced vegetarian/non-vegetarian meals (subject to the Academy's menu policy).
- (iv) Purified drinking water available throughout the campus.
- (v) Clean and well-maintained dining hall.
- (vi) Regular monitoring of food quality and hygiene standards.

Note: Candidates are expected to maintain discipline in the dining hall and avoid wastage of food.

6. CANDIDATE RESPONSIBILITIES.

Every candidate shall:

- (i) Keep hostel rooms neat and clean.
- (ii) Use accommodation facilities responsibly.
- (iii) Maintain cleanliness in rooms, corridors and common washrooms.
- (iv) Follow hostel timings and Academy regulations.
- (v) Respect roommates and maintain a cooperative environment.
- (vi) Take proper care of Academy furniture, fixtures and equipment.
- (vii) Maintain discipline in the dining hall and consume meals only during scheduled timings.
- (viii) Inform the Course Coordinator immediately regarding any accommodation or mess-related concern.

7. IMPORTANT NOTE.

The residential accommodation and mess facilities are provided exclusively for enrolled candidates during the training period. Allocation of rooms shall be at the discretion of the Academy Administration. Candidates are expected to uphold the highest standards of discipline, cleanliness and mutual respect while using these facilities. Any misuse, damage to Academy property or violation of hostel and mess rules may invite disciplinary action as per the Academy's regulations.

Defence Career Academy (DCA) SSB Training Centre is committed to providing a secure, healthy and well-managed residential environment that enables every candidate to concentrate fully on achieving success in the SSB Interview.

EMERGENCY CONTACT INFORMATION**1. EMERGENCY CONTACT & STUDENT SUPPORT SERVICES.**

The safety, security and well-being of every candidate are of utmost importance at **Defence Career Academy (DCA) SSB Training Centre**. To ensure timely assistance during emergencies or any urgent situation, the Academy has established an official support system. Candidates and their parents/guardians are encouraged to use the following contact details whenever immediate assistance is required.

The Academy administration remains committed to providing prompt support regarding medical emergencies, accommodation, training-related issues, safety concerns and other essential services throughout the duration of the residential programme.

2. OFFICIAL EMERGENCY CONTACT DIRECTORY.

Department / Authority	Contact Person	Mobile Number
Course Coordinator	Mr. Samadhan Mangate	7767004004
Administrative Office	Mr. Sagar Hiwarde	7767003003
Hostel Warden	Mr. Santosh Kunde	8146795621
Medical Assistance	Mr. Adsul & Mr. Mohite	9116963404
Security / Emergency Support	Mr. Varma	7030903559

3. OFFICE CONTACT INFORMATION.

DCA SSB Training Centre Address: Defence Career Academy, Shahapur Banjar, Khojewadi Phata, AS Club to Lasur station Road, Gangapur, Chhatrapati Sambhajanagar – 431002

Contact: +91 7767004004 | +91 7767003003 | 080 474 95777

Website: <https://dcassb.org> | **Email:** admission@dcassb.org

4. WHEN TO CONTACT THE ACADEMY.

Candidates or parents may contact the Academy for:

- (i) Medical emergencies or health-related assistance.
- (ii) Accommodation or hostel-related concerns.
- (iii) Reporting delays or travel-related issues.
- (iv) Academic or training-related enquiries.
- (v) Safety or security concerns.
- (vi) Emergency communication with a candidate.
- (vii) Lost and found assistance.
- (viii) Any urgent administrative support.

5. EMERGENCY GUIDELINES.

- (i) Remain calm and immediately inform the nearest Academy staff member.
- (ii) Contact the appropriate Academy authority using the official contact numbers provided above.
- (iii) In case of a medical emergency, notify the Course Coordinator or Hostel Warden without delay.
- (iv) Parents or guardians should use only the official Academy contact numbers for emergency communication.
- (v) Candidates are advised **not to leave the campus during any emergency without permission** from the Academy authorities.

DISCIPLINE & CODE OF CONDUCT

1. Maintaining discipline is an essential part of military training. Every candidate is expected to conduct themselves in a professional, respectful and responsible manner throughout the programme.

Candidates shall:

- (i) Report punctually for all classes and training sessions.
- (ii) Follow the daily timetable without exception.
- (iii) Respect the Commandant, instructors, faculty members and academy staff.
- (iv) Maintain proper discipline inside classrooms, hostel premises and training grounds.
- (v) Wear appropriate dress as instructed by the Academy.
- (vi) Maintain personal hygiene and cleanliness.
- (vii) Keep hostel rooms and common areas clean.
- (viii) Follow all hostel and mess rules.
- (ix) Respect fellow candidates and promote teamwork.
- (x) Protect Academy property and training equipment.
- (xi) Avoid any form of misconduct, bullying, ragging or abusive behaviour.
- (xii) Consume only authorised food and beverages within the campus.
- (xiii) Refrain from smoking, alcohol consumption, tobacco products or any prohibited substances inside the Academy premises.
- (xiv) Obtain prior permission before leaving the campus during the training period.
- (xv) Follow all safety instructions during physical and outdoor activities.

