

No: NCAF/SFC/REG/JI-010

Date: 24 August 2025

Dear Candidate,

Greetings from the National Communications Academy- Finance, New Delhi!

As you stand on the threshold of a new chapter in your lives, we extend our heartfelt congratulations on your hard-earned success in one of the toughest examinations of the country. Your selection for this righteous path signifies not just an achievement, but a calling to embody the spirit of selfless service and unwavering dedication. The Academy congratulates you on this journey of lifelong learning and service to the nation with a lot of hope and warmth.

2. Your journey as Officer Trainee into the realm of governance begins with the Special Foundation Course being conducted by the National Communications Academy - Finance, New Delhi, under the aegis of the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie. This flagship training program, designed to orient new recruits from various civil services, lays the foundation upon which a career in civil service is built.

3. The Special Foundation Course (SFC) at National Communications Academy- Finance (NCA-F) will commence on **15th September 2025** (Monday) and culminate on **5th December 2025** (Friday). However, you will be required to report at the Academy prior to the Course Commencement Date for the completion of joining formalities. Given the likely large number of course participants, the aforementioned processes will be conducted in a staggered manner over two days for smaller batches of Officer Trainees tentatively starting from **11th September 2025**. The **reporting date-wise list of candidates will be posted on the Academy's website in due course**. Please note that it is **compulsory** to report at the Academy on the allocated date.

4. Please note that **entry into the Academy premises is strictly restricted. Entry is permitted only for the Officer Trainees. Any family member, friend or accompanying person will not be allowed inside the campus under any circumstances.** In view of this, Officer Trainees are encouraged to **travel independently** from the station or airport to the Academy.

5. A prerequisite for participation in the SFC is prior registration on the Academy's portal (<https://ncafreq.tevatrontech.com/>). Please peruse the enclosed instructions to register yourself for the SFC. **Registration is likely to open on 25th August 2025 and close on 5th September 2025.** Further, please note that at this point, it would suffice to fill in the **Main Form** component of the Registration form. Other attached forms may be filled and brought on the date of reporting. You are advised to visit <https://www.nicf.gov.in> regularly for further updates. You may also write to us at support@ncafraining.org for registration related queries).

6. We are also sharing herewith, documents that will help you understand requirements and expectations from Officer Trainees on different aspects of the Special Foundation Course (The documents will be visible after registering for Special Foundation Course). Please peruse these documents carefully and fill the registration form: -

- I. Annexure-I: - About the Special Foundation Course
- II. Annexure-II: - Joining formalities and information
- III. Annexure-III: - Clothing, Dress Code and miscellaneous matters.
- IV. Annexure-IV: - Subscription to Clubs, Societies and Houses
- V. Annexure-V: - Check list for submission of forms/ documents

7. The Academy is committed to securing a barrier-free and enabling environment for specially-abled candidates. Course participants may please contact— **support@ncafraining.org** for further communication on the matter.

8. It may also be noted that in addition to registration, mandatory “**Prarambh Module**” based on selected 23 courses from IGoT is to be completed before **25th September 2025** and the certificates to be uploaded in the Course Management System Portal, the details of which will be shared with you in due course. Please note that this will be part of the final evaluation.

9. Further, it may be noted that every course participant must carry a **personal laptop** preloaded with the following applications/software:

- I. Operating System: Windows 10 /11
- II. MS Office: MS Office 2016 or higher version. MS Office should not be the Starter Version. It must include MS Word, MS PowerPoint and MS Excel
- III. Project Management Software: MS Project 2016

10. The Academy will not be able to provide PCs/laptops for the ICT classes and it is mandatory for course participants to bring their own laptops for ICT classes.

11. Finally, it is important to underscore at the outset that the Special Foundation Course will be fairly rigorous with substantial academic input, co-curricular and extracurricular activities, field immersions and a plethora of cultural/social/outdoor events packed into a tight schedule. Please do not expect the luxury of leisure or time. Further, you are strongly advised to attend to pressing commitments or engagements, if any, before the commencement of the course, as the **SFC will be a NO LEAVE course**.

12. The conduct of Civil Servants is very important for overall governance and development of the nation. The SFC at the Academy also lays special emphasis on conduct of the Officer Trainees. You are advised to go through the various films/documents pertaining to the course to apprise yourself and prepare yourself according to the desired expectations.

On behalf of the Academy and the Course Team, I wish you the very best and look forward to meeting you at the Academy soon.

Yours sincerely



(Shailesh Bansal)
Course Coordinator
Special Foundation Course
National Communications Academy – Finance
New Delhi



ANNEXURE– I

Special Foundation Course

(15th September 2025 – 5th December 2025)

