



## **ENROLLMENT OF ESM IN DSC AS ORS**



The Ex-Serviceman/ Serving sailor are required to submit an application along with documentary proof to Naval Pension office (NAVPEN). Ex- serviceman should apply within two years from the date of discharge whereas serving sailor should apply six months prior to their release for enrollment into DSC. This office will scrutinise the application and forward the same to INS Agrani for Naval Personnel. Post verification, INS Agrani forward the application to DSC Records at Kannur, Kerala.

### **Eligibility Criteria for Enrollment into DSC:**

- (i) Age should not be more than 50 years.
- (i) Medical Category at the time of Release should be S1A1.
- (iii) Minimum Educational Qualification of applicant should be SSC/ Matriculation Pass.
- (iv) Mark sheet of SSC /Matriculation.
- (v) Rank should be equivalent to CPO or above for DSC as JCO Commission and should be equivalent to PO or below for DSC as OR Commission.
- (vi) Assessment for the last five years should be Very Good & Superior.
- (vii) No punishment / red ink entries in Service Record for DSC as JCO Commission applicant.
- (viii) Not more than one punishment/ red ink entries in the last five years for DSC as OR Commission applicant.

### **Documentary Proof to be Submitted along with Application:**

<b><u>SER</u></b>	<b><u>NAME OF DOCUMENTS</u></b>
1	Duly filled application form (02 Copy)
2	Attested copies of pages of Service Document (Page 1 to 20).
3	Mark sheet of SSC /Matriculation
4	Copy of Discharge Book/IN-271

<b>The Logistics Officer-in-Charge {for Staff Officer (GB)} Naval Pension Office c/o INS Tanaji Sion -Trombay Road Mankhurd Mumbai – 400 088</b>	<b>Tele: - 022 -25075620 Email:- navpen-navy@nic.in</b>
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**VERIFICATION OF SERVICE PARTICULARS OF PROSPECTIVE RETIREES**  
**RE-ENROLEMENT INTO DSC ON DISCHARGE FROM SERVICE**

( TO BE FILLED BY THE INDIVIDUAL AND CHECKED BY PARENT UNIT)  
 (IN CASE ANY INFO/DETAILS ARE NOT KNOWN TO THE INDIVIDUAL / UNIT, LEAVE THE COLUMN UNFILLED AND THE SAME WILL BE FILLED BY CONCERNED RECORD OFFICE DURING VERIFICATION)

1. No . ..... Rank ..... Trade .....  
 Name ..... (in full)
2. Units/Regs/Corps served : .....  
 (a) First Spell : From ..... To .....  
 (b) Second Spell : From ..... To .....
3. Date of Birth/apparent age : .....  
 as recorded in Enrolment Form
4. Date of Enrolment : .....  
 (a) First Spell : From ..... To .....  
 (b) Second Spell : From ..... To .....
5. Date of Discharge : .....  
 (a) First Spell : From ..... To .....  
 (b) Second Spell : From ..... To .....
6. How much service has been rendered as : ..... Yrs ..... Months ..... Days  
 Combatant (in Years, Months and Days)
7. If originally enrolled as NC(E) and : .....  
 subsequently re-mustered as combatant : ..... Yrs ..... Months ..... Days  
 for how long did he serve as a combatant  
 (in Years , Months & Days)
8. **Medical category at the time of discharge :-**  
 (a) Does the individual receive any : .....  
 disability pension?  
 (b) Has the individual placed in LMC : .....  
 due to " Alcohol Depenedency Syndrome"  
 during last five yrs of his date of discharge  
 from his former service and subsequently  
 upgraded to medical category SHAPE-1?
9. **Discipline (Red Ink Entries)**  
 (a) Not more than tow red ink entries : .....  
 During the nentire service (Auth : IHQ of  
 MoD (Army) letter No A/65872/DSC-1 dt  
 24 Jan 2017)  
 (b) Not more than one red ink entries : .....  
 During the last five yrs of earlier service.

(c) Has the individual awarded Red Ink Entry under AA Sec-48 during last five yrs of his dt of disch from his former service? : .....

10. **In case of TA Personnel**

(a) Is he in the effective strength of TA? : .....

(b) Is he produced NOC (No objection certificate) from the CO of TA Bn ? : .....

