

Welcome

INS Shivaji is the premier technical training establishment of the Indian Navy. Nestled amongst the picturesque hills of Sahyadri ranges in the Western Ghats of the Indian sub continent, Shivaji can be termed as the 'highest ship' in the world.

The establishment is well equipped to impart state of the art training in Engineering and technology. We, at Shivaji, take on with pride the onerous task of training technical officers and sailors of Indian Navy, Coast Guard and friendly foreign navies. The trainees are guided by a highly experienced faculty in all facets of Marine Engineering. The training curriculum and infrastructure is continuously upgraded to keep pace with the fast changing technology and is surely one of the best Marine training establishments in the world.

The training pattern not only covers academics, sports and extra-curricular activities but also focuses on over all personality development and character building through Value Education so as to enable the trainees to carry out their duties with élan.

The entire fraternity of INS Shivaji joins me in extending a warm welcome and wishing you every success in your endeavors.

COMMANDING OFFICER

ABOUT SHIVAJI

The Establishment

1. Nestled in the Sahyadris at Lonavla (Maharashtra State), occasionally blanketed in clouds and at times lifting its veil, is the alma mater of Naval Engineers – Indian Naval Ship Shivaji, the Marine Engineering Training establishment of the Navy. The surrounding hills and valleys remain mute witnesses to the illustrious voyage of this ship from its commissioning on 15 Feb 1945. As HMIS Shivaji, it had cast off in the then uncharted waters of Marine engineering technology. Today, it is more than half a century old and is a seat of advanced learning. Shivaji has been the fountainhead of engineering knowledge, imbibing in its alumni its very essence – PROFESSIONALISM, CONFIDENCE and STRENGTH.

What's in the Name

2. The Sahyadri ranges occupy an important position in Indian history. In the sixteenth century, this area was rich in flora and fauna with beautiful rivers, streams and waterfalls. It was a land full of panthers, tigers, snakes and jackals. Besides it was the land of the Marathas, land of the legendary Chhatrapati (Emperor) Shivaji who, in February 1661, routed the Mughal army led by Kartalab Khan, one of Aurangazeb's generals, in the historic battle of Umbre.

3. The battle was fought at the foothills of the famous "Dukes Nose" (a natural formation bordering the establishment). The famous Maratha chieftain achieved an impossible victory through his ingenuity, organisational ability and valour.

4. The great Maratha warrior had also founded the Maratha Navy that valiantly fought the superior British fleet at many battles with their small and swift ships. It was, but natural that a Naval establishment in this historic location should be named

after the great Chhatrapati and impart his ideals of dedication to work, ingenuity, professionalism and the spirit of adventure to those who pass through its hallowed portals.

The Role

5. In a nutshell, the role of Shivaji is to impart the best training in engineering and marine technology to both officers and men whilst simultaneously ensuring a balanced overall development of individual personality and naval values. To this end the establishment conducts abinitio and specialisation courses for officers and sailors. The spectrum of officer's training encompasses cadets training, professional graduate level training at the Naval College of Engineering and postgraduate Marine Engineering Specialisation Course (MESc) at the Centre of Marine Engineering Technology.

6. The Nuclear, Biological, Chemical Defence and Damage Control School (NBCD School) is also located here. The School conducts a wide variety of courses in Nuclear, Biological Chemical Defence and fire fighting for every conceivable cadre and branch of the Navy. Yet another important facet of training at Shivaji is ship specific "type training" on systems, auxiliaries and main propulsion at the Pre-Commissioning Training School.

7. Course curriculum is enriched by the inclusion of Trainee Development Schedule (TRADES) activities aimed at personality development. Sufficient opportunity exists for participation in sports, games, adventure activities and cultural activities so as to ensure that the trainee on passing out from this establishment is not simply an engineer but also a good Naval officer/sailor.

Our Crest and Motto

8. The crest of Shivaji contains "*THE ARM THAT WIELDS THE HAMMER.*" The motto for the establishment "*KARMASU KAUSHALAM*" means "*SKILL AT WORK.*" The motto and crest not only bestir a sense of belonging amongst the men of the institution but also confer it with a character. At Shivaji the

philosophies of "Practice makes Perfect" and "Work is Worship" have been amalgamated to form the "SKILL AT WORK" motto. The arm wielding the hammer, rising above the water, signifies the human power and the dexterity of the man behind the machine, denoting a meaningful liaison between subtle skill and gross power. Shivajians are proud to proclaim that their motto is not merely an assembly of words, but an appropriate expression of their intrinsic professional abilities.

