

## CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

### Name and address of submitting body:

Groundcrew Examining Board (GEB)  
Air Force Station Chandigarh  
Chandigarh - 160003

### Name and contact details of individual dealing with the submission

**Name** : Group Captain CR Sreeji VSM

**Position in the organisation** : Commanding Officer, GEB

**Address if different from above** : Same as above

**Tel number(s)** : 0172-2653536 (Extn-7660)

**E-mail address** : examiner1@nic.in

### List of documents submitted in support of the Qualifications File

1. Curriculum and Orientation class cum continuity Training under On Job Training (OJT) as Annexure I
2. Blue Print of Examination as Annexure II
3. Air Force Order (AFO) 57/15 specifying the role of Ground Training Instructor Annexure III

## SUMMARY

<b>1. Qualification Title</b>	JWO/WO/MWO : Ground Training Instructor
<b>2. Qualification Code</b>	IAF/GTI/113
<b>3. NCO Code and Occupation</b>	1219.0200, Fitness Centre Manager, 1324.1200, Manager Material, 2424.0300, Human Resource Manager
<b>4. Nature and purpose of the qualification</b>	A trade and skill certification to the Air Warriors with adequate knowledge and skill to plan and organise sports and physical activities as a team leader in GTI trade in the Adventure and Sports Section of Air Force Units/Station.
<b>5. Body/bodies which will award the qualification</b>	Regional Examining Board (Zonal) & Ground crew Examining Board (GEB)
<b>6. Body which will accredit providers to offer courses leading to the qualification</b>	Directorate of Training, Air Headquarters
<b>7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)</b>	N/A as specific to Defence Forces
<b>8. Occupation(s) to which the qualification gives access</b>	JWO/WO/MWO of Ground Training Instructor
<b>9. Job Description of the Occupation</b>	To undertake management and team development activities of Ground Training Instructors. For details refer Annexure- III.
<b>10. Licensing requirements</b>	N/A
<b>11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be provided)</b>	Air Force Act, Air Force Regulations, Air Force Orders
<b>12. Level of the qualification in the NSQF</b>	7
<b>13. Anticipated volume of training/learning required to complete</b>	On Job Training in field units is divided in 3 Parts:- (a) Theory (Orientation Classes cum Lecture) Classes

<p><b>the qualification</b></p>	<p>and Test/exam on various topics are conducted regularly and assessed by the O IC Sports.</p> <p>(b) On Job Practical to develop the practical knowledge and Skill is conducted on daily basis under the guidance of superiors. Details of On Job Training are:-</p> <table border="0" data-bbox="624 483 1353 651"> <tr> <td>Sl. No.</td> <td>Type of Training</td> <td>Duration</td> </tr> <tr> <td>(i)</td> <td>Orientation Classes cum Lecture</td> <td>280 Hrs</td> </tr> <tr> <td>(ii)</td> <td>Continuity Training</td> <td>520 Hrs</td> </tr> <tr> <td>(iii)</td> <td>Practice</td> <td>200 Hrs</td> </tr> </table> <p style="text-align: right;">----- <b>Total 1000 Hrs</b></p>			Sl. No.	Type of Training	Duration	(i)	Orientation Classes cum Lecture	280 Hrs	(ii)	Continuity Training	520 Hrs	(iii)	Practice	200 Hrs
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(i)	Orientation Classes cum Lecture	280 Hrs													
(ii)	Continuity Training	520 Hrs													
(iii)	Practice	200 Hrs													
<p><b>14. Indicative list of training tools required to deliver this qualification</b></p>	<p>Classroom with modern AV aids, Types of Exercises, Training of Arms Drill, Handling of all kind of Weapons Simulator Firing, computing appliances. Fire Arms, Firing Range, Ground for Training Infrastructure.</p>														
<p><b>15. Entry requirements and/or recommendations</b></p>	<p><b>Qualification:</b> (i) Should have passed JPE (ii) 19 yrs of service</p>														
<p><b>16. Progression from the qualification</b></p>	<p>Job Progression</p> <p><b>JWO* → WO → MWO</b> *Subject to clearing promotion exam for Junior Warrant Officer (JWO) called as Junior Warrant Officer Promotion Exam (JPE)</p>														
<p><b>17. Planned arrangements for the Recognition of Prior learning (RPL)</b></p>	<p>N/A, as each stage is complete</p>														
<p><b>18. International comparability where known</b></p>	<p>Not known</p>														
<p><b>19. Date of planned review of the qualification.</b></p>	<p>Every 5 yrs /earlier in case of change in training syllabus pattern.</p>														
<p><b>20. Formal structure of the qualification</b></p>															
<p><b>Title of component and identification code.</b></p>	<p><b>Mandatory/ Optional</b></p>	<p><b>Estimated size (learning hours)</b></p>	<p><b>Level</b></p>												
<p>1. Responsibilities of Ground Training Instructor in Adventure and sports Section. IAF/GTI/113/01</p>	<p>M</p>	<p>80</p>	<p>7</p>												