(c) How much embodied service has he got in TA in Years, Months and Days (Embodied Service calculated by Record office to be Attached). : .....

(d) How many ATCs (Annual Training Camps) has attended? (Original certificate issued by the CO of TA Bn showing No of ATCs to be attached. Attached Attendance of 7 ATC is Mandatory) : .....

11. **Education Qualification** :-

(a) Military (ACE III/II/I) be stated : Hindi .....  
English .....

(b) Civil-Matric and Non Matric (Educational Certs are to be verified by the Recruiting Officers. Equivalent civil stds of Army certs should be as per Army Hqs letters No. 62502/Rtg/5 (OR) (A) dt 12 Oct 1999. : Exam passed .....  
Subjects .....  
Date of passing .....  
Board of Edn .....  
Roll No. ....  
Part II OrderNo. ....

12. Cause and clause of discharge (quote Army Rule/TA Rule clearly) : .....

13. Details of plural marriage (In case contracted by the indl) : .....

14. Does the individual fulfil all the eligibility Conditions for re-enrolment into Defence Security Corps as a Sep (General Duty) / Sep (Clk)? : .....

15. **Character**

(a) Assessed at the time of discharge. : .....

(b) Re-assessed in terms of Para 170(d) of Regs for the Army, Vol-I (1987) : .....

(c) Grounds for re-assessment of Chargacter : .....

(d) Punishment awarded during service if any. : .....

16. Latest Home Address of the applicant :-

Vill : .....	Post : .....
Tehsil : .....	Dist : .....
State : .....	PIN : .....
Telephone No: .....	E-mail ID: .....

Certified that the above info / details are correct in the best of my knowledge and any false info being detected at later stage would cancel my candidature and I am liable to be punishable under Army Act / IPC.

\_\_\_\_\_  
(Singnature of the individual)

Army No : .....  
Rank : .....  
Name : .....  
Date : .....

**SINGNATURE OF OC/CO UNIT**

Station : .....

Dated : .....

**VERIFICATION BY RECORD OFFICE CONCERNED**

Certified that the above particulars in respect of No .....  
Rank ..... Name .....  
have been verified from his service documents and are correct in all respects.

**OR**

Certified that the following discrepancies have been found in the above particulars in  
respect of No. .... Rank .....  
Name .....  
as compared to the service docus held by this office:-

- (a) .....
- (b) .....
- (c) .....
- (d) .....

Place : .....

Date : .....

(Signature of the Record Officer)

Name : \_\_\_\_\_

Rank : \_\_\_\_\_

Designation : \_\_\_\_\_

**Note:** - In case of any discrepancy necessitating prohibition for re-enrolment, please record the same and return the form to the originator.

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**COUNTER SIGNATURE**  
**BY RECRUITING OFFICER AT REGIMENTAL CENTRE**

It is certified that No. .... Rank .....  
Name .....  
fulfils all eligibility conditions for re-enrolment into Defence Security Corps.

Station : .....

Dated : .....

**VERIFICATION OF SERVICE PARTICULARS OF EX-SERVICEMEN FOR  
RE-ENROLEMENT INTO DSC ON DISCH FROM TO BE SUBMITTED DIRECTLY TO THE  
REGTL CENTRE / AROS**

( SER NO 8 TO 15 TO BE FILL BY RECORD OFFICE ONLY)

(IN CASE ANY INFO/DETAILS ARE NOT KNOWN TO THE INDIVIDUAL / UNIT, LEAVE THE COLUMN UNFILLED AND THE SAME WILL BE FILLED BY CONCERNED RECORD OFFICE DURING VERIFICATION)

1. No . \_\_\_\_\_ Rank \_\_\_\_\_ Trade \_\_\_\_\_  
Name \_\_\_\_\_ (in full)
  
2. Units/Regts/Corps served : .....  
(a) First Spell : From ..... To .....  
(b) Second Spell : From ..... To .....
  
3. Date of Birth/apparent age : .....  
as recorded in Enrolment Form
  
4. Date of Enrolment : .....  
(a) First Spell : From ..... To .....  
(b) Second Spell : From ..... To .....
  
5. Date of Discharge : .....  
(a) First Spell : From ..... To .....  
(b) Second Spell : From ..... To .....
  
6. How much service has been rendered as : ..... Yrs ..... Months ..... Days  
Combatant (in Years, Months and Days)
  
7. If originally enrolled as NC(E) and : .....  
subsequently re-mustered as combatant : ..... Yrs ..... Months ..... Days  
for how long did he serve as a combatant  
(in Years , Months & Days)
  
8. **Medical category at the time of discharge :-**  
  
(a) Does the individual receive any : .....  
disability pension?  
  
