

**CENTRE FOR TRAINING AND EMPLOYMENT OF PUNJAB YOUTH
(C-PYTE)**

TRAINING INSTRUCTIONS:TRG YEAR 2019-20

INTRODUCTION

1. C-PYTE is mandated to organize and conduct of training of Punjab Youth hailing from different economic strata and educational backgrounds, with the primary aim to ensure their gainful employment. During their training with C-PYTE, the youth are provided an opportunity to improve their physical fitness standards and educational knowledge, so to enable them to achieve standards necessary for success in any recruitment process. While the primary focus of C-PYTE is to prepare students for recruitment into the Armed Forces, Central Armed Para Military Forces and the Police, efforts are also on to provide vocational and industry related training. The focus of all actions at C-PYTE is to ensure that we remain, “the forerunner amongst organizations, which provides employment to maximum number of youth in the State”.

AIM OF TRAINING

2. C-PYTE was established with the following aims & objectives:-
- (a) To wean away the youth from illegal and illicit activities & bring them into the national mainstream.
 - (b) To impart pre-selection training to the youth of Punjab for joining the Defense Forces, Central Armed Para Military Forces and Police.
 - (c) To provide employment oriented training and skill creation for facilitating employment into economically gainful and legal occupations.
 - (d) To provide an environment which inculcates the values of national integration, discipline, dignity of labour, work culture & social concern among the youth and thus make them better citizens.
 - (e) To involve the youth in constructive nation building activities and civic actions.

SCHEDULE OF RECRUITMENT-APR 2019 TO MAR 2020

3. The tentative schedule of recruitment, as promulgated by the Army Recruitment Directorate, based on which the Camps will be activated, is as follows:

TRAINING CAMPS

<u>SER NO</u>	<u>ARO</u>	<u>VENUE</u>	<u>DATE</u>	<u>DIST COVERED</u>	<u>CAT BEING SCREENED</u>
1.	Jalandhar	Jalandhar Cantt	01 to 10 Aug 2019	Jalandhar, Hoshiarpur, Kapurthala and SBS Nagar	All cats
2.	Patiala	Patiala	19 to 31 Aug 2019	Patiala, Sangrur, Mansa, Fatehgarh Sahib and Barnala	All cats
3.	Ferozepur	Ferozepur Cantt	17 to 26 Sep 2019	Ferozepur, Bhatinda, Faridkot and Muktsar	All cats less Sol Tdn
4.	Amritsar	Khasa Cantt	12 to 23 Oct 2019	Amritsar, Gurdaspur and TarnTaran	All cats
5.	Ludhiana	Ludhiana	18 to 27 Nov 2019	Ludhiana, Moga, Rupnagar and SAS Nagar (Mohali)	All cats less Sol Tdn

4. The focus of training will be on quality as well as quantity. To achieve the same, smaller Camps which have been closed in the recent past, may be revived temporarily, as required, for the duration of recruitment rallies. Each smaller Camp will be affiliated to a major Permanent Camp for provision of facilities and training staff. The aim is to have recruitment centres in all districts, to conduct training as per requirement of the end user.