Failure to comply with the Academy's rules and regulations may result in disciplinary action, including suspension or cancellation of training programme.

2. IMPORTANT INSTRUCTIONS.

- (i) Report on time with all required documents.
- (ii) Preserve your Admission Letter and Fee Receipt carefully.
- (iii) Carry only essential luggage.
- (iv) Keep your valuables safe; the Academy will not be responsible for loss of personal belongings.
- (v) Mobile phone usage may be regulated during training sessions.
- (vi) Photography or videography inside the campus is permitted only with prior approval.
- (vii) Follow all instructions issued by the Course Coordinator and Academy Administration.
- (viii) Any emergency contact information should be updated immediately if changes occur.

3. CANDIDATE DECLARATION.

I have carefully read and understood the Joining Instructions issued by **Defence Career Academy (DCA) SSB Training Centre**. I agree to comply with all rules, regulations, safety guidelines and disciplinary requirements during my stay at the Academy.

Candidate's Name: _____

Signature: _____

Date : __ / __ / ____

CAMPUS RULES & REGULATIONS

Campus Rules & Regulations for the 14-Day Residential DCA SSB Training Programme:

The **Defence Career Academy (DCA) SSB Training Centre** is committed to providing a disciplined, safe and professional learning environment that reflects the values and standards of the Indian Armed Forces. Every candidate is expected to maintain exemplary conduct, discipline and mutual respect throughout the duration of the residential training programme.

These rules have been established to ensure the safety, welfare and effective training of all candidates. Every participant must read, understand and strictly comply with the following regulations.

1. DAILY TIMETABLE.

- (a) Candidates must strictly follow the official daily timetable issued by the Academy.
- (b) Attendance in all scheduled activities, including classroom sessions, GTO tasks, physical training, interviews and study periods, is compulsory.
- (c) Candidates should report to every session at least **10 minutes before** the scheduled time.
- (d) Unauthorized absence from any activity may result in disciplinary action.

2. DISCIPLINE.

- (a) Maintain a disciplined and professional attitude at all times.
- (b) Follow the instructions issued by the Commandant, Course Coordinator, faculty members and authorised staff.
- (c) Punctuality is mandatory for all academic, physical and administrative activities.
- (d) Any act of indiscipline, misconduct or insubordination will be viewed seriously.

3. RESPECT & PROFESSIONAL CONDUCT.

Candidates shall:

- (a) Treat faculty members, instructors, staff and fellow candidates with courtesy and respect.
- (b) Maintain dignity and professionalism in speech and behaviour.
- (c) Promote teamwork, cooperation and a positive learning environment.
- (d) Avoid arguments, abusive language, discrimination or harassment of any kind.

4. ATTENDANCE.

- (a) Attendance in all training sessions is compulsory.
- (b) Candidates must sign the attendance register whenever required.
- (c) Leave during the training programme will be granted only under exceptional circumstances with prior approval from the Academy authorities.

5. DRESS CODE.

Candidates shall:

- (a) Wear clean, neat and appropriate clothing as prescribed by the Academy.
- (b) Wear sports attire during physical training and GTO activities.
- (c) Display the Chest number Academy Identity Card while on campus.
- (d) Maintain personal hygiene and a well-groomed appearance throughout the programme.

6. HOSTEL RULES.

All residential candidates are expected to:

- (a) Keep hostel rooms neat, clean and organised.
- (b) Maintain silence during designated study and rest hours.
- (c) Switch off lights, fans and electrical appliances when not in use.
- (d) Take proper care of furniture, fixtures and hostel property.
- (e) Visitors are not permitted, except in emergency.

7. ACADEMY PROPERTY.

Candidates shall:

- (a) Handle Academy property with care.
- (b) Avoid damaging classrooms, hostel rooms, furniture, sports equipment or training materials.
- (c) Report any accidental damage immediately to the Course Coordinator.
- (d) Candidates will be held responsible for intentional damage to Academy property.

8. CLEANLINESS & HYGIENE.

Every candidate is expected to:

- (a) Maintain personal cleanliness.
- (b) Keep classrooms, hostel rooms, dining areas and washrooms clean.
- (c) Dispose of waste only in designated bins.
- (d) Follow hygiene practices to maintain a healthy campus environment.

9. SAFETY GUIDELINES.

Safety is the responsibility of every candidate.

Candidates shall:

- (a) Follow all safety instructions during physical training, obstacle courses and outdoor activities.
- (b) Use training equipment only under the supervision of authorised instructors.
- (c) Immediately report any injury, illness or unsafe condition to the Course Coordinator.
- (d) Never participate in any activity that has been declared unsafe by Academy staff.