2. Responsibilities O IC Section and the inventory holder. IAF/GTI/113/02	M	70	7
3. Supervision the parades / sports arrangements, maintenance of play ground, sports stores, gymnasium, swimming pool and weapon training store. IAF/GTI/113/03	M	180	7
4. Range firing as per range orders. IAF/GTI/113/04	M	170	7
5. Coaching in all games and sports in service. IAF/GTI/113/05	M	220	7
6. Allied responsibilities. IAF/GTI/113/06	M	180	7
7. Tasks of PFO / Adventure and Sports officer, Defence Training Officer IAF/GTI/113/07	M	100	7
<b>TOTAL</b>		<b>1000 Hrs</b>	

**21. Body/Bodies which will carry out assessment:**

There are two bodies, which carry out the assessment:

1. Officer In-charge (O I/c) is responsible for testing for Continuity Training.
2. Regional Exam Board (Zonal) REB (Z) is responsible for gauging the skill & knowledge acquired by the air warrior

**22. How will RPL assessment be managed and who will carry it out?**

N/A

**23. Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

Assessment at Units is carried out by O I/c Sports Section

Assessment for SPE/SGT will be done by independent REB (Z) to assess the skill acquired by Airwarrior.

The field units and the boards have all necessary infrastructure and pool of qualified Examiners and Assessors to carry out detailed assessments.

REB (Z) uses all the modern trends like Online Testing and Evaluation System (OTES) for conducting the exams, evaluation and in-depth analysis of the result. The exams are conducted in the following manner.

1. Written Exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application), are conducted on OTES platform for testing the knowledge of Air warrior in his trade.

2. Practical Exam is used to test the:
  - (a) Professional Skill
  - (b) Core Skill of the Air warrior
3. Viva Voce is used to gauge the overall knowledge of the Air warrior.

## **SECTION 1** **ASSESSMENT**

### **ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.**

NOTE: This grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

#### **24. Assessment Evidence**

**Title of Component:**

<b>Outcomes to be assessed</b>	<b>Assessment criteria for the outcome</b>
1. Duties and responsibilities of Junior Warrant Officer as Ground Training Instructor of Adventure and sports Section.	1. Thorough knowledge of IAP 4801, Sports and games and all the subjects of Sgt.
2. Responsibilities of O IC Section and the inventory holder.	2. Must have adequate Knowledge of: <ol style="list-style-type: none"> <li>(a) Principles of management and leadership.</li> <li>(b) Thorough knowledge of service correspondence, filing system, responsibility of an inventory holder demand/supply procedures, precautions for safe custody of service and other equipment.</li> <li>(c) Knowledge of procedures of Court of Inquiry, Board of Officers, works services and AF Law.</li> </ol>
3. Supervision of the parades / sports arrangements, maintenance of play ground, sports stores, gymnasium, swimming pool and weapon training store.	3. Detailed knowledge of manual/AFO/AFIs and procedures of various ceremonial parades including inter services Guard of Honour procedures.
4. Supervision the range firing as per range orders.	4. Thorough knowledge of range orders, range duties procedures, safety precautions and range discipline and also supervise firing practice on small