1. About the Course

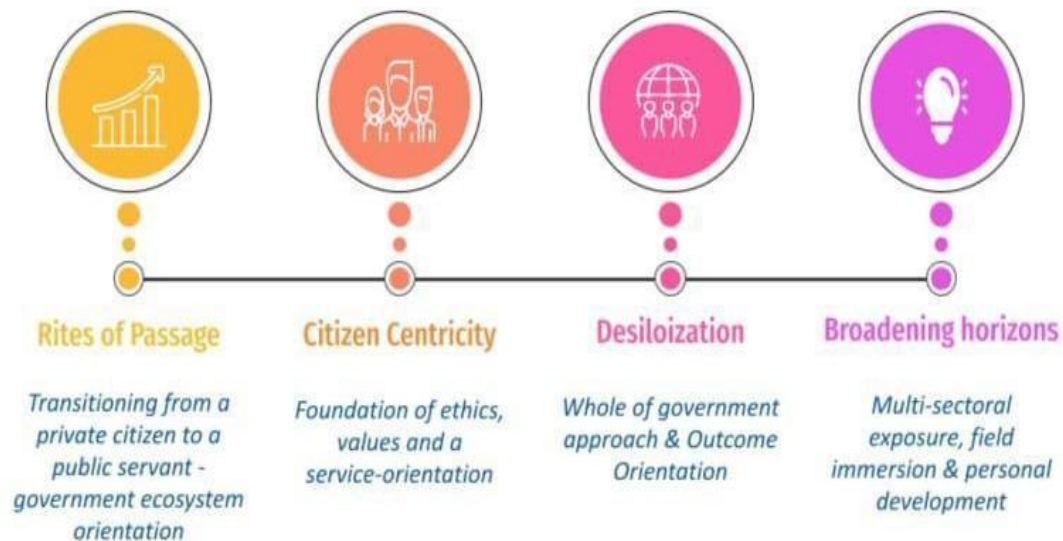
The Special Foundation Course (SFC) scheduled to be conducted at **National Communications Academy - Finance, New Delhi**, will be organized in overall guidance and in collaboration with the **Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie**. This program will bring together newly inducted Officer Trainees from the All-India Services and Central Civil Services into a common learning experience, designed to mark their transition from private individuals to public servants. Structured as a rite of passage, the course seeks to instill in them the foundational values, principles, and orientation essential for a career in public service.

The Foundation Course has adapted to the evolving challenges of governance while remaining deeply rooted in the core values of integrity, inclusivity, discipline, and public service. This Special Foundation Course holds special significance as it coincides with the 100th iteration of Foundation Course organized by LBSNAA, Mussoorie, since the Foundation Program's inception in 1959. This SFC at NCA-F represents the continuity of India's administrative vision and reaffirms the Academy's steadfast commitment to nurturing ethical, competent, and citizen-centric civil servants for a dynamic and diverse democracy.

The foundational underpinnings of the course and the driving force of course design, consequently, are the values of **Ability, Anonymity and Austerity** that together are vital to the engineering of citizen servants seeped in the ethos of public service. Further, in a major thrust towards desiloization and the whole of government approach that Mission Karmayogi strives towards, fostering esprit de corps among different services represented in the course is one of the vital deliverables of this SFC. The course is so structured that group-based experiential learning, shared activities and experiences foster the emergence of lasting, informal bonds of camaraderie that help civil servants in navigating across departmental and institutional silos and layers of government to deliver greater efficiency and impact.

Finally, by providing exposure to national and international thought leaders, the SFC aims at broadening horizons of thought and action for young civil servants who must think global and act local to be effective and bring about sustainable change.

2. General Objectives of Special Foundation Course



The main objectives of the Special Foundation Course are:

- To orient Officer Trainees to the administrative, social, economic and political environment of the country.
- To make Officer Trainees aware of the challenges and opportunities within the Civil Services.
- To promote overall development of desirable personality traits of the Officer Trainees. i.e. intellectual, moral, physical and aesthetic (discipline and conduct better word).
- To foster greater coordination among the members of different Civil Services by building esprit de corps.
- To provide exposure to the best possible teaching material and resource persons to facilitate the Trainees' professional, intellectual and emotional growth.
- To provide the Trainee with an environment that encourages enquiry and freedom of thought, yet imbued with discipline, to foster intellectual growth and all-round development.

3. Learning Outcomes

At the end of the Foundation Course, an Officer Trainee will be able to:

- a) Exhibit appropriate values, ethical standards, norms of behavior and personal conduct becoming a Civil Servant who is impartial, principle-centered and value-driven.
- b) Have an appreciation of the principles of good governance and their application to meet the needs of the citizens of India.
- c) Display basic administrative skills, knowledge and competencies required for his/her job.
- d) Apply concepts from the field of economics, law, management, public administration, political theory & constitutional law and Information Technology to administrative situations.
- e) Use Information Technology as an office productivity tool and learn the application of computer software packages.
- f) Have a greater appreciation of the interrelationships between the administrative, political, economic and social environment and the implications of governmental action on the nation's socio economic system.
- g) Work in coordination with others and imbibe the esprit de corps of the services.
- h) Appreciate the country's rich traditions, history, culture and diversity and develop an all- India perspective.
- i) Develop a well-rounded personality through participation in extracurricular activities.
- j) Imbibe the spirit of physical fitness to maintain a healthy body and mind.

These learning outcomes will be achieved by providing exposure to the best possible teaching material and resource persons to facilitate the Officer Trainees' professional, intellectual and emotional growth.

4. Course Design

The Special Foundation Course follows a modular structure for the delivery of inputs on domain, functional and behavioral competencies. The on-campus modules are interspersed with field-immersion activities like the attachment with the Army/ CAPF, Vibrant Villages and Aarambh.

Further, outdoor activities like Local Treks, Sports, Yoga, Running and P.T are integral components of the course design. The course features an extracurricular module which affords opportunity to learn new skills outside of the academic framework. Further, cultural and sports events like the India Day, Sports Meet, Athletic Meet, Fete and One Act Play bring in the vibrancy of diversity and vigor to life at the Academy.