5. **Main Training Camps Along-with Area of Responsibility.**

SER NO	CAMP	AREA OF RESPONSIBILITY		ARO
		DISTT	TEHSIL	
1.	Talwara	(a) Pathankot	Pathankot & Dhar	Amritsar
		(b) Hoshiarpur	Mukerian, Dasuya, Hoshiarpur & Garhshankar	Jalandhar
2.	Kapurthala	(a) Amritsar	Amritsar-I, II & Baba Bakala	Amritsar
		(b) TarnTaran	Khadur Sahib	Amritsar
		(c) Kapurthala	Bhulath Kapurthala, Sultanpur Lodhi & Phagwara	Jalandhar
		(d) Jalandhar	Jalandhar -I, II, Shahkot & Nakodar	Jalandhar
3.	Ludhiana	(a) Ludhiana	Jagraon, Raikot, Ludhiana West, Ludhiana East, Payal, Samrala & Khanna	Ludhana
		(b) Jalandhar	Phillaur, Shahkot & Nakodar	Jalandhar
		(c) Sangrur & Barnala	Malerkotla, Tapa & Barnala	Patiala
		(d) Fatehgarh Sahib	Amlah	Patiala
4.	Hakumat SinghWala	(a) Ferozpur	Zira, Ferozpur & Jalalabad	Ferozpur
		(b) Faridkot	Faridkot & Jaiton	Ferozpur
		(c) Muktsar	Muktsar	Ferozpur
		(d) Moga	Moga, Bhagapurana, Nehal Singh Wala	Ludhiana
5.	Kaljharani	(a) Bathinda	Rampura Phul, Bathinda & Talwandi Sabho	Ferozpur
		Muktsar	Giderbaha & Malot	
		(c) Ferozpur	Abohar & Fazilka	
6.	Nabha	(a) Sangrur	Dhuri, Sangrur, Sunam, Lehara & Moonak	Patiala
		(b) Barnala	Tapa & Barnala	Patiala
		(c) Patiala	Nabha, Patiala, Samana & Tehsil Patran	Patiala
7.	Nangal	(a) Ropar	Nangal, Anandpur Sahib & Rupnagar	Ludhiana
		(b) Nawanshahr	Balachaur	Jalandhar

6. **Minor Training Camps.** The affiliated Minor Camps will be dependent on the Main Camps for all their resources, which are to be shared as per requirement of training to be carried out for recruitment rallies. After completion of the training cycle, all personnel will revert back to their Main Camp location. Location of Minor Camps will be looked after by minimum watch and ward staff. The following Camps are designated as Minor Camps:-

SER NO	NAME OF MINOR CAMP	AFFILIATION	AREA OF RESPONSIBILITY		ARO
			DISTT	TEHSIL	
1.	Dera Baba Nanak	Talwara Camp	Gurdaspur	DBN	Amritsar
2.	Ranike	Kapurthala	Amritsar	Anjala and Amritsar-1	Amritsar
3.	Patti	HSW	TarnTaran	Patti and TarnTaran	Amritsar
4.	Nawanshahr	Ludhiana & Talwara	Nawanshahr	Nawanshar and Balachaur	Jalandhar
5.	Borowal	Kaljharani and Nabha	(a) Mansa (b) Barnala	Mansa, Budlada, Sadulgarh Tapa & Barnala	Patiala
6.	Shaheedgarh	-	(a) Fatehgarh Sahib (FGS)	FGS, Bassi Pathana, Khamano	Patiala
			(b) Ropar	Chamkaur Sahib	Ludhiana
7.	Lalru	-	(a) Mohali	Dera Bassi, SAS Nagar, Kharar	Ludhiana
			(b) Patiala	Rajpura	Patiala

CONDUCT OF TRAINING FOR RECRUITMENT

7. Since 2017, Army Recruitment is limited to one Recruitment Rally per district per year. **In the near future, even this system may undergo a change with the institution of a bi-annual written exam as the start point of the recruitment system.** Maximum youth will be enrolled for training by the respective Camps keeping in view their capacity and the mandated targets. Day scholars may be kept to cater for the overflow and meeting the targets earmarked for the Camp. Also, if required, the initial lot will be retained by the parent Camp and excess Campers may be transferred for training to nearby Main Camps. Every effort will be made to ensure that all eligible youth of the district are provided an opportunity to get trained.

8. **Screening Process.** A screening test will be conducted in each Camp prior to commencement of training. This will include physical fitness test, written test and medical. The aim is to ensure that there is minimum attrition of trained youth and interalia no loss to the Govt exchequer. The medical test will be preferably carried out by Ex Army Medical Corps Officers having experience of serving in the Army Recruitment Organisation.

9. **Adhoc Hiring of Staff.** C-PYTE is currently facing an acute shortage of Staff particularly in the key appointments of Master and PTI. Hence till the time the deficiencies are made up, Camps may resort to Adhoc Hiring, on as required basis, as per existing policy of C-PYTE. However, care must be taken that the hired staff is competent to train the youth and be briefed in detailed regarding the syllabus.