How to Reach Us

9. INS Shivaji at Lonavla is situated between two major cities viz Mumbai (Bombay) and Pune. The following information will prove useful to reach us: -

(a) By Air. The nearest International Airport is located at Lohegaon, Pune at a distance of 65 Km from Lonavla. The Mumbai Chhatrapati Shivaji International Airport is located 120 Km away from Lonavla. Both the airports are interconnected by domestic flights. Officers/Sailors can utilise the chartered (Volvo) bus service available outside the Mumbai International Airport (just 5 minutes walking distance from the terminal, on the Western Express Highway) for reaching Lonavla.

(b) By Rail. Lonavla is well connected by rail route from Mumbai and Pune. The main Railway line from Mumbai to Pune passes through Lonavla and all trains halt at Lonavla Railway Station. Pune is also connected by Local trains. Train timings of all major trains from Mumbai and Pune are available at the Shivaji website. Transport will be arranged for receiving you at Lonavla Railway Station. Kindly send your travel details well in advance to arrange reception.

(c) By Road. Lonavla is well connected with Mumbai and Pune by the National Highway No.4 and Super Express Way. Taxis from Mumbai International Airport can be hired to INS Shivaji and the distance can be covered in approximately 2 ½ hours. Similarly taxis can be hired from Pune Airport to

reach INS Shivaji if journey is undertaken by air to Pune and the distance can be covered in 1 ½ hours.

How to contact us

10. For contacting the establishment dial 0091 (country code of India) 2114 (city code of Lonavla) 284861 to 67 (seven lines at INS Shivaji exchange) and ask for Officer of the Day at extension 2266/2400 or other officers as listed under "Useful Information".

(a) **Postal Address.** Postal Mail can be addressed to: -

The Commanding Officer
INS Shivaji
Lonavla, Maharashtra
India. (410 402)

(b) **Fax/E-Mail Service/Website.** Messages can also be sent to the Commanding Officer, INS Shivaji at: -

(i) Fax Nos. - (0091) (02114) 284701 CO
(0091) (02114) 284494 CMET
(0091) (02114) 285208 NBCD
(0091) (02114) 284251 NCE

(ii) E-mail Id - sncshivaji-navy@nic.in
nce-shivaji@yahoo.com
nbcdschool@vsnl.com
oiccmnet@pn3.vsnl.net.in

(iii) Website - www.insshivaji.edu.in

Location and Climate

11. INS Shivaji is located 08 Kms away from the township of Lonavla. The temperature varies between 16 and 37 degree Celsius. The south-west monsoons bring heavy rain in this area from June to September. During monsoons, Lonavla, including surrounding areas remain covered under a blanket of clouds attracting tourists from far off places. This being a low altitude hill resort, you may like to carry some light woollens. However summer uniforms are worn throughout the year.

Places of Historical Importance and Major Tourist Centres

12. Lonavla, by virtue of its beautiful surroundings and heavy monsoons is a natural hill resort and attracts thousands of visitors each year during the month of June to October. The hills surrounding Shivaji are a trekker's delight. An outdoor camping expedition over a weekend in the midst of nature can be an exhilarating experience. Khandala and Lonavla which are neighbouring townships boast of a number of popular tourist attractions like the Karla and Bhaja caves with ancient Buddhist temples and sculpture. Valvan Dam, Tungarli Lake, Bhushi Dam, Rotunda vertigo, Tigers Leap, Dukes Nose, Rajmachi point etc are the other tourist attractions.

Organisation & Training

Organisation

1. To fulfill its role of imparting basic and specialist training to technical officers and sailors in various facets of marine engineering, INS Shivaji has five major training centers, viz. Centre of Marine Engineering Technology (CMET), NBCD School, Naval College of Engineering (NCE), Cadets Training Department and School of Basic Sciences (SBS). Organisation of the establishment is as follows: -

Courses Conducted (Officers)

S.No	Course	Duration	Basic Entry Qualification	Trg Dept.
1.	BEC	3 Years	Graduation	NCE
2.	NEC	4 Years	10 + 2/ Equivalent	NCE
3.	MESC	79 weeks*	B.E. (Mechanical)	CMET
4.	SDPPC (ME)	14 weeks	10+2/Equivalent	CMET
5.	SLT (X) ME	03 Weeks (2 weeks NBCD)	10+2/Equivalent	CMET
6.	SLT (Tech) FRN	03 Weeks (2 weeks NBCD)	10+2/Equivalent	CMET
7.	SLT SDPPC (X)	03 Weeks (2 weeks NBCD)	10th/Equivalent	CMET
8.	Pre-Commissioning Training of various Classes of ships			CMET
9.	Long NBCD	16 Weeks	Graduation	NBCD
10.	Standard NBCD	02 Weeks	10 + 2 / Eqvt.	NBCD