A brief of the modules that constitute a part of the course is presented in the following paragraphs:

- a) **Deconstruction Module:** The purpose of the Deconstruction Module is to disaggregate the context of governance, to enable Officer Trainees to deeply empathize with the myriad stakeholders and issues that they must understand and respond to, in the governance ecosystem. The aim is to break the preconceived notions if any and sensitize the Officer Trainees about the ground reality through unlearning and relearning.
- b) **Office Procedure & Effective Management:** It acquaints the Officer Trainees with the General office procedure, writing notes and drafting official letters, handling RTI matters & redressal of public grievances. Overall, it helps them understand and streamline communication processes within the administration, efficiently handle official work in government organizations, and maintain proper file management.
- c) **Law:** The objective behind learning Law at the Academy is to equip Officer Trainees with the understanding, interpretation and application of basic principles of law. The module helps the Officer Trainees to understand the structure and hierarchy of courts and their functioning, ADR mechanisms, principles of contract, and get introduced to procedural practices under civil and criminal codes and some important social legislation.
- d) **Basic Economics for Administrators:** The Academic input in Economics during the SFC aims to familiarize participants with fundamental principles governing market operations and the behavioral dimensions of Public Policy. Its objective is to enable participants to identify and comprehend the underlying mechanisms that drive market dynamics and gain a basic understanding of principles pertaining to public policy.
- e) **Urban Module:** It acquaints the Officer Trainees with a comprehensive understanding of cities, including municipal corporations, public services, urban planning, and population density. It broadly helps them understand their role as urban administrators and the key areas that should be focused on for effective urban development.
- f) **Human Resource Management:** The module provides Officer Trainees with comprehensive insight into essential aspects of their service, acquainting them with probation rules, conduct rules, discipline, appeal rules, and the conduct of disciplinary proceedings, along with addressing various HR issues. It acquaints them with these regulations and procedures and helps them in gaining a nuanced understanding of the nature of their service, ensuring they are well-prepared to navigate the complexities of their roles with integrity, professionalism, and adherence to

established norms and standards.

- g) **Participatory Learning Activities & Field Immersion:** During the Foundation course, PLA plays a crucial role in field immersion, offering trainees the chance to reside in villages and engage extensively with rural communities to grasp their concerns and priorities. PLA equips them with a structured approach, enabling a thorough study of rural life and enhancing their capacity to address community needs effectively. The diverse components of PLA empower trainees to actively engage with communities, investigating, analyzing, and evaluating constraints and opportunities. This, in turn, facilitates informed and timely decision-making regarding development processes and projects. The module comprises dedicated in-class sessions covering PLA overview and methods, and the remaining allocated for field immersion.
- h) **Social Media & Communication:** The module is designed in such a way as to equip the Officer Trainees with the insights and digital tools required in this digital age. It is expected that officer trainees understand about the social media outlets and other forms of public communication platforms, their potential and power in issue campaigns. Additionally, the module focuses on methods and strategies for public communication and engagement with the public. This comprehensive module aims to equip trainees with the necessary skills and knowledge for effective public interaction.
- i) **Leadership & Personality Development:** The module empowers officer trainees with essential tools to become effective and adaptable leaders in their respective fields, primarily focusing on exploring the concepts and theories of leadership, emotionally intelligent leadership, and understanding the dynamics of situational leadership.
- j) **Financial & Project Management:** The module provides a comprehensive understanding of the principles and practices of financial and project management, aiming to equip OTs with the skills necessary to make informed decisions and proficiently manage resources. It delves into crucial areas including general principles of financial management, commercial accounts and procurement, project management tools and techniques, analyzing accounts of government societies and cooperatives, and understanding variances in physical and financial progress in the completion of public sector projects.
- k) **Negotiation Skills:** This module enriches the knowledge about negotiation skills in order to bring more effectiveness at the workplace. It enables the Officer Trainee to prepare effectively for negotiations- theory and practice, analyze various negotiation situations, sustainable deal

design and various negotiation situations.

- l) **National Security:** The National Security module offers officer trainees a holistic perspective on the intricate security dynamics prevalent in regions such as Jammu and Kashmir (J&K) and the North-east (NE). By engaging in thorough analysis, examining case studies, and participating in meaningful discussions, trainees develop a comprehensive understanding of these complex security challenges. Their expertise and capabilities will play a vital role in ensuring the security and safety of the country and its citizens.
- m) **Ethics:** The module aims to cultivate a strong ethical foundation and equip the Officer Trainees with the necessary tools to navigate complex ethical dilemmas they may encounter in their roles. The session covers fundamental ethical theories and principles, encouraging critical thinking and reflection. They learn to identify ethical challenges, analyze the implications of different courses of action, and make informed decisions that prioritize ethical considerations.
- n) **Viksit Bharat Talks:** The SFC features a series of talks by distinguished speakers addressing various issues of national and global interest, with a particular focus on topics such as good governance, the Indian economy, gender roles and insights from eminent personalities including Bharat Ratna recipients, and Padma Awardees. Through these sessions, participants will have the opportunity to gain valuable insights, broaden their perspectives, and engage in thought-provoking discussions aimed at enriching their understanding of key contemporary issues and fostering a deeper appreciation for diverse viewpoints and experiences.
- o) **Information Technology:** Given the transformative impact of Information Technology, the SFC places a strong emphasis on practical computer knowledge to equip officer trainees with the required digital knowledge and tools to maneuver this digital era. By the culmination of the course, trainees will have acquired proficient computer handling skills, including typing proficiency and familiarity with diverse software applications, enabling them to navigate and leverage technology with confidence in their professional pursuits.
- p) **Citizen Centricity and Good Governance:** The module places citizens' needs, interests, and well-being at the forefront of public administration, emphasizing the importance of *Janbhagidari* and citizen engagement to foster a sense of pride, ownership, and enthusiasm among the public. It also focuses on redressal of public grievances and public service delivery, aiming to ensure ease of living for citizens. Trainees will acquaint themselves with these concepts and practices

throughout the sessions.