10. The duration of each Training Cycle in each Camp will be 12 weeks excluding screening, to ensure adequate time is available to the students to improve their physical fitness and educational standards. Once the Camp starts, it will be ensured that there are minimum disruptions. The Camp will run six days a week and only Sundays and essential holidays will be observed as closed days. In this connection HQ C-PYTE letter N.HQ C-PYTE letter No DG/C-PYTE/2018/281/694 dated 27 June 2018 refers.

FOCUS AREAS

11. The training in the Camps will be planned and organized under the aegis of respective Camp Commandants, keeping in mind the capabilities of the youth enrolled and the qualitative requirements of various recruitment agencies. The training will be divided into the following parts:-

- (a) Physical Training.
- (b) Educational Training.
- (c) Technical Training.
- (d) Motivational Training.

12. **Physical Training.** Punjab youth are physically capable and tough. Not with standing, it has been experienced that they do not optimally perform in the physical tests for recruitment. Hence, focus needs to be on development of body muscles through scientific means including Yoga, taking into account the physical tests conducted in the Recruitment Rally. Optional utilization of the existing physical training infrastructure should be done by the Camps.

13. **Educational Training.** Army written tests are conducted either in Hindi or in English and the youth belonging to rural areas are weak in both these languages. In addition, their basic knowledge of General Awareness issues, Mathematics and General Science leaves much to be desired. To bring them up to the required CBSE standards, rigorous coaching will be carried out under the supervision of the Education Instructor (Masters). Weekly assimilation tests must be conducted and students apprised about their performance. The 15 Sample Test Papers forwarded to Camps vide HQ C-PYTE letter No.DG/C-PYTE/Trg/2017-18/441dated 17 May 2018 should be used as a guide and must be constantly improved upon. For weak students, extra classes will be conducted, as required. Camp Commandants will ensure that this is carried out as per a laid down syllabus and time schedule and the same is given in the training programme. Education Instructors must teach from proper notes and have Lesson Plans prepared for each subject/class.

14. **Technical Training.** With effect from Apr 2019, all trainees at Main Camps will be imparted basic computer handling knowledge during their training. In addition, those youth who have Maths and Science subjects in 10+2 and who are qualified to apply for non GD entry (Clerks, SKT etc), will be provided additional specialized training to assist them in appearing against such vacancies. A separate Training Capsule with emphasis on Computer, English & General Knowledge should be organized for this non-GD entry at the four Main Camps. All Camps will select suitable candidates and send these Campers to Main Camps for further training. This is important to ensure that vacancies for Punjab youth in technical Arms/Services are fully utilised. Secondly, all those youth who do not meet the physical standards for recruitment in Army/Para Military Forces or fail to pass the written exams repeatedly, but are willing to join industry will be screened by the respective Camp Commandants for their aptitude in various types of industries and their names forwarded to Camp Commandant Ludhiana, who will further organize their industrial placement/ training in consultation with the industry.

15. **Motivation Training**. This training is mainly focused on character building and making the youth proud of their history and heritage. Time permitting, in addition to class room training, following will be organized:-

- (i) Visits to various Motivation Halls, Religious Places and Places of Historical interest including Sikh War Battle Fields and 1965 and 1971 war sites.
- (ii) Regular conduct of Gurudwara /Mandir functions.
- (iii) Reciting of National Anthem and *De Shiva Var Mohe*.
- (iv) Hoisting of the National Flag in Camps on Independence and Republic Day.
- (iv) Regular Sammelans by Training Officers and Camp Commandants.
- (vii) Lectures on Drugs and other Substance Abuse.
- (viii) Talk by decorated Ex-Servicemen.

Specific Issues

16. **Duration of Training**. The duration of each training cycle will be **12 weeks**.

17. **Sharing of Infrastructure**. It is reiterated that expansion of training facilities at Camps is being carried out to provide better training resources to the youth of Punjab. All Major Camps will share resources with the affiliated Minor Camps. It will be ensured that max eligible youth are enrolled from each district for training. If the infrastructure in a Camp is less i.e. if the space of living accommodation for Campers is restricted, Day Scholars may be kept. Alternately, remaining strength of Campers may be sent to the nearest Camp, which has vacant capacity. C-PYTE has four permanent camps at Kaljharani, Theh Kanjla, Hakumat Singh Wala and Talwara, where the infrastructure and accommodation is adequate and requisite training can be provided smoothly. This space must be optimally utilized.