	arms simulator.										
5. Coaching in all games and sports in service.	5. Thorough knowledge of rules and methods of coaching for all games and sports in service.										
6. Allied responsibilities.	6. Good knowledge about allied trades.										
7. Responsibilities of PFO / Adventure and Sports officer, Defence Training Officer	7. Responsibilities and limitations of powers vested in the appointment held.										
<p><b>Means of assessment 1</b></p> <p>There are two types of Assessments viz. Formative and Summative.</p> <p>(a) The Formative Assessment is carried out continuously during the conduct of OJT and Continuity Training conducted by Physical Fitness Officer (PFO) and O IC Adventure &amp; Sports Section.</p> <p>(b) Summative Assessment is carried out by REB (Z).</p> <p>Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test &amp; Viva voce.</p>											
<p><b>Means of assessment 2</b></p> <p>1. Examination will be conducted by Groundcrew Examining Board and Regional Examining Board (Zonal) on general education and trade proficiency respectively.</p> <p>2. Online exams on the theory part of curriculum, which is divided into three categories (Factual, Comprehension and Application), are conducted on OTEs platform for testing the knowledge of Air warriors in his trade and General Education.</p> <p>3. Marks allotted for each paper is:-</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">(a) System Theory on General Education (50 MCQs)</td> <td style="text-align: right;">: 50 Marks</td> </tr> <tr> <td style="padding-left: 20px;">(b) Written test for Trade Skills component (50 MCQs)</td> <td style="text-align: right;">: 50 Marks</td> </tr> <tr> <td style="padding-left: 20px;">(c) Practical Exam (100 Marks) divided in two parts:-</td> <td></td> </tr> <tr> <td style="padding-left: 40px;">(i) On Job practical in Range, Physical Test, Small Arm Training, Arms Drill</td> <td style="text-align: right;">: 75 Marks</td> </tr> <tr> <td style="padding-left: 40px;">(ii) Viva-voce</td> <td style="text-align: right;">: 25 marks</td> </tr> </table>		(a) System Theory on General Education (50 MCQs)	: 50 Marks	(b) Written test for Trade Skills component (50 MCQs)	: 50 Marks	(c) Practical Exam (100 Marks) divided in two parts:-		(i) On Job practical in Range, Physical Test, Small Arm Training, Arms Drill	: 75 Marks	(ii) Viva-voce	: 25 marks
(a) System Theory on General Education (50 MCQs)	: 50 Marks										
(b) Written test for Trade Skills component (50 MCQs)	: 50 Marks										
(c) Practical Exam (100 Marks) divided in two parts:-											
(i) On Job practical in Range, Physical Test, Small Arm Training, Arms Drill	: 75 Marks										
(ii) Viva-voce	: 25 marks										
<p><b>Pass/Fail</b></p> <p>The minimum qualifying standard is 50% marks in each part and 60% in aggregate of all parts of Theory/Practical Exam conducted by REB (Z). Those who score 80% and above are declared as Skill grade 'A'</p> <p>Should pass within three attempts.</p>											