(* Additional 03 weeks for Scientific Orientation Course for foreign officers)

NOTES :- **MESC-** Marine Engineering Specialisation Course
 SDPPC (ME) – Special Duty Post Promotion
 Course (Marine Engineering)

**SLT(X) ME – Sub Lieutenant (Executive) Marine
Engineering**

Courses Conducted (Sailors)

<u>S.No.</u>	<u>Course</u>	<u>Duration (in weeks)</u>	<u>Basic Qualification</u>	<u>Trg Dept</u>
1.	DEDH	111	Diploma in Mech/ Prod	CMET
2.	ERA/APP	130	10+2/Equivalent	CMET
3.	NEA	148	10+2/Equivalent	CMET
4.	MECH 'Q'	110	10+2/Equivalent	CMET
5.	CHERA 'Q'	07	10+2/Equivalent	CMET
6.	LME 'Q'	11	10+2/Equivalent	CMET
7.	DEME	25	10+2 /Equivalent	CMET
8.	CHME` Q'	06	10+2/Equivalent	CMET
9.	SDME` Q'	15	10+2/Equivalent	CMET
10	Pre-Commissioning training of for various classes of ships			CMET
11	NBCD Instructor	16		NBCD
12	NBCD Key Sailor	04		NBCD
13	STANDARD NBCD	01		NBCD

DEDH- Direct Entry Diploma Holder

MECH'Q' –Mechanician (Qualifying)

ERA/APP-Engine Room Artificer/Apprentice

NEA- Naval Entry Artificer

LME-Leading Engineering Mechanic

DEME – Direct Entry ME

SDME – Special Duty ME

Medium of Instruction

2. English is the medium of instruction. Hindi words of command are used for parade training.

Training Hours

3. The establishment follows a six day week and the routine is as given below: -

Morning PT	0600	0620
Session I	0830	0930
Session II	0930	1030
Tea Break	1030	1050
Session III	1050	1150
Session IV	1150	1250
Session V	1250	1350
Lunch Break	1350	1440
Afternoon Class (Dog Watch Instructions)	1515	1620
Evening Sports	1640	1730

Trainees are expected to follow the routine of the establishment at all times and also attend morning physical training (PT) on all working days, evening sports on all working days, Parade training and ceremonial divisions as promulgated and all other extracurricular and cultural activities.

Use of Personal Conveyance

4. Trainees in possession of a valid international driving license are permitted the use of motorised vehicles within the establishment. Wearing of crash helmet is mandatory while riding two-wheelers.

Centre of Marine Engineering Technology (CMET)

1. The Centre of Marine Engineering Technology (CMET) is the largest training department of INS Shivaji, which imparts specialised training in the field of marine engineering. Various courses conducted at CMET are listed under 'Organisation & Training'.

2. Today, at the threshold of 21st century, this center of excellence is poised to make a giant leap to meet every conceivable challenge in the field of technical training so as to equip the trainees, with an array of skills that will enable them to handle any high-tech complex situation with ease, élan and confidence. A pro-active approach towards these challenges combined with the unending quest for total quality training, has led this center to focus on computer and simulator based training.

3. Greater emphasis is laid on 'hands on skill' and preparation of trainees for the rigours of shipboard life. Emphasis is also being laid on fostering creativity, innovativeness, practical and technological skills. To achieve the objectives this center has under its roof eight specialized wings viz. Diesel Engine wing (DEW), Steam Machinery wing (SMW), Auxiliary Machinery Wing (AMW), Gas Turbine Wing (GTW), Instrumentation & Control Wing (ICW), Industrial Training Wing (ITW), Computer Application Cell (CAC) and Engineering Pre-Commissioning Training School (EPCT).

Divisional Organisation

4. A unique aspect of the organisation at CMET is the existence of dedicated divisional organisation, which functions under the Divisional Commander (Div Cdr). Every sailor trainee is placed under the care and guidance of a Dedicated Divisional Officer and Divisional Chiefs who looks after all aspects of the

accommodation, welfare, moral, discipline, extra curricular activities and administration.

