

**MAHARAJA RANJIT SINGH AFPI**  
**CHARTER OF DUTIES OF TRAINING OFFICER**  
**GTO / IO / PSYCHOLOGIST**

**GTO**

1. The GTO will be responsible for all aspects of GTO training to include the following: -
  - (a) Group discussions
  - (b) Group planning exercises
  - (c) Progressive group tasks, half group tasks, command tasks and final group tasks.
  - (d) Lectures
  - (e) Group obstacle race
  - (f) Individual obstacles
  - (g) PPDT

**Interviewing Officer**

2. The Interviewing Officer will be responsible for all aspects of training to prepare the cadets for SSB interviews to include the following: -
  - (a) Lectures on OLQ
  - (b) Body Language
  - (c) Interview Technique
  - (d) Filling up PIQ forms
  - (e) Conduct of mock interviews
  - (f) PPDT

**Psychologist**

3. The psychologist will be responsible for the following:
  - (a) Thematic Apperception Tests
  - (b) Word Association Tests
  - (c) Situation Reaction Tests
  - (d) Self-Description
  - (e) Lectures on psych technique
  - (f) Correction of psych dossiers and mentoring of cadets.
  - (g) PPDT
  - (h) Int Test

## **Common Aspects of Training**

4. The under mentioned duties are common to all officers: -
  - (a) Conduct of debates, lecturetes.
  - (b) Grooming of cadets as potential leaders.
  - (c) Preparation of training programme (by officer nominated as Training officer)
  - (d) Conduct of lectures on subjects relevant to the armed forces / motivation / leadership as per training requirements.
  - (e) Officer nominated as OIC Academics will be responsible for coordination with the school and overseeing all Academic training of cadets including tuitions.
  - (f) Oversee the NDA written exam preparation

## **Duties as Sqn Cdr**

5. Officer will also function as Sqn Cdr. In this capacity he will be responsible for all aspects of training and administration of his sqn with specific reference to: -
  - (a) Training and grooming of cadets of the sqn
  - (b) Discipline of cadets
  - (c) PT / Drill and sports including swimming
  - (d) Maintenance of dossiers and writing performance reports on cadets.
  - (e) Interior economy
  - (f) Welfare of cadets

## **Misc / Adm Duties**

6. In addition, officers may be assigned misc / adm duties to include: -
  - (a) Carry out duties of OC Troops.
  - (b) Carry out duties as Accounts officer
  - (c) Carry out duties of Adm Officer
  - (d) Carry out duties of Security Officer
  - (e) Oversee functioning of the cadet's mess.
  - (f) Presiding Offr of purchase committee/ stock taking boards etc.
  - (g) Oversee functioning of Tuck Shop and Ante room.
  - (h) Oversee functioning of Gymnasium and other sports facilities.
  - (j) Oversee functioning of library and cyber café
  - (k) Oversee the MT fleet
  - (l) Look after the welfare of staff functioning under you.

**Note:-**

- One officer is required to stay in the campus in accommodation provided. Three bed room furnished house, rent free.
- The officer will be entitled to pay last drawn less pension. Pay fixation will be done by the Punjab govt.
- Contractual employment for a period of one year. Contract is renewable.
- Leave Entitlement – ten days Casual Leave and 15 days Earned Leave in the year