**SECTION 2**

**25. EVIDENCE OF LEVEL**

**OPTION A**

<b>Title/Name of qualification/component: JWO/WO/MWO of Ground Training Instructor (GTI) Level: 7</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
Process	Air Warrior carries out duties of Warrant Officer IC Section and guide subordinate in assign duties and responsibilities Of GTI trade in Adventure and Sports Section.	Air Warrior is able to handle all the tasks related to the duties of Warrant Officer IC Section and able to manage the Sports Section with ease.	7
Professional knowledge	1. Air Warrior exhibits sound knowledge on the duties and responsibilities of WO IC Section including the training and management of the work force placed under him. 2. Air Warrior exhibits sound knowledge of various rules and policies related to ceremonial parades, guards of honour and latest changes in games and sports.	GTI as JWO rank must able to guide juniors / subordinates on the working knowledge and becomes well versed with all the aspects of the functioning of Adventure and Sports Section. Continuity training provides the requisite knowledge to manage Adventure and Sports Section and handle all the complexity confidently.	7
Professional skill	Ability to grasp the problems likely to be encountered by WO IC Section and take appropriate action.	Ability to immediately assess the probable causes of any problem and initiate corrective actions to avoid any eventuality to occur in future. He keeps the Air Warriors under him highly motivated to take appropriate action and provide relevant feedback to Station Adventure and Sports officer.	7
Core skill	Ability to display good public speaking traits, communicate well with all personnel of the Unit/Station. Ability to comprehend all polices and orders in Hindi, English and	During In-service course the Air Warrior undergoes extensive practice on public speaking and is able to exhibit good communication skills. He develops flair in handling	7

<b>Title/Name of qualification/component: JW/WO/MWO of Ground Training Instructor (GTI)</b>			
<b>Level: 7</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
	local language and communicate well for their implementation. Ability to handle computer and office desk jobs with fair amount of ease.	computer, becomes capable to handle personnel and mentor them, exhibits good understanding of social and natural environment. He gains experience in the procedures pertaining to Court of Inquiry, Board of Officers, Works services, Aerospace Safety etc.	
Responsibility	Ability to carry out the duties of Warrant Officer IC Section of Adventure and Sports Section.	Takes the responsibility of HR and resource management of Adventure and Sports Section . He is responsible to form and develop teams effectively and appropriately. He is responsible for the work output of his team.	7



**SECTION 3**  
**EVIDENCE OF NEED**

**26. What evidence is there that the qualification is needed?**

IAF has approx 1.3 Lakh personnel on its strength. In order to keep all personnel physically and mentally fit, it is required that all the personnel are motivated to participate physically in PT and Games. The physical standards of the personnel can be maintained, if there are proper trained Ground Training Instructors. After the JBPT, the TPT course provides the recruit with in depth knowledge to become a good GTI with a sound knowledge , methodology required in cross country runs, conduct of various games, drill movements, range firing, ground defence and PT. Apart from this, they are also taught to conduct rating tests for all personnel in the AF stations/ Bases.

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

Is based on the cadre and actual figures cannot be revealed.

**27. Recommendation from concerned Line Ministry of Govt/Regulatory Body. To be supported by documentary Evidences**

The trade has been cleared by MoD and notification to the same effect is confidential in nature.

**28. What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?**

This qualification is especially tailor made to suit the specific AF requirements. In some parts it does have some similarity with civilian Physical Trainer for which the NOS have been equated.

**29. What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

IAF has a well defined Directorate responsible for monitoring both the training and testing aspects. **Directorate of Training** is responsible for ensuring that right training is imparted to the recruits as well as serving Air Warriors. The syllabus is based on various studies and feedback received from field units/ REB (Z).

**Directorate of Education** is responsible for Trade Testing and Evaluation of the knowledge and skill level of the Air Warriors passing out from the institute and their performance in field units.

This qualification will be reviewed and revised at an interval of five years or earlier, in case of change in syllabus based on the feedback from field Units/REB (Z).