10. MOBILE PHONE & ELECTRONIC DEVICES.

- (a) Mobile phones are to be deposited at gate.
- (b) Photography or videography within the Academy premises is prohibited unless authorised.
- (c) Candidates are responsible for the safety of their personal electronic devices.

11. PROHIBITED ACTIVITIES.

The following are strictly prohibited within the Academy premises:

- (a) Ragging, bullying or intimidation.
- (b) Smoking, consumption of alcohol, tobacco or any prohibited substances.
- (c) Possession of weapons, hazardous materials or illegal items.
- (d) Gambling or any unlawful activity.
- (e) Use of abusive or offensive language.
- (f) Any behaviour that disrupts the discipline or reputation of the Academy.

Violation of these rules may lead to immediate disciplinary action, including suspension or termination from the training programme.

12. MEDICAL & EMERGENCY PROCEDURES.

- (a) Inform the Academy immediately in case of illness, injury or any medical emergency.
- (b) Carry prescribed medicines, if applicable.
- (c) Follow the directions of Academy authorities during emergencies.
- (d) Cooperate fully during emergency drills and evacuation procedures.

13. LEAVE & CAMPUS EXIT.

- (a) Candidates shall not leave the Academy campus without prior written permission from the Course Coordinator or Commandant.
- (b) Overnight absence without permission is strictly prohibited.
- (c) Parents or guardians should coordinate with the Academy before requesting early departure.

14. GENERAL CONDUCT.

Every candidate is expected to uphold the values of:

- (a) Discipline
- (b) Integrity
- (c) Responsibility
- (d) Teamwork
- (e) Respect
- (f) Patriotism
- (g) Leadership

Candidates should conduct themselves in a manner befitting future officers of the Armed Forces and strive to maintain the highest standards of behaviour throughout the programme.

15. DECLARATION BY CANDIDATE.

I have carefully read and understood the **Campus Rules & Regulations of Defence Career Academy (DCA) SSB Training Centre**. I agree to abide by all rules, policies, instructions and disciplinary requirements during the 14-Day Residential SSB Interview Training Programme. I understand that violation of these rules may result in disciplinary action, including suspension or cancellation of my admission.

Date : ____ / ____ / ____

Candidate Signature

DECLARATION**1. DECLARATION & INSTITUTIONAL POLICY:**

The information contained in this Prospectus has been prepared to provide prospective candidates and their parents/guardians with a comprehensive overview of the **14-Day Residential DCA SSB Training Programme** conducted by **Defence Career Academy (DCA) SSB Training Centre**. Every effort has been made to ensure that the information provided is accurate and up to date at the time of publication.

The Academy is committed to maintaining the highest standards of training, discipline and administration. However, in order to continuously improve the quality of training and to meet operational, academic or administrative requirements, the Academy reserves the right to revise, amend or modify its policies whenever considered necessary.

Accordingly, **Defence Career Academy (DCA) SSB Training Centre** reserves the right, without prior notice, to:

- (a) Modify the course schedule, daily timetable or duration of training activities.
- (b) Revise or update the training curriculum, teaching methodology and practical sessions.
- (c) Reassign faculty members, instructors, mentors or administrative staff based on operational requirements.
- (d) Change accommodation arrangements or room allocations whenever necessary.
- (e) Modify mess facilities, meal schedules or other residential services.
- (f) Revise admission procedures, documentation requirements and eligibility criteria.
- (g) Amend campus rules, discipline policies, safety guidelines and hostel regulations.
- (h) Organize additional training sessions, workshops, mock assessments or guest lectures for the benefit of candidates.
- (i) Suspend, postpone or reschedule any activity due to weather conditions, safety concerns, government directives or unforeseen circumstances.
- (j) Introduce new policies, procedures or facilities in the interest of effective institutional management and candidate welfare.

The Academy expects every candidate to comply with all rules, regulations, instructions and decisions issued by the Management, Commandant, Course Coordinator and authorised officials during the training programme.

Submission of the Admission Form and acceptance of admission shall be deemed as confirmation that the candidate and their parent/guardian have carefully read, understood and accepted all the policies, rules, regulations and conditions contained in this Prospectus and any subsequent instructions issued by the Academy.

The decision of the **Management of Defence Career Academy (DCA) SSB Training Centre** regarding matters relating to admission, discipline, administration, accommodation, training, safety and institutional policies shall be final and binding.

2. CANDIDATE & PARENT/GUARDIAN ACKNOWLEDGEMENT:

We hereby declare that we have carefully read and understood the rules, regulations, policies and instructions of **Defence Career Academy (DCA) SSB Training Centre**. We agree to abide by all Academy guidelines throughout the duration of the training programme and understand that any violation may result in disciplinary action as per the Academy's rules.

Candidate Name: _____

Candidate Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date : ____ / ____ / ____

Place : _____