- q) **Atma Nirbhar Bharat Module:** The module offers a comprehensive understanding of the roles played by various stakeholders in building *Atma Nirbhar Bharat*, highlighting the private sector's crucial role in economic growth and development. It also explores the opportunities and bottlenecks within the entrepreneurial ecosystem.
- r) **Monitoring and Evaluation of Public Programs:** The module acquaints Officer Trainees with essential concepts such as Monitoring and Evaluation (M&E) framework, Theory of Change, and Impact Evaluation, providing them with a solid foundation in understanding how to assess and measure program effectiveness. This knowledge equips them with valuable skills for informed decision-making and effective program management, ensuring they are well- prepared to contribute meaningfully to development initiatives.
- s) The **Indian Knowledge Systems (IKS)** module acquaints Officer Trainees with India's rich intellectual, cultural, and philosophical traditions, highlighting their continuing relevance for governance and public administration. It covers areas such as ethics and jurisprudence, sustainable living practices rooted in Ayurveda and Yoga, indigenous approaches to science and knowledge, traditional education systems, games and community-centric governance models, while also illustrating how these traditions have fostered resilience, inclusiveness, and adaptability across centuries. By engaging with IKS, Officer Trainees are encouraged to appreciate governance as part of a wider civilizational continuum, where traditional knowledge complements modern practices and inspires innovative, context-sensitive approaches to administration and leadership.

5. Out-of-campus Components

- a) **Field Immersion Programme:** The comprehensive “**Field Immersion Programme**” within the SFC, is significant not only because it exposes Officer Trainees to the grass- root realities of India through structured study but also because it offers them the opportunity to engage extensively with the citizens, gaining insights into their concerns and priorities.

In addition to rural exposure, the program emphasizes the importance of urbanization and the needs of urban areas. In the urban component of the Field Immersion, the trainees will visit the district headquarters and associated urban local bodies, followed by visits to larger panchayats

and eventually smaller villages. The objective of this revamped program is to assess and understand daily life in villages as well as urban areas across the country.

Methodology: The Officer Trainees will be given inputs on Data Collection & Analysis, Rural development programs, Social Sector, Role of NGOs, PRA techniques, etc. to equip them adequately for the visit. Officer Trainees are expected to conduct a survey in the field as per the guidelines provided to them. In return, they will submit individual as well as group reports of the activities, executive summary, findings and recommendations and make group presentations, which will be graded on both the data collected and the quality of analysis.

b) **Himalayan Study Tour:** The study has been designed to give a broad understanding of lives in border and hilly areas. It has 3 components, with the objective to expose the Officer Trainees to the ways of life in the frontier villages and at the same time give an experience of the work of the forces guarding our borders.

a. **The Himalayan Trek:** Exposure trek is meant for team building & nature immersion. The three-day trek to remote hilly location is designed to cultivate esprit de corps among Officer Trainees while promoting physical fitness, mental alertness, resilience in facing adversities, and fostering strong team building. By challenging trainees to navigate rugged terrain, overcome obstacles, and collaborate effectively, this initiative aims to strengthen bonds, build character, and enhance individuals and collective capacities to tackle challenges in both professional and personal spheres.

b. **Attachment to Vibrant villages:** The visit to remote hilly villages to sensitize trainees about the hardships faced by citizens at remote distances and explore opportunities for promoting border tourism and initiating livelihood activities to uplift the standard of living in these remote areas. By identifying and leveraging the unique cultural, natural and geographical assets of these regions, this initiative seeks to create sustainable economic growth, empower local communities, and enhance the overall well-being of the inhabitants with outcomes such as economic diversification, economic upliftment, cultural preservation, promoting security and infrastructure Development and community empowerment.

c. **Attachment with the Armed Forces / Central Armed Police Forces (CAPF):** The attachment with the armed forces aims to foster better understanding, cooperation and synergy between civilian officers and military personnel. By experiencing the operations,

culture and challenges of the armed forces first-hand, officers can gain valuable insights that enhance their ability to collaborate effectively in areas of mutual interest. The desired learning will be Enhanced collaboration, shared learning, network building and national security awareness.

- c) **Ekta Diwas:** Officer Trainees may be deputed to Ekta Nagar, Gujarat for the Ekta Diwas event. Apart from visiting Statue of Unity, the iconic tribute to the Iron Man of India - Sardar Vallabhbhai Patel, the OTs will have the opportunity to listen to some of the exemplary leaders deliberate upon issues of national and global relevance, and also become a part of the Ekta Diwas celebrations. They will also be having an immersive experience in and around the places.

6. Foundation Course - Skill Enrichment Components

- a) **ECM Module:** Weekly opportunities to learn and/or provide avenues to express one's creativity are also an integral part of the campus activities. Opportunity to pick up skills of Dance, Guitar, Photography, Painting/Sketching, Vocal Music, Theatre/Acting will be provided depending upon number of interested candidates. The Academy engages experts in these fields for the benefits of the Officer Trainees and the best use of their availability must be made.
- b) **Counsellor-led Group Sessions:** All Officer Trainees will be divided into groups. Each Group will have one or more faculty members associated with them as mentors/ guides. House Group competitions will take place for various events such as Athletics. Individual achievements of group members will also go towards the assessment of the best group at the end of the SFC.
- c) **One Act Play, Bharat Diwas, Amritotsav & Cultural Programs:** A variety of cultural activities for Officer Trainees (OTs) will be organized during SFC, prioritizing group participation to foster esprit de corps and break regional and linguistic barriers. These activities include cultural evenings, Bharat Diwas, One Act play & Amritotsav. Eminent artists are often invited to perform, enriching the appreciation of Indian culture's diversity. A significant highlight is "Bharat Diwas," where trainees showcase the diverse culture, customs, arts, and cuisine of India's regions, fostering national pride and cultural sensitivity. Additionally, the One Act Play competition provides OTs a platform to express their theatrical talents. Through these activities, trainees gain an appreciation for the richness of Indian culture while strengthening community

bonds.