(b) Has the individual placed in LMC : .....  
due to " Alcohol Depenedency Syndrome"  
during last five yrs of his date of discharge  
from his former service and subsequently  
upgraded to medical category SHAPE-1?
  
9. **Discipline (Red Ink Entries)**  
  
(a) Not more than tow red ink entries : .....  
During the nentire service (Auth : IHQ of  
MoD (Army) letter No A/65872/DSC-1 dt  
24 Jan 2017)

- (b) Not more than one red ink entries : .....  
During the last five yrs of earlier service.
- (c) Has the individual awarded Red Ink : .....  
Entry under AA Sec-48 during last five yrs  
of his dt of disch from his former service?

10. **In case of TA Personnel**

- (a) Is he in the effective strength of TA? : .....
- (b) Is he produced NOC (No objection : .....  
certificate) from the CO of TA Bn ?
- (c) How much embodied service has he : .....  
got in TA in Years, Months and Days  
(Embodied Service calculated by Record  
office to be Attached).
- (d) How many ATCs : .....  
(Annual Training Camps) has attended?  
(Original certificate issued by the CO of  
TA Bn showing No of ATCs to be attached.  
Attached Attendance of 7 ATC is Mandatory)

11. **Education Qualification** :-

- (a) Military (ACE III/II/I) be stated : Hindi .....  
English .....
- (b) Civil-Matric and Non Matric : Exam passed .....  
(Educational Certs are to be verified by : Subjects .....  
the Recruiting Officers. Equivalent civil : Date of passing .....  
stds of Army certs should be as : Board of Edn .....  
per Army Hqs letters No. : Roll No. ....  
62502/Rtg/5 (OR) (A) dt 12 Oct 1999. : Part II OrderNo. ....

12. Cause and clause of discharge : .....  
(quote Army Rule/TA Rule clearly)

13. Details of plural marriage (In case : .....  
contracted by the Individual)

14. Does the individual fulfil all the eligibility : .....  
Conditions for re-enrolment into Defence  
Security Corps as a Sep (General Duty) /  
Sep (Clk)?

15. **Character**

- (a) Assessed at the time of discharge. : .....
- (b) Re-assessed in terms of Para 170(d) : .....  
of Regs for the Army, Vol-I (1987)
- (c) Grounds for re-assessment of : .....  
Chargacter

(d) Punishment awarded during service if any. : .....

16. Latest Home Address of the applicant :-

Vill : ..... Post : .....  
Tehsil : ..... Dist : .....  
State : ..... PIN : .....  
Telephone No: ..... E-mail ID: .....

Certified that the above info / details are correct in the best of my knowledge and any false info being detected at later stage would cancel my candidature and I am liable to be punishable under Army Act / IPC.

\_\_\_\_\_  
(Singnature of the individual)

Army No : .....  
Rank : .....  
Name : .....  
Date : .....

**SINGNATURE OF OC/CO UNIT**

Station : .....

Dated : .....



**VERIFICATION BY RECORD OFFICE CONCERNED**

Certified that the above particulars in respect of No. ....  
Rank ..... Name .....  
have been verified from his service documents and are correct in all respects.

**OR**

Certified that the following discrepancies have been found in the above particulars in  
respect of No. .... Rank .....  
Name .....  
as compared to the service docus held by this office:-

- (a) .....
- (b) .....
- (c) .....
- (d) .....

Place : .....  
Date : .....

(Signature of the Record Officer)  
Name : \_\_\_\_\_  
Rank : \_\_\_\_\_  
Designation : \_\_\_\_\_

**Note:** - In case of any discrepancy necessitating prohibition for re-enrolment, please record the same and return the form to the originator.

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**COUNTER SIGNATURE**  
**BY RECRUITING OFFICER AT REGIMENTAL CENTRE**

It is certified that No. .... Rank .....  
Name .....  
fulfils all eligibility conditions for re-enrolment into Defence Security Corps.

Station : .....  
Dated : .....