18. **Attendance**. PT, education classes and sports will be organized as per the daily schedule of training. All Staff and Campers will attend the same. The following will be kept in mind:-

- (a) **Campers**. The schedule must be worked out to gradually enhance physical fitness to peak at the time of the Recruitment Rally. Periodic tests must be carried out and records maintained. Training Booklets issued on Qualitative Requirements for Recruitment Rally and Question Bank should be adhered to and updated from time to time.
- (b) **Staff**. The Staff must attend PT and Games so that they remain alert and retain physical fitness, till the retirement age of 62 years. Camp Adjutants must be present on site when Camps are active and should ensure due supervision of classes being conducted. Camp Commandants must visit each Camp at least once a month and more frequently while training is in progress in their Camps.

Training Targets

19. **Terms of References.** To lay down realistic and achievable targets, following terms of reference are laid down:-

- (a) **Training Cycle.** Training Cycle means one Rally per Camp, per ARO, per year.
- (b) **Duration.** One Training Cycle will comprise 12 weeks excluding screening period.
- (c) **Major Camps.** All Main Camps should be able to run at least two Training Cycles for different ARO. Besides this, all Major Camps may conduct 6-8 weeks Training Cycle, as planned by the Camp Commandants for Pre-Recruitment Training, followed by refresher courses at major/minor camps just before the Recruitment Rally.
- (d) **Minor Camps.** Minor Camps will conduct one Training Cycle, as per the Recruitment Rally programme, except Shaheedgarh and Lalru Camps, which will conduct two Training Cycles each.
- (e) **Area of Responsibility.** Each Camp's area of responsibility is laid down, but at places areas of responsibilities is overlapping to ensure that maximum numbers of youth are trained. **At no time any Camp will turn away any candidate if training is in progress and Camp has spare capacity to enroll these candidates.**
- (f) **Day Scholars.** In case the capacity of the Camps is fully utilized and there are additional youth aspiring for training, the Camps will explore the feasibility of providing training to Day Scholars. It will be ensured that Day Scholars attend First Parade and are present in the Camp throughout the day, till the evening parade.

20. **Projected Targets.** The training target mandated by the Govt is 10,000 youth. The following will be the training targets for each Camp.

<u>SER NO</u>	<u>CAMP NAME</u>	<u>CAMP CAPACITY</u>	<u>PROJECTED TARGET</u>
1.	Talwara	280	1000
2.	Dera Baba Nanak	100	450
3.	Kapurthala	300	1000
4.	Ranike	100	450
5.	Patti	100	500
6.	Ludhiana	80	600
7.	Nawanshahr (SBS)	100	350
8.	Hakumat Singh Wala	300	1400
10.	Kaljharani	400	1000
11.	Borowal	80	400
11.	Nabha	175	800
12.	Shaheedgarh (FGS)	60	400
13.	Lalru	70	500
14.	Nangal	90	650
15.	Miscellaneous Courses	0	500
	<u>Total</u>	2235	10000

OTHER TRAINING

21. **Training for Selection as Officers.**

(a) The contribution of Punjab to the officer cadre in Army/Air Force/Navy is dwindling, which needs to be addressed. Hence, there is a need for Camps of C-PYTE to enlarge the scope of training. Since our core area of expertise is recruitment into the Armed Forces, therefore we need to also include pre-exam coaching to potential officers to prepare them for the CDS exam. The CDS Written Examination is conducted by UPSC twice every year for graduates, to fill the vacancies of the following institutions of the Indian Armed Forces:-

- (i) Indian Military Academy (IMA), Dehradun
- (ii) Indian Naval Academy, Ezhimala
- (iii) Air Force Academy, Hyderabad
- (iv) Officers Training Academy (OTA), Chennai.