7. Fitness and Health Pedagogy

Fitness and Health pedagogy predicated on the objectives of promoting endurance, strength, stamina and flexibility is one of the cornerstones of the course design of the Special Foundation Course. All Officer Trainees have to undergo a mandatory series of well-designed combinations of outdoor activities and will be tested at the end of the course. The following components will be part of the fitness program:

- a) Pre-course, mid-term and course completion assessments
- b) Intervention via physical fitness activities at the Academy
- c) Monitoring of progress

In line with the mandate of Mission Karmayogi, the fitness journey of Officer Trainees at the Academy commences with pre-course fitness assessment. As a part of morning activities, structured regimes have been designed to enable officer trainees to work on core competency of stamina, endurance, strength & flexibility. The officer trainees are mandated to complete the task given on above four parameters by the end of the course.

8. Outdoor and Fitness

- a) **Sports:** The Academy has a well-equipped gymnasium, tennis court, badminton court, squash court, table tennis, billiards, cricket & football ground and cycling facilities. Coaches will be engaged to provide proper coaching and Officer Trainees must make the best use of their expertise.
- b) **Athletics Meet:** This is a major event during SFC and participation of all Officer Trainees is mandatory. In this Meet, various track and field events are organized. It is an occasion for Officer Trainees to test and display their athletic prowess, which in turn will contribute to Tutor group points.
- c) **Sports Meet:** A house event will transform the serene campus into a hub of sports and competitive spirit. It features a diverse array of intense team sports like cricket, basketball, volleyball etc. Beyond fostering physical fitness and agility, the sports meet is a cornerstone for building camaraderie and teamwork among the OTs.

- d) Cross Country Run:** This inter-House event tests physical and mental resilience to foster a sense of accomplishment and camaraderie among Officer Trainees.

9. Conduct

As the youngest officers of the civil services, the entire gamut of Officers and Public, expects Officer Trainees to display the highest standards of Professionalism. The Academy will hold the Officer Trainees to those standards for the entire duration of the SFC. A thorough and comprehensive explanation of the code of conduct in the Academy to every Officer Trainee will be given during the course briefing. The *Shishtachar* and Course Manual elaborates in detail about the Do's and Don'ts. Any infraction will be dealt strictly as per established procedures.

The following is an indicative list of activities which will be construed as acts of indiscipline-

1. Turning up late for mandatory sessions/Lectures/PT/Sports/Yoga/ Scheduled Activities/Departures.
2. Unauthorized absence from mandatory sessions/ Lectures/ PT/ Yoga/ Sports / Scheduled Activities.
3. Conduct/behavior unbecoming of an Officer.
4. Inappropriate turnout (dressing).
5. Willful disturbance in class/other scheduled activities (Talking / Unruly behavior or disturbance / reading / sleeping)
6. Misbehavior with the Faculty/academy staff/coaches/mess workers.
7. Causing damage to institutional property.
8. Entry/Exit in Academy Campus after designated hours.
9. Consumption of liquor/alcohol/intoxicants and smoking in Campus.

10. Social Media

The term 'Social Media' referred to herein includes any web or mobile-based platform that enables an individual or agency to communicate interactively and enables exchange of user- generated content. The following guidelines for the use of social media are made in conformity with the

Framework & Guidelines for Use of Social Media for Government Organizations by the Department of Electronics and Information Technology, Ministry of Communications & Information Technology in the Government of India. All Officer Trainees are mandated to adhere to these strictly:

Pictures/Videos and Digital Content of Any Kind:

- Taking pictures/videos of the classrooms or any pictures/videos during any class is strictly prohibited.
- In general, outside class, while taking pictures/videos seek the permission of the persons who are being photographed or video graphed.

Sharing Pictures/Videos and Digital Content

- Sharing of digital content which involves/includes the Academy campus and/or activities organized by the Academy during the training period, on any social media platform is to be avoided as these are in the nature of official premises/activities.
- The digital content referred to above includes but is not restricted to posts (in any of the forms mentioned above) of the rooms allotted in the Academy's hostels to OTs, the kits, food, official visits, any other articles or study material given to the OTs during their training period or a post including any of the above.
- Once you are in the civil service, you are thrust into the public eye. Therefore, nothing that you say or share is personal anymore. Therefore, think before posting and forwarding it. OTs are urged to keep in mind that inappropriate content that embarrasses Government rules and regulations can be construed as misconduct. Therefore, it is in the interest of OTs that they read and know the Conduct Rules very well and also that they do this before engaging in any social media activities.
- Consider the content carefully. With cell phones, the urge to post immediately is high. Please note that once you post some content on social media, it hardly takes a few seconds for it to go viral. There is no way to delete it even if you want to later on.
- Do not blindly share or forward content whose veracity is not confirmed. It is best to use discretion in all such cases.

Digital *Shistachar*

The Academy has strict ‘Gadget Free Zones’ where usage of gadgets and in particular mobile phones is restricted. Besides, the Academy follows strict protocol regarding usage of mobile phones. All Officer Trainees are expected to follow the same.