**SECTION 4**  
**EVIDENCE OF PROGRESSION**

**30. What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

A Sergeant (Sgt) with 13 Years of service becomes eligible for appearing for first chance of the next promotion exam called the JWO Promotion Examination (JPE). During this period, he also undergoes on job and continuity training on the various aspect of GTI trade in Adventure and Sports Section of the field unit. On successful completion of JPE, Sgt is eligible for promotion to the rank of Junior Warrant Officer (JWO). As per new policy in vogue, ACRs have been linked to skill levels. So, he will be motivated to enhance his skill levels and get them tested by appearing for Skill Gradation Test (SGT). He can also be selected as USTAD if skilled more than 80% marks in Skill Gradation Test (SGT) and required marks in presentation and interview on selected topics / General Education.

The progression flow is given below.

Sgt→JWO\*→WO→MWO

\*Subject to clearing promotion exam for JWO called JPE.

**OJT SYLLABUS FOR IMPLEMENTATION AT UNITS**  
**SUMMARY**

<b>INDEX NO</b>	<b>SUBJECT</b>	<b>Duration (In Hrs)</b>
GTI/T1/FD/1.7	Dismissing and falling out and falling in open order and close order march	10
GTI/T1/FD/1.10	Marching in quick time and halt	10
GTI/T2/FD/1.1	Marking time from quick march and forward	10
GTI/T2/FD/1.3	Marching in slow time and halt	10
GTI/T2/FD/1.5	Change step on the march	10
GTI/T1/AD/2.8	Present arms from shoulder arms and vice versa	10
GTI/T1/AD/2.9	Rest on the arms reverse from present arms	10
GTI/T1/AD/2.10	Present arms from rest on the arms reverse	10
GTI/T1/CD/3.1	Ceremonial parade procedure	10
GTI/T1/CD/3.2	H/o and t/o parade procedure	10
GTI/T1/CD/3.4	Guard of honour	10
GTI/T1/CD/3.6	Wreath laying at war memorial	10
GTI/T1/CD/3.8	Funeral parade procedure	10
GTI/T1/CD/3.9	Hollow square	10
GTI/T1/SAT/4.4	Characteristics and nomenclature of INSAS rifle	10
GTI/T1/SAT/4.5	Stripping and assembling of INSAS rifle	10
GTI/T1/SAT/4.7	Characteristics and nomenclature of INSAS LMG	10
GTI/T1/SAT/4.9	Characteristics and nomenclature of Sten MC	10
GTI/T1/SAT/4.12	Characteristics and nomenclature of 9 mm auto pistol	10
GTI/T1/RF/5.1	Range firing procedure	10
GTI/T1/FCT/6.1	Tent pitching and lay out camp site	10
GTI/T1/FCT/6.3	On Guard and Hip Firing	10
GTI/T2/FCT/6.6	Introduction to night work and Duties of night sentries and Guard challenging procedure.	10
GTI/T2/G&S/9.7	Organizing of sports meet at Unit/Stn	10
GTI/T1/SWM/10.3	Military value of swimming and swimming pool hygiene	10
GTI/T1/SWM/10.4	Pool discipline and safety rules	10
GTI/T1/T1/17.1	Introduction to modern Gym & purpose of Multi Gym. Introduction of weight training and advantage of weight training	10

Approved in 20<sup>th</sup> NSQC, 09.04.18

GTI/T2/MPT/17.1	Mass PT	10
	<b>Total</b>	<b>280</b>
<b>Continuity Training</b>		<b>520</b>
<b>Practice</b>		<b>200</b>
<b>Total</b>		<b>1000 Hrs</b>