(b) The notification for the CDS written exam is issued in the month of November and July. UPSC holds the exam in the months of Feb and October. Students can apply for CDS and OTA written examination online on UPSC website.

(c) The following Camps are earmarked for the aforesaid training:-

- (a) Talwara (Hoshiarpur).
- (b) Theh Kanjla (Kapurthala).
- (c) Hakumat Singh Wala (Ferozpur).
- (d) Kaljharani (Bathinda).

(d) All Major Camps will endeavour to commence this training at one of the Permanent Camps during this training year. The Camp Commandants will explore the feasibility of outsourcing such training in their respective locations.

22. **Para Military Forces Training.** Besides carrying out training for Army Recruitment Rallies, each Camp is required to impart training for Recruitment to Central Armed Para Military Forces and Punjab Police Vacancies for these are advertised in the Employment News from time to time. Also, the information can be obtained from the website of Staff Selection Commissioner (SSC).

23. **Security Guard Training.** The renewal of license for providing Security Guard Training at Kaljharani Camp is in process. Accordingly, it should be planned to conduct Security Gurard Training Courses during the training year at Kaljharani.

24 **Industrial Placement/ Training.** It will be ensured by Camps that candidates are dispatched on Movement Order for Industrial Placement/ Training to Ludhiana after being allotted Camper No of the respective Camps. In this connection Para 14 refers.

25. **Skill Development.** In the past it has been experienced that individuals trained in various technical trades have benefited from the same and have been suitably placed in various jobs. Some of the trades are Electrician, TV Mechanic, JCB and Fork Lift Driver, Carpenter, Mason, Welder, Vehicle Mechanic etc. This list is exhaustive and many more avenues need to be explored. The aim is to train maximum number of youth, as per their aptitude, with a view to assist them in getting gainful employment. All Camps with spare capacity and during non training period most conduct the same during the training year. This has been an area of neglect and must be given the required focus.

26. **Computer Training.** Basic knowledge of computers is a must, especially in view of the proposed online recruitment process. The written exam for CPMF is already being held on computers. With the aforesaid in view, all Camps have been issued computers. It will be ensured that basic knowledge/handling of computers is included in the syllabus of training.

TRAINING OF GIRLS

27. Training Camp Kairon is dedicated for training of girls. The aim of this Camps was to train young women from Punjab to join the Central Armed Para Military Forces and Punjab Police. However, recently vacancies for recruitment of girls in the Army have also been released. During Training Year 2018-19, a concerted effort should be made for training of girls. Proposals for conduct of training of girls based on the vacancies/recruitment schedule, should be forwarded to HQ C-PYTE.

MISCELLANEOUS ISSUES

28. **SC/BC /BPL Persons.** In consonance with the policy of Govt of Punjab, emphasis will be on training of youth from SC/ST, BC and those belonging to BPL section of the Society. Special Grant under Centrally Sponsored Schemes for pre-training of SC youth for enrolment into various services needs to be optimally exploited.

29. **General Awareness.** Along with academic oriented towards the Common Entrance Exam, it is also important to enhance the general awareness of the youth. Normally the knowledge of youth, especially in rural areas, does not go beyond their respective districts or at the best the State level. The same can only be achieved in case the Education Instructors are themselves aware of happenings within and outside the country, for which they must constantly keep themselves updated. The topics for General Awareness along with the Lesson Plans have been disseminated to all Camps, which must be suitably incorporated in the training programme.

30. **Upkeep of Camps.** A Healthy Body and a Healthy Mind are two important factors in the training of youth. In addition, it is very essential that the environment of the Camp is clean and well maintained. The Camps must be well organized to function like mini military establishments. Every Camp will display the emblem of C-PYTE at a prominent place. Also, photographs of achievements/training activities of the Camp should be suitably displayed in the Camp.

31. **Drug Menace.** One of the main objectives of C-PYTE is to wean away the youth from illegal and illicit activities. Towards this end, regular lectures will be conducted to educate the youth about ill effects of drugs. No drinking /smoking or any form of drugs is permitted in the Camps. The Staff is expected to lead by example. Defaulters will be dealt with severely.