ANNEXURE– II

Joining Formalities and Information for the Special Foundation Course

[15th September 2025 – 5th December 2025]

This document contains details regarding the joining formalities for admission to the Special Foundation Course (SFC) and other relevant information to facilitate your preparation to report for the Special Foundation Course at the Academy.

1. Course Details

a) Course Duration: 12 Weeks

b) Date of Reporting at the Academy: 11th- 12th September, 2025

c) Course Inauguration and commencement of classes: The Special Foundation Course will officially commence from 15th September 2025. The program details for the formal course inauguration will be circulated separately. The dress code for the Inaugural Program will be Ceremonial.

2. Arriving at the Academy

a) Location of the Academy:

The Academy is situated on the Mehrauli - Gurgaon Road opposite SSB Camp in Ghitori, New Delhi. The nearest railway station is New Delhi Railway Station (27 kms), ISBT (Inter State Bus Terminus) is at Kashmere Gate (30 kms) and the nearest airport is IGI Airport, New Delhi (16 kms).

b) Reaching the Academy

 **From Kashmere Gate ISBT (Inter State Bus Terminal)**

By Metro (Recommended):

1. Take the **Violet Line Metro** from *Kashmere Gate* towards *Central Secretariat*.
2. Change at *Central Secretariat* to the **Yellow Line** (towards HUDA City Centre).
3. Get down at **Arjangerh Metro Station**.
4. Exit towards **Metro Pillar No. 152 (Anand Gram side)**. NCA-F is located **just opposite the pillar** on Mehrauli–Gurgaon Road.

 Approx. Travel Time: 55–65 minutes

By Road (Taxi/Car/Bus):

- Take the Ring Road → AIIMS → Qutub Minar → Chhatarpur → Ghitorni (Mehrauli – Gurgaon Road).

 Approx. Travel Time: 60–75 minutes (depending on traffic conditions).

 From New Delhi Railway Station (NDLS)

By Metro- Ajmeri Gate side (Recommended):

1. From *New Delhi Metro Station*, take the **Yellow Line Metro** (towards HUDA City Centre).
2. Get down at **Arjangerh Metro Station**.
3. Exit towards **Pillar No. 152 (Anand Gram side)**. NCA-F is just opposite the pillar.

 Approx. Travel Time: 35–40 minutes

By Road (Taxi/Car):

Route: Connaught Place → Rajiv Chowk → Janpath → AIIMS → Qutub Minar → Chhatarpur → Ghitorni (Mehrauli–Gurgaon Road).

 Approx. Travel Time: 60-75 minutes (depending on traffic conditions).

 From Indira Gandhi International Airport (IGI Airport – T3/T2/T1)

By Metro (Recommended):

1. Take the **Airport Express Metro** from *IGI Airport* to *New Delhi Metro Station*.
2. Change to the Yellow Line (towards HUDA City Centre).
3. Get down at **Arjangerh Metro Station**.
4. Exit towards **Metro Pillar No. 152 (Anand Gram side)**. NCA-F is located opposite the pillar.

 Approx. Travel Time: 50–60 minutes

By Road (Taxi/Car):

- Take NH-48 (Delhi–Gurgaon Expressway) → Exit at *Rajokri* → Take Mehrauli–Gurgaon Road → Reach Ghitorni.

- 🕒 Approx. Travel Time: 25–40 minutes.

✓ **Nearest Landmark:** *Opposite Metro Pillar No. 152, Anand Gram, Ghitorni, New Delhi*

✓ **Nearest Metro Station:** *Ghitorni & Arjangarh Metro Stations (Yellow Line)*

3. Entry into the Academy Campus and the Process of Joining

For your convenience, the Academy has divided your joining process into following steps: -

Step 1: Reporting at the NCA-F Hostel

- i. You will report directly at the Check-in Counter and show the following two documents: i) a valid photo Identity (ID) card, and ii) original letter of appointment received from DoPT. Directions and signage will be put up at appropriate locations to facilitate your arrival.
- ii. On the day of arrival at the Academy (11th- 12th September, 2025) only OTs will be allowed access into their respective venues/accommodations. **The Academy will not allow access to any relatives/friends/parents accompanying the OTs, into the Academy premises** or make arrangements for their stay and boarding.
- iii. For differently abled OTs, necessary facilities will be available and a request for it can be made at the Main Gate.

Step 2: Joining Formalities

At the time of online registration, you are required to download all forms/documents given therein, fill them and upload the signed and scanned documents to the registration portal. The checklist of these documents is given at Annexure-IV.

- i. At the time of arrival at the Academy, OTs shall bring the originally signed forms/documents with him/her in one envelope (two sets of each form). This envelope will be dropped in a box kept for this purpose.
- ii. The envelope dropped in the box by OTs should have the following mentioned on the cover for easy identification: -

- a. Name of OT (Block Letters) English -----
- b. Name (in Hindi) Hindi -----
- c. Your UPSC CSE 2024 Rank and Roll Number -----
- d. Service -----
- e. Mobile Number -----

4. Residential Accommodation

- a. SFC is a fully residential training programme, hence all candidates are compulsorily required to stay in the accommodation allotted by the Academy during the entire course.
- b. The monthly charges for accommodation and other facilities (inclusive of water, electricity charges) are Rs. 275/- per officer trainee. OTs would be required to deposit the amount, in cash, at the Hostel Reception, NCA-F before getting relieved from the Course.
- c. The rooms are provided with basic furniture/items which include bed, pillow, mattress, study table, study chair, cup boards, towel stand, two bed sheets, comforter and pillow with two covers. You may carry other accessories etc. if you so desire.
- d. The Academy will not be in a position to provide accommodation for spouses or family members at time of joining or anytime during the SFC. As per Academy guidelines, guests (family members, friends, spouse etc.) are strictly not to be entertained by the OTs in their rooms.
- e. Cooking, smoking, and consuming alcohol/liquor and any other intoxicant in the campus including hostel rooms/lounges/grounds is strictly prohibited. Violation will invite strict disciplinary action.
- f. The OTs are not allowed to keep personal vehicles inside the campus. Exceptions will be made only in case of candidates with special needs.