Naval College of Engineering (NCE)

1. This unique institution stands today as the only source for inducting permanent commissioned technical officers in the Navy. The college conducts a 4 year Naval Engineering Course (NEC) and a 3 year Basic Engineering Course (BEC). The college boasts of fully equipped advanced laboratories covering a wide spectrum of technical disciplines from micro-electronics to heat engines.

Courses Conducted at NCE

2. The Basic Engineering Course: This is a course of duration of three years with an entry level qualification of Bachelor of Science with Physics, Chemistry and Mathematics as the main subjects. On completion of the course, officers are awarded a degree in Mechanical Engineering or Electrical Engineering by the Jawaharlal Nehru University, New Delhi to which the college is affiliated. Cadets passing out of the National Defence Academy (NDA) at Pune and the Naval Academy, with the requisite qualification, are eligible for undergoing this course. Foreign officers are awarded the Bachelor of Engineering Certificate in Mechanical/ Electrical & Electronics from Naval College of Engineering.

Cadets Training

3. The Naval Engineering Course: Cadets Training Department was instituted with the advent of the 10+2 (Tech) scheme in 1985. Cadets undergo a 4 year course at the NCE leading to a B Tech degree. For the first three years of their stay, these “greenhorns” are actively monitored by the Cadets Training Department and are given extensive opportunities in character development, military training and sports activities. The products of this course have been doing Shivaji proud through their professional success and display of sterling qualities in keeping with the best traditions of Naval Service.

Nuclear, Biological, Chemical Defence And Damage Control (NBCD) School

The NBCD School had its modest beginning in 1953. The Atomic Biological Chemical Defence School of yesteryears has grown in leaps and bounds to become today's NBCD School, a nodal center for all matters related to NBC defence, fire fighting and damage control on board warships. Nearly every officer and sailor of the Navy passes out through the portals of this school and emerges out armed with in-depth practical knowledge, which can prove to be life saving in an NBC attack or when faced with the awesome and terrifying force of fire and /or flooding. To conduct the above tasks, the school has three well equipped wings viz. the NBC, Fire Fighting and Damage Control. The recent addition of a damage control simulator has given added impetus to the aspect of training on survivability of ship under realistic conditions.

School Of Basic Sciences

The school conducts academic training for Apprentices, Mechanics, Navy entry artificers and SDME'Q' Courses as per the training forecast. In addition it conducts cultural orientation course for all foreign trainees. SBS comprises of a science lab for hands on skills for basic electronic circuits and a language lab for proficiency in English communication. It also conducts in-house instructional technique courses for instructors in INS Shivaji.

Administration & Discipline

Training Officer and Sponsors (Officers/ Sailors)

Foreign Officers

1. All aspects of Officers training at CMET are administrated by Commander (Coord) assisted by Training Officer (Officers). Trainee officers reporting for specialisation courses are to report to Training Officer (Officers) on arriving. Officers reporting for Basic Engineering Course (BEC) are to report to the Training Captain (College)/ Training Officer (College) and officers reporting for NBCD courses are to report to Oi/C (NBCD School)/Dy Oi/C (NBCD School).
2. A staff officer and an Indian student officer are nominated as sponsors for each foreign student officer. These sponsor officers can be approached for guidance/help on academic and administrative matters.

Foreign Sailors

3. All aspects of sailors training in CMET are administrated by Commander (Coord) assisted by Training Officer (Sailors). The Divisional Organisation, administered by a Training Commander, looks after all aspects of accommodation, welfare, morale, discipline and extra curricular activities. Sailors reporting for course are to report to Senior Divisional Officer/Training Officer (Sailors). Sailors reporting for NBCD courses are to report to Oi/C (NBCS School)/Dy Oi/C (NBCD School).

4. A staff senior sailor and an under trainee sailor are nominated as sponsors for each foreign sailor. These sponsor sailors can be approached for guidance/help on academic and administrative matters.

Passports and Visas

5. All trainees are required to ensure that the passports and visas are valid for the entire period of training. Action for revalidation, if any, will be taken up by the concerned trainees with their Embassies/High Commissions/Consulates. The establishment will render assistance, as necessary. Passports and visas are to be deposited with the Regulating Officer immediately upon reporting for training or on completion of registration formalities as the case may be. If trainees or their families (if permitted), are likely to go out of India during the course breaks, they should ensure that their visas are 'MULTIPLE ENTRY VISAS'.