32. **Spirit of Nationalism and Sacrifice.** One of the objectives of C-PYTE is to also inculcate values of national integration, discipline and social concern in the youth and thereby make them better citizens. Towards this end, Camps will ensure singing of the National Anthem every day and hoisting of the National Flag on nominated days. Lectures will be organized on the life of National Heroes to enthuse the youth and time permitting, they will be taken to visit places associated with heroism such as Chapper Chhirri, Virasat-i-Khalsa, Anandpur Sahib, Wade and Chota Ghallu Ghara, and also war battle sites like Mudhi, Ferozeshah, Aliwal, Sabraon, Khemkaran etc. It should be our endeavor in C-PYTE to kindle in youth the spirit of nationalism, pride, obedience and chivalry. Our Campers should be so motivated that they go back to their homes as better citizens and spread this feeling amongst others in their homes and village.

33. **Out Reach Programme.** This in an area which merits immediate attention and improvement. There is a need for C-PYTE to reach out to all villages in the districts from where enrolment is to be carried out. Ideally, we should have an Enrolment Centre in each district. Camp Commandant/Training Officer/Camp-in-Charge need to keep the environment informed on all aspects of entry into the Armed Forces. To achieve this, they should maintain close liaison with the Deputy Commissioner, District Employment Officer, District Welfare Officer, District Education Officer, Public Relations Officer, SDM and ADC of their respective districts and seek their help in giving wide publicity to our recruitment drive. At the same time, it will be ensured that close liaison is also maintained with the Sarpanch of villages in their area of responsibility, who are a key link to ensure maximum youth join training at C-PYTE Camps. A Telephone Directory must be maintained in each Camp, in respect of all the above mentioned officials in respective districts. The Outreach schedule for each quarter giving details of institutions to be targeted will be forwarded to HQ C-PYTE. On culmination of the event, feedback along with photographs must be forwarded.

34. **Media Interaction.** Media interaction pertaining to training in the Camps may be carried out at the level of Camp Commandant and Training Officer, with prior permission of HQ C-PYTE. No other staff member will interact/ brief the media. In order to ensure that the training to be conducted at our Camps is given wide publicity, suitable write up should be given to the local vernacular newspapers as well as the electronic media.

35. **Physical Fitness of PTI's.** It is a imperative that all PTI's of C-PYTE are physically fit. A physically fit PTI is himself a motivating factor for the Campers. Henceforth, a Physical Fitness Test will be conducted once in six months for all PTI's. In this connection HQ C-PYTE letter No. DG/C-PYTE/Army/2019/596 dted 03 May 2019 refers.

36. **Feedback From Campers**. Feedback from the Campers is imperative to ensure that the training being imparted is relevant and adequate. A fortnightly and end of training feedback must be taken from Campers and the records maintained. In this connection HQ C-PYTE letter No. DG/C-PYTE/2017-18/640 dated 15 Jun 2018 refers. Camp Commandants and Training Officers must peruse the Feedback Forms to address the requirements/recommendations of the Campers.

37. **Best Performance Trophy**. Camp producing the best overall results to include laid down targets, training and absorption will be presented the C-PYTE Best Performance Trophy.

CONCLUSION

38. These Training Instructions will be read in-conjunction with various directions issued by this HQ from time-to-time on various subjects and will form the basis of training to be carried out. The Camp Commandants/Camp Adjutants/Camp In Charge will ensure that these instructions are read-out, understood and implemented by the concerned staff members of the Camps in letter and spirit. Do focus on the following:

- (a) Ensure wide advertisement of pre recruitment training schedule of C-PYTE.
- (b) Carry out thorough screening of candidates' district wise.
- (c) Ensure max youth of district are provided training opportunity in the Camps.
- (d) Organize well thought out physical/educational training for the entire duration of 12 weeks.
- (e) Focus on quality of training in each Camp by sharing resources.
- (f) Ensure max pass percentage and therefore higher recruitment results.
- (g) Take pride in the achievements of each Camp.

Place : Chandigarh

(Maj Gen Rajiv Edwards,VSM**)

Date : Jun 2019

Director General
C-PYTE