5. Dining Facilities

- a. Dining facilities are provided in the Officers' Mess which is run by a Mess Committee comprising the OTs. Membership of the Mess is mandatory.
- b. Your monthly Mess Charges (including establishment charges etc.) is likely to be approximately **Rs. 14,000/- to Rs. 15,000/-**, which you will be required to pay directly to the Mess Vendor on

monthly basis.

6. Sports Facilities

Sports facilities are available at: Cricket/Football Ground, Sports Complex (indoor as well as outdoor), Trainees Club and the Hostels (Recreation Rooms).

7. Computer Facilities

The entire campus of the Academy is e-enabled and most of the communication is carried out through electronic means. The reading material for various modules is stored on the Course Management System and various assignments are to be submitted online by the OTs. Please carry your personal laptops to the Academy. The Academy does not provide laptops, though a few computers have been placed in computer lab and the library for use of OTs.

8. Banking Facilities

- i. Officer Trainee will be required to furnish the Bank details viz. the Bank name and Account details to credit the salary/ salary advance. Please note that the bank details once furnished will not be allowed to be changed for the duration of the course.
- ii. An ATM is available in the Academy Campus.

9. Membership of Clubs, Societies and Houses

Extra-curricular activities at the Academy are conducted by various Clubs, Societies and Houses. You will become a member of these Clubs, Societies and Houses as also of the Officers' Mess on joining the Academy. As per Annexure-IV amount will be deducted from your first salary advance/salary towards subscription for such Memberships.

10. Daily Need Requirement

Laundry shop is located in Shopping Complex within NCA-F. The nearest market is Ghitroni Market (1.5 km). However, various e-commerce platforms also deliver up to the Hostel. In case of items like apparels etc. delivery person may be instructed to drop your package at the Reception Area in the Hostel. Please don't forget to mention your name and Room No. in the address while placing the order.

11. General Instructions

- a. The Foundation Course is a '**No Leave**' course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Academy. OTs are advised to settle/dispose off matters requiring their personal presence before joining the Academy.
- b. OTs are paid a Special Salary Advance/ Salary every month which is adjusted when they join their respective service in the State or Department. First Special Salary Advance/ Salary will be paid by the end of October, 2025. It is advised to bring sufficient money to cover expenses of two months.
- c. Annexure II contains details of certain items of personal use that you will require at the Academy and other suggested items etc.
- d. Postal address and contact details of the Academy are given below:
National Communications Academy-Finance (erstwhile NICF)
Mehrauli-Gurgaon Road
Opposite Metro Pillar No. 152
Ghitorni, New Delhi - 110047
Website: <http://www.nicf.gov.in>
E-mail: support@ncafrtraining.org



ANNEXURE- III

Special Foundation Course

Details regarding Clothing, Dress Code & Miscellaneous Matters

1. The Academy lays strong emphasis on turn out befitting an officer. You are expected to be properly attired at all times and not present an unkempt appearance at any point of time during training.
2. The Academy is situated at an altitude of about 220 meters above sea level (approximately 700 feet). The weather from September to December changes from being pleasant to cold (campus temperature remains lower than the average temperature of the city due to the greenery in the campus) with the average temperature ranging between 13°-18° C. Adequate comforters/quilts etc. and warm clothes are, therefore, extremely essential. For the stay at New Delhi and excursions to other places during the SFC, you are advised to carry adequate woolen clothing: formal, informal, and casual wear. You are advised to carry woolen shawls, sweaters/ cardigans/ coats etc. Similarly, appropriate footwear is extremely important for the various activities (formal/treks/walks), OTs are strongly advised to bring suitable footwear.
3. There is a mandatory dress code for men and women Officer Trainees which is listed below. All OTs must bring their own clothes set.

4. Dress Regulations:

Dressing for Ladies and Gentlemen Officers should be modest & decent. Please note that the Academy prescribes and adheres to a dress code on different occasions for the Special Foundation Course.

a) Ceremonial

- a. **Gentlemen:** Black or White Bandhgala Suit with formal shoes
- b. **Ladies:** Saree with formal shoes / sandals

b) Formal

- a. **Gentlemen:** Black or White or light colour plain Collared Jacket / 2- or 3-piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes and with appropriate woolens as required per the weather.
- b. **Ladies:** Saree or salwar kameez or churidar kurta/kameez or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals. Short kurtis/tights jeans shall not be permitted.

c) Informal

a. Gentlemen:

- i. Coat and trouser with appropriate woolens as required per the weather.
- ii. Shirt and trouser with jacket (Not tracksuit) as required per the weather.
- iii. Shoes (other than casuals).

b. Ladies:

- i. Salwar Kameez or churidar and kurta/kameez or Western Business Suit with full sleeve formal shirt, shoes/ sandals and with appropriate woolens as per the weather.

d) Occasions:

- i. **Ceremonial:** Course Inauguration/Valediction Ceremony and any other occasions communicated by the Course Team. (Please bring traditional dresses for occasions like India Day, Cultural Programme, etc.)
- ii. **Formal:** Formal Lunch/ Dinner/For all classes/ Visits of dignitaries
- iii. **Traditional Dress Day:** The Academy observes *last Friday of every month* as Traditional Dress

Day. OTs are to bring kurta-pajama/ regional/traditional dresses accordingly.