Documents

6. The following documents are to reach this establishment at least four weeks prior to commencement of the course:-

- (a) Personal Data

- | | |
|--|------------|
| (b) Certificate for Security and Assurance | Proformas |
| (c) Statement of Identification | placed at |
| (d) HIV Screening Certificate/Report | last page. |

Note: The proformas are also available on INS Shivaji website www.insshivaji.edu.in

Reception

7. The trainees, on arrival at Mumbai/Pune/Lonavla will be received at the airport/railway station by a representative of this establishment. The trainees are to be in possession of Statement of Identification on arrival. Arrival details are to be sent to this establishment by letter/FAX at least two weeks in advance to ensure suitable arrangements to be made.

(a) Arrival in India. On arrival in India the trainees are required to report at INS Shivaji, Lonavla. Please fax your arrival details to the Commanding Officer, INS Shivaji at 0091-02114-284701. You are also to intimate your arrival details to your Embassy/High Commission/Consulate.

Registration

8. Trainees from Commonwealth countries are exempted from undergoing the registration formalities. However, in the case of trainees from Bangladesh trainees, registration with appropriate civil authorities is necessary, if their period of stay in India exceeds six months. The trainees so registered should obtain registration cards to enable exit endorsement by the issuing authority before the trainees leave the training establishment for repatriation to Bangladesh. The card with the exit endorsement is required to be produced to the immigration authority at the International airport from which the Bangladesh trainees eventually leave for Bangladesh. All personnel from non-Commonwealth countries, who are to undergo training for more than 90 days, are to register themselves as under: -

(a) Trainees on arrival are required to register with the local Superintendent of Police.

(b) Similar registration is to be made when the period of course is extended.

Identity Cards

9. Regulating Officer of the establishment will issue to the trainees a special identity card. These identity cards are required to be returned on completion of training. Trainees are personally responsible for the safe custody of their special identity cards and are always to be in possession of the same. The special identity cards are to be produced on demand by Security Personnel or any Superior Officer. Any loss of the identity card is to be reported to the Training Officer and the civil police immediately upon detection.

Currency

10. The Indian currency is Rupee, (Rs.) which can be freely converted into other currencies, at all leading banks and financial hubs.

Pay and Allowances (Subject to revision from time to time)

11. The arrangement for disbursement of pay and allowances and any other dues while undergoing training in India, will be made by the respective Embassies/ High Commission/Consulates directly to their personnel. Some of the important aspects are highlighted below: -

(a) Foreign Naval personnel are accepted for training under one of the following schemes (subject to revision): -

(i) **Self-Financing Scheme**. Under this scheme the tuition fees and other administrative charges are recovered from the foreign Government.

(ii) **ITEC category I**. The Indian Government will provide free training, to and fro airfare, lodging, messing for cadets, journey connected with training in India whenever considered essential.

(iii) **ITEC Category II**. The cost of international passage both ways will be borne by the foreign country. However, all other expenditures as applicable for ITEC Category I will be met by the Indian govt.

(b) Before leaving for India, trainees from overseas should arrange with their own Government for their pay and allowances while in India. A sum equivalent to approximately INR 5000/- will be necessary to meet the miscellaneous expenses on arrival. This should preferably be carried in traveler's cheques.

(c) **Living Allowances**. Foreign trainees covered under ITEC category I & II are paid monthly living allowances at the following rates:-

	Monthly living allowance (INR)
Officers	10,000/-
Sailors	4000/-

(d) Messing and Allied Messing Charges (per month):-

Officers	2200/-approx
Sailors	300/-approx

Accommodation

Foreign Officers

12. Married accommodation is not provided/arranged for Single officers who arrive in India for training. Single officer will be accommodated in Wardroom Mess according to rank and status. However, under exceptional circumstances, single officers may be permitted to stay outside in hotels/hired houses under own arrangements. Married accommodation will be provided according to the rank and status of the married foreign officers who are detailed for advanced/long courses of duration exceeding twelve months. Officers nominated for courses of shorter duration, who are permitted by their Government to bring their families to India will, however be given assistance in hiring suitable accommodation near the establishment under private arrangements and at their own expense. Such requests are to be sent to the Commanding Officer at least two months before the commencement of the course.

Foreign Sailors

13. Foreign sailors deputed for long courses with duration exceeding 12 months are permitted to bring their families and live in hired houses under own arrangements or in government accommodation depending upon availability. Sailors nominated for short duration courses who are permitted by their government to bring their families to India, may also be permitted to do so but are to stay outside in hired houses/ hotels under own arrangements.