NSQC Approved

**BLUE PRINT OF JUNIOR WARRANT OFFICER & ABOVE**

**REGIONAL EXAMINING BOARD (NORTH)  
BLUE PRINT - JPE (ATT) SYSTEM THEORY**

TRADE : GTI  
SYSTEM : GTI

TIME : 90 Minutes  
MARKS : 90 MARKS

SL. NO.	SUBJECT	TRAINING HOURS			WEIGHTAGE OF MARKS	MULTIPLE CHOICE QUESTIONS			Q/M
		THEORY	THEORY DEMO	TOTAL		FACT	COMP	APPL	
01	Foot Drill/Arms Drill (INSAS and Sten MC Movements)	130	-	130	9.49	02	05	03	12/10
02	Ceremonial Parade/Method of Instructions	93	-	93	6.79	02	09	02	07/07
03	Small Arms Training/Range Firing/Sketch Shooting (INSAS Rifle, LMG, 12 Bore Shot Gun, Sten MC and 9 MM Pistol)	67	-	67	6.35	01	03	02	06/06
04	Field Craft Training/Close Combat	66	-	66	4.92	01	03	01	05/05
05	Recruit FT Table/Yoga	46	-	46	3.36	01	01	01	03/03
06	Anatomy and Physiology/FFR/Multi Gym Exercises	14	-	14	1.02	-	01	-	01/01
07	Games and Sports/Swimming/Athletics/Cross Country/Boxing	108	-	108	7.88	01	04	03	08/08
08	Vaulting and Agility/Beam and Rope/Obstacle Training	69	-	69	5.04	01	02	01	04/04
09	Computer	15	16	31	2.25	-	01	-	01/01
10	Aerospace Safety	-	-	-	01.00	-	-	01	02/02
11	BMNOLS	-	-	-	02.00	01	-	01	02/02
		<b>628</b>	<b>16</b>	<b>644</b>		<b>10</b>	<b>25</b>	<b>15</b>	<b>50/50</b>

Note: Syllabus approval authority is not available. Blue Print is prepared as per the syllabus available with this Board and as per existing old approved Blue Print for revalidation.

Prepared by: *[Signature]*  
(Ions Ram)  
JWO  
Examiner  
30 Mar 15

Checked by: *[Signature]*  
(Rohit Patel)  
Sqs Ltr  
VP (A)  
30 Mar 15

Vetted by: *[Signature]*  
(Thomas Chacko)  
Wg Cdr  
CO  
31 Mar 15

Rec/Not Rec: *[Signature]*  
R. K. Biala  
Wing Commander  
Commanding Officer  
01 Apr 15

For action at Air HQ  
Approved/Not Approved

*[Signature]*  
22tham  
21 Apr 15

**ROLE OF JUNIOR WARRANT OFFICER & ABOVE**  
**(GROUND TRAINING INSTRUCTOR) AS PER AIR FORCE ORDER 57/2015**

<b>JUNIOR WARRANT OFFICER &amp; ABOVE</b>	
<p>Beside undertaking the entire range of work of a Sgt, he must supervise the work of his tradesmen, guide them and carryout the continuity of training in addition: -</p> <p>(a) Undertake the responsibility of i/c section and hold the inventory, if required.</p> <p>(b) Supervise the parade/sports arrangements maintenance of play grounds, sports and stores, gymnasium, swimming pool and weapon Trg Store</p> <p>(c) Supervise the range firing as per the orders.</p> <p>(d) Coaching in all games and sports in service.</p> <p>(e) Impart instructions on allied responsibilities.</p> <p>(f) Assist, PFO, Sports Officer, Defence Training Officer when so detailed.</p>	<p>Same as for Sgts and in addition: -</p> <p>(a) (i) Knowledge of principles of management and leadership.</p> <p>(ii) Thorough knowledge of service correspondence filling system, responsibility of an inventory holder demand/supply procedure, precaution for safe custody of service and other equipment.</p> <p>(iii) C of I, 800, works services, AF law.</p> <p>(b) Detailed knowledge of manual of AFO/AFIs and procedure of various ceremonial parade including inter service parade procedure.</p> <p>(c) (i) Thorough knowledge of range orders, range duties procedure safety precautions and range discipline.</p> <p>(ii) Supervise firing practice on small arms simulator.</p> <p>(d) Thorough knowledge of rules and methods of coaching for all games and sports in service.</p> <p>(e) Good knowledge about allied trades.</p> <p>(f) Responsibilities and limits of power vested in the appointment held.</p>