

F. No. 55-6/2024

Government of India  
Department of Telecommunications  
Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002  
Capacity Building and Training (CB&T) Division

Dated: 09-02-2026

Office Memorandum

**Subject:** Common Induction Training module of Officer Trainees of 2024 batch of different Group 'A' Cadres under DoT-reg.

The approval of the Competent Authority is hereby conveyed in respect of the Minutes of the Meeting of the Committee to finalize the modalities of conduction of Common Induction Training (CIT) for ITS, IP&TAFS and IRRS Officer Trainees.

2. The approved Minutes of Meeting (MoM) of the committee is attached herewith as Annexure-I.

3. The three campuses of National Communications Academy viz. NCA-T, NCA-F and NCA-W are requested to take necessary actions as per the MoM for implementation of the Common Induction Training modules of the probationers' of 2024 batches of different cadres.



09/02/2026

(Chandan Oraon)  
ADET (Training)

Encl: As above

To,

1. Director General, NCA-T, NCA-T Campus, Govt. of India Enclave, Near Raj Nagar, Ghaziabad, Uttar Pradesh- 201002
2. Director General, NCA-F, Near Pillar No. 152, Opp- SSB, Mehrauli Gurugram Road, Ghitorni, New Delhi – 110047
3. Director, NCA-W, Mehrauli-Gurgaon Road, Aya Nagar Phase 1, Ghitorni, Delhi-110030

Copy to:

1. PSO to Secretary(T), Sanchar Bhawan, Ashoka Road, New Delhi-01.
2. PSO to Member(S), DCC, Sanchar Bhawan, New Delhi-01
3. All the committee members

**Minutes of the meeting to discuss the modalities of Common Induction Training (CIT) module of the ITS, IP&TAFS, IRRS Gr. 'A' Officer Trainees of 2024 batch.**

Vide DoT OM No. 55-6/2022-Trg. (Pt.) dated 12.07.2022, the approval of Secretary (T) was conveyed for conduct of Common Induction Training (CIT) module of the Officer Trainees (OTS) of the three Group 'A' -ITS, IP&TAFS, IRRS -cadres of DoT.

2. For smooth conduct and modalities of CIT module, a standing Committee had been formed with following composition, vide letter No. 03-02/2012-NTI, Trg-Part (3) dated 30.05.2023:

- i. Director (Training), NCA-T, Ghaziabad - Member
- ii. Director (TER), NCA-F, Ghitorni -Member
- iii. Engineer-in-Charge, NCA-W, Ghitorni -Member
- iv. Director (Training-I), DoT HQ -Convener

3. In this regard, two meetings (online VC) of the above Committee were conducted on January 12-01-2026 & 21-01-2026, to discuss and finalize the modalities of conduct of 4 weeks of Common Induction Training (CIT) for Group A officer Trainees of 2024 batch. The list of participants is placed at Annexure-I. During the meetings, following was discussed and proposed for further approval by Competent Authority:

**(a) Training Schedule:** All three training institutes under NCA have agreed to conduct the 4-week CIT programme, during (09 Feb – 06 Mar 2026). The training will be structured as follows:

- i. Week 1: NCA-F, Ghitorni
- ii. Week 2: NCA-W, Ghitorni
- iii. Week 3: NCA-T, Ghaziabad
- iv. Week 4: NCA-T will conduct the final week focusing on the behavioural component, in collaboration with one of the first-generation Indian Institutes of Management (IIMs).

**(b) Inauguration Ceremony:** For the Inauguration Ceremony, Hon'ble Minister of State for Communications or Secretary (Telecom) may be invited as Chief Guest. Further, members of Governing Council of NCA will also be invited for the Inaugural Ceremony.

**(c) Extracurricular Activities:** The Committee agreed that the training institutes would coordinate and organize sports and cultural activities for the participants. These activities will be planned in mutual consultation, taking into consideration the availability of resources and the overall schedule of the

Bhupender.

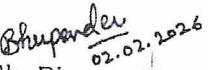
training programme. Specific details and timelines for these activities will be finalized closer to the date of the training.

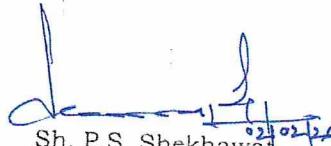
**(d) Accommodation:** It was agreed that for modules at the NCA-F and NCA-W, Officer Trainees will stay at NCA-F, Ghitorni campus and for third week OTs will be accommodated at the NCA-T, Ghaziabad Campus.

**(e) 4th week Behavioural Training:** The Committee opined that the 4<sup>th</sup> week which has to be devoted to behavioural training and team building would be outsourced to an institute specializing in the same, preferably a 1<sup>st</sup> generation IIM. The same one-week module for the previous batch (2023 batch) officers was conducted in IIM Calcutta. Given the time constraint it was deliberated that NCA-T may conduct the 4<sup>th</sup> week behavioural training leveraging the existing MOU with first generation IIMs. However, should this not be feasible within the above schedule due to paucity of time, NCA-T may organize the fourth week at a later date in coordination with other NCA campuses.

**(f) Indicative Course Content:** The curriculum for the training will largely follow the structure and curriculum from the previous year. However, the institutes will have the flexibility to revise and remove any redundant or outdated sections of the modules in order to reduce repetition and enhance relevance.

Meeting ended with vote of thanks to all the participants.

  
Sh. Bhupender  
Director (Training-I),  
NCA-T

  
Sh. P.S. Shekhwat  
Deputy Director,  
NCA-W

  
Sh. Shailesh Bansal  
Director (TER),  
NCA-F

  
Sh. Pankaj Kumar Salodia  
Director (Training-I), DOT Hq