Conduct and Discipline

14. All trainees are to maintain proper code of conduct and military bearing expected from a person in uniform. Conduct unbecoming of a Naval personnel and infringing on good order and Naval discipline would attract withdrawal from the course

and such other punishment as laid down in the Regulations. Foreign trainees undergoing various courses will be governed by the same rules and regulations as applicable to the Indian trainees in matters regarding accommodation/messing /routine/discipline etc. Some of the aspects are highlighted below: -

- (a) **Punctuality**. The establishment expects the highest level of punctuality from trainees in attending all ship's functions.
- (b) **Marks of respect**. Proper mark of respect must be shown to seniors.
- (c) **Uniform**. High standard of turnout is to be maintained.
- (d) **Duties**. The trainees will be required to carry out special duties assigned from time to time as part of all round development.
- (e) **Movements**. Movement of trainees both within and outside the establishment should be smart. If moving in a group, proper marching in squads must be adhered to.

Daily Orders

15. Routine orders of day to day nature are promulgated through the Daily Orders. All trainees are to read the daily orders regularly and abide by the promulgated orders.

Clothing/Uniforms

16. Foreign trainees are to wear uniforms of their navies provided by their respective countries. Minimum requirement of clothing/uniforms is placed at Appendix `E'.

Leave and Holidays

17. Trainees are permitted to proceed on planned leave during the scheduled break. Trainees who wish to spend their leave in their own countries are required to obtain permission of their Embassy/ High Commission/ Consulate, prior to leaving India. Trainees who plan to visit various places in India, are required to forward details of their programme during leave to the commanding Officer, at least two months in advance, in order to obtain necessary approval from Competent Administrative Authority. Salient aspects are as under: -

(a) Normally, no leave will be granted during the training period except during term breaks or on extreme compassionate grounds. Leave admissible is given in succeeding sub paragraphs.

Officers

- | | | |
|-------|-------------------|---|
| (i) | <u>MESC.</u> | 06 weeks leave during entire course duration. |
| (ii) | <u>SDPPC(ME).</u> | No Leave |
| (iii) | BEC | 03 Weeks leave twice a year at the end of each term |

Sailors

- | | | |
|-------|----------------------------|--|
| (i) | ERAAPP/DEDH
MECH`Q'/NEA | 04 weeks leave twice a year in Jun and Dec |
| (ii) | LME`Q' | No Leave |
| (iii) | CHERA `Q' | No Leave |
| (iv) | CHME`Q' | No leave |

(b) **Short Leave**. Trainees will be granted short leave during working hours only with express permission of Training Commander for urgent requirements.

(c) No classes are conducted on Sunday & closed holidays except when required to make up for loss of instructions. Short leave is permissible during these periods.

Facilities

Facilities Available

While the training programme takes care of the academics, there are other facilities provided in the establishment which aim at an overall development of the personality of trainees and to meet the day to day requirements. The important ones are as follows: -

(a) **Library**. The establishment has three well stocked libraries having wide range of text books, technical books, periodicals, books of references etc. at following places: -

- (i) Naval College of Engineering Library
- (ii) Ships Central Library
- (iii) BR Library at CMET

(b) **Bank**. The State Bank of India has a branch in the establishment. Traveler's cheques from international banks can be encashed at Mumbai or Pune. You can also transfer your money to International Service Branch of State Bank of India at Mumbai using SWIFT CODE facility. The branch of state Bank of India, located in the establishment functions from 1030 hrs to 1430 hrs on working days and 1030 hrs to 1230 hrs on Saturdays. You are advised to open an account in the branch of SBI located within the establishment and furnish details to your Defense Advisor within 14 days of your reporting in the establishment so as to facilitate your

Embassy/ High Commission/Consulate to send monthly remittances accordingly.

(c) **Post & Telegraph Facility.** Post Office of P & T Department is available within the establishment with all postal and telegraphic facilities. Pin code of the Post office is 410402. This post office functions between 1030 hrs to 1530 hrs on all working days.

(d) **Communication Facility (STD/ISD).** Overseas dialing facility is available within the establishment.

(e) **Shopping Complex.** The shopping complex houses general provisions and grocery stores, vegetable and fruit shops, tailor, sweets and snacks shops, bakery, stationery shops etc. This complex is generally kept open on all days.

(f) **Auditorium cum Cinema Hall.** A Cinema Hall 'Menaka' is located within the establishment. Regular Movies, including latest English Movies are screened.

