

**JOINING INSTRUCTIONS : PERSONAL SECURITY OFFICERS COURSE (PSO)**

1. **Introduction.** NSG is an elite organisation which deals with various type of tasks at national level and for security of the country. The security of VIP & VVIP is also a primary task of NSG. In order to institutionalise the standards of security at all levels, this course is run to specifically train and acquire professional skills for capability enhancement of trainees.
2. **Aim.** The aim of PSO course is to train personnel from Army, CAPFs, State / UT Police and sponsored foreign police personnel in tactics and skills of close protection/ proximate security as per NSG's mandate for capacity building.
3. **Course duration.** Four weeks.
4. **Capacity.** 150 trainees.
5. **Frequency.** Two per year.
6. **Eligibility Criteria.** To make the best possible use of skills taught during the course, Forces must detail only a cohesive team of Officers, JCOs/SOs/UOs, Sepoy/ constables who are either actively involved in proximate security or are likely to be employed or posted as trainers in training institutes. Nominating personnel from different places of duty should be avoided as far as possible. A certificate regarding eligibility duly signed by Comdt/ SSP/Colonel rank officer of parent organisation should be issued & carried by individual on reporting to Trg Centre. Format of certificate is attached as **Annx-I**. The personnel detailed to undergo this course should meet the following criteria:-
  - (a) **Employment.** Only those persons who are either presently employed in or will be employed in security fleet of important persons on termination of course or are employed as instructors in respective training institutes will only be allowed for this course. A certificate regarding employability of personnel attending PSO Course should be provided by parent organization duly signed by Commandant/SSP/Colonel rank officer is attached as **Annx-II**.
  - (b) **Age.**
    - (i) Preferably below 35 years. Maximum permissible age will be 40 years.
    - (ii) Relaxation would be given to personnel who are currently performing Proximate Security duties.
  - (c) **Service.** Minimum five years of active service and a residual service of minimum three years.
7. **Screening Criteria.**
  - (a) **Documents.** All candidates to attend Personal Security Officer Course must carry documents as given below and a candidate not carrying any of these documents will be screened out & returned to his unit:-
    - (i) Identity Card.

- (ii) Medical fitness certificate duly signed by medical officer from respective org.
- (iii) Eligibility Certificate as given at **Annx-I** as mentioned at para 5 above .
- (iv) Employability certificate as given at **Annx-II** as mentioned at Para 6 (a) above.
- (v) Nomination letter from respective org (as given at **Annx-III**).

(b) **Initial Screening.** Physical stds/ Proficiency level/Initial screening test will be conducted on arrival at Trg Centre, NSG to test the advance skills of trainees. Following tests will be conducted:-

(i) **Physical.**

S No	Event	Qualifying Standards
(aa)	2.4 Km run	12 mins
(ab)	Chin Ups	3
(ac)	Sit Ups	20
(ad)	Push Ups	20

(ii) **Firing.**

S No	Type of Wpn	Range	Rds	HPS	Qualifying Std
(aa)	Primary Wpn	25 mtrs	5	Grouping	5 Cm & below
(ab)	Secondary Wpn	10 mtrs	5	25	40%

(c) Any person failing to meet any of the screening criteria will not be permitted to attend the course and will be sent back without joining the course.

8. **Training Aspects.**

(a) **Methodology of Training.** The training will be of an advance nature, where no basics will be taught. Hence all trainees are expected to have attained basic standard in terms of Physical fitness, firing skills and basic knowledge of proximate security /close protection.

(b) **Pre Course Training.** All trainees should achieve the requisite standards in basic drills of proximate security, physical fitness and firing skills as part of pre course training before they report for the course and should be in possession of 'Qualified' certificate.

(c) **Work Schedule.** There will be six working days in a week with nine periods each of 40 minutes duration besides a physical conditioning period which will be of one hour duration. Night training will be in addition to this schedule and will be held thrice a week.

9. **Test Protocol.** There will be a weekly test at the end of the each week followed by a final test at the end of the Course.

10. **Result.** The training will be 'QUALIFYING' in nature, however those who fail to meet the minimum standard of the trg shall be declared 'ATTENDED'.

11. **Grounds for RTU.** Trainees can be RTU (Return to Unit) on following grounds:-

- (a) Not carrying any of the documents given at Para 7 (a) above or not meeting any of the screening criteria given at Para 7.
- (b) Under prepared as per the joining instructions.
- (c) Unwilling to continue training.
- (d) Medically unfit.
- (e) Missing 10% of the training (On any Ground).
- (f) Indiscipline.
- (g) Any other valid reason as decided by board of officers from Trg Centre.

12. **Arms & Ammunition.**

(a) **Weapon.** The Personal Security Officers course is a professional course imparting knowledge on a combined system of proximate use of force, tactical walk about skills and shooting/ firing skills. Hence the trainees should be in possession of the following items:-

- (i) MP-5 / Carbine.
- (ii) **Glock Pistol with holster**, (Preferably with forefinger locking mechanism).
- (iii) Tactical Belt.
- (iv) Extra Magazine Holder.
- (v) Service certificate of weapons.

(b) **Amn.** Each trainee will bring 250 rounds of 9mm ball amn to be fired from MP5/ Glock Pistol.

**Note.** The ammunition should be of current lot to avoid any misfire/ accident.

13. **Administrative Aspects.**

(a) **Documentation.** Should carry the following:-

- (i) Willingness cert
- (ii) Last Ration Certificate.
- (iii) Movement Order.
- (iv) Writing Material.