- iv. **Informal:** All other occasions which are not designated as Formal or Ceremonial.

Please note that:

- a) Track suit is a sports dress and hence tracksuits are strictly not allowed for cultural programs, in classrooms/Officers' Mess.
- b) Shorts, Slippers/Chappals will not be allowed at any time on the campus and Sports Complex.

Outdoors:

- Academy Tracksuits have to be worn for all sports and gym related activities (The Academy Tracksuits (2 sets) and T-shirts (2 sets) can be bought from designated vendor at the Academy on the day of joining on payment basis). Other track-suits and T-shirts will not be allowed for these activities.
- A pair of good quality jogging/running shoes with adequate cushioning is recommended in view of the hilly terrain. **It is advisable to invest in a pair of good quality running and trekking shoes.**

Requirements for Trek:

A mandatory Himalayan Study Tour of about 10-11 days' duration is an integral part of the Special Foundation Course. Shorter treks will also be undertaken in and around Delhi before the main trek. The Himalayan treks touch a height of over 650-980 feet above mean sea level. The following items would be required by you and may be brought along (these are also available in good quality in the local market).

- a) Wind-proof jacket (Windcheater)
- b) Woolen gloves
- c) Woolen stockings and socks
- d) Trekking shoes **with non-slippery soles and good grip**

e) Umbrellas

f) Raincoat

Furthermore, the following items should also be brought:

a) Trek Shoes

b) PT shoes (white/grey/light colour)

c) Formal Shoes

d) Water Resistant Sneakers

e) Winter clothing (as per weather)

f) Small locks

Bandhgala Specifications

1. Mandarin/standing collar White shirt.
2. Please ensure that the neck is closed.
3. The following photos may be seen to understand it better.





ANNEXURE - IV

Subscription towards Various Clubs, Societies and Houses of the Academy

	Clubs/ Societies/Houses	Rupees	Remarks
1.	Society for Social Service	300/-	For the full duration of the Course.
2.	House Journal Society	500/-	For the full duration of the Course.
3.	Houses i. Sayta House ii. Ahimsa House iii. Karuna House iv. Dhairya House	1500/-	Shall be collected from every member of the House. (Rs. 500/-per month x 3 Months)
	Total	2300/-	



ANNEXURE - V

Checklists for submission of Joining Forms/Documents

- The details of forms, to be downloaded from the Academy website are given below. The two sets of duly filled forms (**not copy**) are to be submitted in the following order at the time of joining in.

Sl. No.	Name/ Type of Forms	Filled Yes/ No
Envelope - 1 (Following documents to be submitted in Envelope -1)		
1.	Document-1: Family Details Form (Form - 3) of Rules 54(12) of CCS (Pensions) Rules, 1972 (Two sets)	
2.	Document-2: Declaration of Close Relation a) National of/ are domiciled in other countries and b) Residing in India, who are non-Indian origin (Two sets)	
3.	Document- 3: Dowry Declaration – Declaration under Rule 13 of CCS (Conduct) Rule 1964 – (Two sets)	
4.	Document-4: Marital Status –	

	Declaration under Rule 13 of CCS (Conduct) Rule 1964 – (Two sets)	
5.	Document-5: Home Town Declaration – (Two sets)	
6.	Document-6: Declaration of Movable, Immovable and valuable property on first appointment (Two sets) a) 6-A: Statement of Immovable Property on first appointment b) 6-B: Statement of Movable Property, Liquid Assets on first appointment c) 6-C: Statement of Debts and Other Liabilities on first appointment	
7.	Document-7-A: Surety Bond-for IAS or IPS (whichever is applicable) Or Document-7-B: Surety Bond for other services (other than All India Services) (if applicable)	
8.	Form of Oath/ Affirmation	
9.	Assumption of charge : (Four sets)	
Envelope - 2 (Following documents to be submitted in Envelope -2)		
1.	Document-1: Nomination for benefits under the Central Government Employees Group Insurance Scheme, 1980 a) Form-7 (if Unmarried) or	
	b) Form-8 (if Married)	

2.	Document-2: National Pension System (NPS) 1. Employees already in service are required to submit a copy of their PRAN (Permanent Retirement Account Number) under the NPS along with the DDO shifting form. 2. In light of the implementation of the UPS under NPS, employees who do not yet have a PRAN must submit the following, as applicable: (i) UPS Subscription Registration Form (viz. Form A1)– if opting for UPS under NPS (ii) NPS Subscription Registration Form – if opting for NPS Note- Required documents 1. Cancelled cheque of Banking Accounts-3 leaf 2. Passport size photo -4 Nos. 3. Pan Card Copy 4. Aadhaar Card Copy	
3.	Document:-3:-Datasheet for Public Finance Management System Employee Information [PFMS-EIS],if applicable	

Envelope - 1 & Envelope - 2 may be placed in **Main Envelope**

Note: It is mandatory to provide DoPT intimation of service allocation letter in Hard Copy.

2. In addition, before your reach the Academy, you are required to carry documents/forms (listed below), put your signature at the appropriate/desired place, and keep it in an envelope, having following details:

- | | | |
|----|---|---------------|
| a) | Name of Officer Trainee (Block Letters) | English ----- |
| b) | Name of Officer Trainee | Hindi ----- |
| c) | Service | ----- |
| d) | UPSC CSE 2024 Rank and Roll Number | ----- |
| e) | Mobile Number | ----- |