(g) **Medical Facilities.** INHS Kasturi, a naval hospital situated in the premises of INS Shivaji meets the medical needs of all residents. This has an MI Room manned round the clock, a dental centre and a 54 bed hospital with a separate family section. A family clinic is run during working hours to cater for the day to day needs of Shivaji families. In addition, a separate Sickbay exists in INS Shivaji which functions during working hours. Patients warranting super specialisation care are transferred to the command Hospital, Southern Command, Pune which is located 65 Kms away from INS Shivaji and has all modern facilities

(h) **Canteen.** Unit run canteen is open six days a week. It stocks items of general nature for daily use. The canteen timings are 1030 to 1230 hrs and 1500 to 1700 hrs except on Mondays. On Sundays and Fridays, the canteen is open in the forenoon.

(j) **Adventure Activities.** The adventure and hobbies club of the establishment undertakes various adventure activities like cycling, trekking expeditions and rock climbing. These activities are aimed to inculcate the spirit of adventure, stamina building, endurance and brotherhood.

(k) **Sailing Club.** The sailing club, located next to Shivsagar Lake (one of the two lakes at INS Shivaji) has various facilities for watermanship activities. It has kayaks, sculls, sailboats and whalers for promoting water sports.

(l) **Sports Facilities.** A modern gymnasium cum indoor basketball court named 'Abhimanyu' is the nerve center for the indoor sports. In addition, the establishment has a variety of courts and field where Football, Hockey, Volleyball, Basketball etc. are played by the trainees. The establishment also has an athletic track and an Olympic size swimming pool. In addition, all types of indoor games like Table Tennis etc are also available within the establishment.

(m) **Amenity Transport.** Amenity transports are available on hire at nominal rates for routine visits/excursions/outings. Regular State Transport buses and Naval routine transports ply between Lonavla and Shivaji at half hour intervals on all days.

(n) **School.** There are three schools in the establishment

- (i) Play School for tiny tots up to 3 years age.
- (ii) Naval KG School up to 06 years.
- (iii) Kendriya Vidyalaya (KV) Std. 1 to Std. XII

(p) **Ladies Club.** A well-organised club enables ladies to contribute to the social life of the establishment. The meeting of the club is held very often in the form of coffee evenings. Various classes on Computers, Knitting

embroidery, Tailoring, Painting etc are also conducted periodically.

USEFUL INFORMATION

Important Telephone/Fax Numbers

Lonavala STD/Area Code	0091 -2114
INS Shivaji Telephone Exchange	284861-67 (Seven lines)
Fax No	0091-2114- 284701/ 284494

OFFICE EXTENSION NUMBERS

1.	Commanding Officer	2201
2.	SO to CO	2202
3.	Principal NCE	2206
4.	OI/C CMET	2212
5.	OI/C NBCD School	2208
6.	Trg. Capt. (College)	2214
7.	CO INHS Kasturi	2246
8.	Executive Officer	2204
8.	Cdr. (Coord)	2467
9.	OOD (officer of the day)	2207

With increasing responsibility, which is a natural consequence of expanding horizons of technological application to Naval warfare, your role as a trainee has become more demanding. Shivaji has a lot to offer you. Sincerity and diligence in your every endeavour will help you to get the best out of the training.

Finally, we wish you a pleasant and memorable stay at this establishment during which you will fully utilized the facilities provided at this establishment and conduct yourself in every sphere in such a way that both Shivaji and your Navy is proud of you.

Appendix A

PERSONAL DATA

(To be filled by the trainee)

My government has selected me for training with the Indian Navy and I am submitting the following personal information as desired: -

1. Name of the Course -----
2. Duration of the course : From----- To-----
3. Full Name-----
4. Country -----
5. Photograph (passport size)

6. Branch of Service-----
7. Rank -----
8. Service Number -----
9. Seniority Date -----
(Day) (Month) (Year)
10. Date of Commission -----
11. Date of Birth -----
12. Place of Birth -----
13. Physical Description: Weight----- Height-----
Colour of hair----- Colour of eyes-----
14. Academic qualifications (Civilian Education)
High School----- (Name & date of completion)
College or University----- (Name & date of completion)

15. Military Education -----

(Details and dates to be given)

16. Marital Status: Married/Single*

17. Dependents:

Wife's name-----

Children's name	Date of Birth	Sex
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18. Whether family will accompany: Yes/No*

19. If not accompanying, whether family will join later and if so, when

20. Religion -----

21. Details of course, if any, attended in India:

Name of Course	Venue	Year
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22. My last duty assignment was-----