- (a) **Photograph**. Trainees will bring two latest passport sized photographs duly attested overleaf.
- (b) **Stationary**. Trainees should carry/ bring sufficient quantity of writing material / stationary required for the course as the same will not be issued by the training centre.
- (c) **Clothing and Equipment**.
- (i) Uniform set- Two pairs (as per prevalent season)
  - (ii) Overall Combination -Four Numbers
  - (iii) Net mosquito - One.
  - (iv) PT / Sports Shoes (white) - One Pair.
  - (v) Socks- Four Pairs.
  - (vi) Boot Ankle / DMS - One Pair.
  - (vii) Jungle Boot- Two Pairs.
  - (viii) Light Bedding - One set.
  - (ix) Raincoat- One.
- (d) **Private Clothing**. Trainees should bring sufficient private clothing according to the prevalent weather conditions.
14. **Accommodation**. The trainees will be accommodated in the Training Centre. Gazetted officers will be put up in the Officers Mess while ACs /SOI & Rgrs /Constables will be accommodated in ACs/ Rgrs Messes respectively.
15. **Buddy/Security/ Aides**. No security aides / buddy will be provided by the Training Centre.
16. **Arrival & Departure**. All participants to arrive at Training Centre minimum **two days** prior to commencement of course so that all the adm formalities and screening tests are completed on time. Trainees can depart the same day/next day on termination of the course.
17. **Mess Advance**.
- (a) Training Centre has a Mess functioning on payment basis for all the personnel coming from state police. The advance will be paid by each trainee on arrival to the OIC Mess. No part payment will be accepted. The Mess is run by trainees themselves by appointing purchase and Mess Committee Members at the beginning of the course. However, permanent staff is there to assist them in running the Mess.
  - (b) Trainees will have to deposit a Mess Advance of Rs 3000/- on arrival, which will later be adjusted against their expenditure on messing during the course. In addition to this, the trainees must carry sufficient amount of money to cater for their day to day expenses during the course.

18. **Last Ration Certificate (LRC).** All trainees from CAPFs should bring their Last Ration Certificate (LRC) or official letter from their unit/ organisation stating that the trainees are eligible to be issued rations in kind.

19. **Leave.** No leave will be granted during the course except on compassionate grounds. Trainees who miss 10% of working days of training, for any reason, will be RTU. Parent department must ensure that trainees detailed on courses are not recalled for court evidences, departmental courses and other such duties during the course.

20. **Postal Address.** The postal Address of Training Centre is as follows :-

Training Centre  
National Security Guards  
PO- Manesar  
District- Gurugram (Haryana)  
Pin-122051

21. **Subscription / Nomination of courses.** For obtaining nomination for courses the desirous state should contact Training Branch, HQ NSG at the following address:-

(a) **Address.**

Group Commander (Training)  
HQ National Security Guard  
(Ministry of Home Affairs)  
Training Branch  
Mehram Nagar Palam  
New Delhi- 110037

(b) **Contact Details.**

(i) Tele No- 011 – 25671529

(ii) gctrng@nsg.gov.in

22. **Nomination/ Acceptance of Vacancies.** Confirmation for acceptance of allotted vacancies of courses should be received from States/ CAPFs minimum 10 days prior to the commencement of course. Otherwise allotted vacancies will be **cancelled**.

22. **Feedback.**

(a) A feedback regarding suitable employment of trainees post termination of course from their respective states / organisation is required in following format :-

S/NO	IRLA/Service No, Rank & Name	Unit	Employment	Remarks
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(b) The same should reach HQ NSG within 90 days of completion of course.

**CERTIFICATE FOR EMPLOYABILITY OF INDIVIDUAL UNDERGOING  
PSO COURSE AT TRAINING CENTER, NSG**

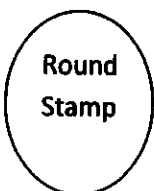
It is certified that Force No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
who is detailed for PSO course ser No \_\_\_\_\_ at Training Centre, NSG has been actively  
involved in PSO duties for last \_\_\_\_\_ years/months and currently serving with  
Mr/Mrs \_\_\_\_\_ who is \_\_\_\_\_.

OR

It is certified that Force No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
who is detailed for PSO course ser No \_\_\_\_\_ at Training Centre, NSG will be deployed for  
PSO duties in future after successful completion of course.

OR

It is certified that Force No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
who is detailed for PSO course ser No \_\_\_\_\_ at Training Centre, NSG is presently posted  
as instructor at \_\_\_\_\_ & is involved in training personnel for PSO duties.



Place :

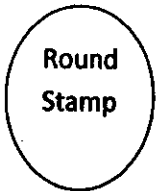
Date :

(Signature with Stamp)  
No, Rk & Name of  
Signing authority

**ELIGIBILITY CERTIFICATE OF INDIVIDUAL UNDERGOING  
PSO COURSE AT TRAINING CENTER, NSG**

1. It is certified that following QR in respect of Force No \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ of this unit have been checked from the  
service document available with the unit and found correct for undergoing PSO course at  
Trg Centre, NSG.

- (a) Service completed :
- (b) Residual service in present rank :
- (c) Age :



Place :

Date :

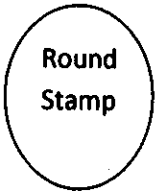
(Signature with Stamp)  
No, Rk & Name of  
Signing authority

**Annx-III**

(Ref to Para 7 (a) (v) of  
Joining Instructions)

**NOMINATION LETTER OF INDIVIDUAL UNDERGOING  
PSO COURSE AT TRAINING CENTER, NSG**

It is certified that Force No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
has been nominated by the parent organisation to undergo PSO Course Ser No \_\_\_\_\_ at  
Training Centre, NSG from \_\_\_\_\_ to \_\_\_\_\_.



Place :

Date :

(Signature with Stamp)  
No, Rk & Name of  
Signing authority