23. Details of Naval Service: (List all principal duties and major assignments in the last five years).

24. Special qualifications, if any:

25. Mother tongue-----

26. Other language and fluency (F1-Fluent; F-Fair; P-Poor):

	Name	Spoken	Written	Translation
(Example)	English	F1	F	P

27. Home Address-----

28. Decorations-----

29. Proficiency in sports-----

30. Extra curricular activities/Hobbies-----

31. Passport details

(a) Passport number-----Valid up to-----
Date and port of entry-----
Entry permit valid up to -----
(Date)
Visa valid up to -----
(Date)

(b) Wife's passport number-----Valid up to-----
Date and port of entry-----
Entry permit valid up to -----
(Date)
Visa valid up to -----
(Date)

(c) Children:
Passport number-----Valid up to-----
Date and port of entry-----
Entry permit valid up to -----

(d) Others-----

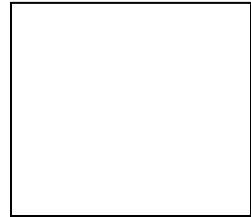
Signature

(*Strike out which ever is not applicable)

CERTIFICATE OF SECURITY AND ASSURANCE

(Instructions for completion overleaf)

1. Surname-----
2. First name(s)-----PHOTOGRAPH
3. Rank-----
4. Country and Service-----
5. Date and Place of Birth-----
6. Next of Kin-----Relationship-----
7. Colour of Hair-----Address-----
8. Colour of Eyes-----
9. Height----- Weight-----
10. Distinguishing Marks (if any) -----
11. Address in India (if applicable)-----
12. Highest grade of classified information for which individual is security cleared (see note below)
13. The above named personnel has been selected to attend: -
Title of Course-----At-----
Duration of Course **From**-----**To**-----
14. He has been subjected to political and security screening by the Government and does not constitute a security risk to the Indian government.
15. The-----Government will not divulge any information disclosed to the individual during his course of training, to a third Government, without the approval of the Ministry of Defence, Government of India.
16. The-----Government will not use any information disclosed to the individual for other military purposes.



INSTRUCTIONS FOR COMPLETION

1. Para 12 of Appendix 'B' is to be completed with appropriate security classifications, which are defined as follows, in accordance with the current government instructions.

TOP SECRET Documents, information a material, the security of which is of paramount importance and whose unauthorised disclosure will cause **EXCEPTIONALLY GRAVE DAMAGE TO THE NATION.**

SECRET Documents, information and material, the unauthorised disclosure of which will endanger national security, causes serious injury to the interest or prestige of the nation or serious embarrassment to Government or will be of great advantage to a foreign nation.

CONFIDENTIAL Documents, information and material, the unauthorised disclose of which not endangering the national security, will be prejudicial to the interest of the nation, any Government activity or individual, or will cause administrative embarrassment or difficulty or be of advantage to a foreign nation.

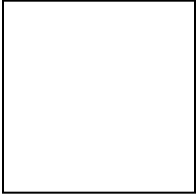
RESTRICTED Documents (other than covered by higher categories) not be published or communicated to any one except for official purposes.

2. The certificate must be authenticated, at least, by an official of the rank of Commander and duly stamped with the official stamp with his designation and appointment.

3. Two passport size photographs (including the one pasted on the certificate) of the trainee is to be forwarded with the Certificate.

STATEMENT OF IDENTIFICATION

(The certificate should be shown on joining the Training Establishment in India)

- 1. Surname-----
- 2. First name(s) -----
- 3. Rank----- **PHOTOGRAPH**
- 4. Next of Kin-----
Relationship ----- 
- 5. Address-----
- 6. Country and Service -----
- 7. Title of Course-----
From-----To-----
- 8. Details of previous courses attended in India: -
Date-----Title of course -----
Remarks-----

NOTE: The certificate must be authenticated, at least by an official of the rank of Commander, duly stamped with the official stamp of his designation and appointment and must be in the trainee's possession.

HIV SCREENING CERTIFICATE/REPORT

It is hereby certified that -----

Has been screened for AIDS and has been found free from HIV infection as tested by **ELISA** method.

Signature of Competent Authority

Date:

Seal:

**LIST OF CLOTHING TO BE BROUGHT BY
FOREIGN TRAINEES**

1. Uniforms as prescribed by the Service of the trainee's country. A minimum of six sets of summer working dress, two sets of summer ceremonial dress, one set of winter ceremonial dress and two/three sets of winter working dress should be brought.
2. Civilian clothing, appropriate for the prevailing climate including lounge suits (woolen and/or light as required).
3. Sports kit including white T-shirt. White shorts and white sports shoes.
4. One pair drill boots for ab-initio courses. and long/specialist
5. Underclothes, Pajamas, Handkerchief, Ties, etc. as required.