

JOINING INSTRUCTIONS
MECHANICAL TRANSPORT TRAINING INSTITUTE (MTTI)
AVADI, CHENNAI

1. **Introduction.** We extend a warm welcome to you for your 24 weeks Joint Basic Phase Training at MTTI. The Institute was established at Avadi on 01 April 1978 as the alma-mater of automobile related trades of the Indian Air Force.

2. **Location and Transportation.** MTTI is located at Avadi at a distance of 33 Kms from Chennai Central Rly Stn and 0.5 Km from PTMS Railway Station. Chennai Airport is at a distance of 35 Kms from this Station. Following means of transport are available to commute from Chennai Central Railway Station to Air Force Station, Avadi:-

(a) **Suburban Train.** The most popular mode of transportation is Suburban Trains here. The closest suburban railway station to Chennai Central is just beside the Chennai Central station. These trains run between Chennai Central and PTMS at an interval of one hour. The total Running time from Chennai Central Suburban to PTMS is 45 minutes approximately and cost of the ticket is Rs. 10/-. If you are de-boarding the train at Chennai Central Railway Station, you may reach Pattabiram through Suburban train or any other mode of transport as per your convenience.

3. **Climate.** Chennai is generally hot and humid. Normally, it becomes slightly cold during December and January. Rainy season is in Oct/Nov. However, pre-monsoon rains generally start from end of June onwards. Winter clothing is not necessary.

4. **Aim.** The training at this institute aims to produce a confident, well disciplined, self-reliant, physically tough & mentally robust and highly motivated Air Warrior.

5. **Personal Health Requirement.** You are advised to take adequate precautions against Chicken Pox, Jaundice and Pneumonia etc. You are advised to carry adequate drinking water to prevent Jaundice. Drinking water and food items may be taken from authorized sources only to avoid falling sick during course. **More than 20 days absence due to sickness during training** may lead to **back-phasing you to next intake** which is scheduled after six months. Given the prevailing risk of COVID-19, you are advised to follow all instructions issued by Government of India on precautionary measures including putting on masks, hand washing/sanitizing and observing physical distancing.

PS. Consent for Quarantine. Candidates are to give their consent at ASC for them to be subjected to quarantine for the period as advised by Senior Medical Officer, AFS Avadi on arrival. Candidates who are below 18 years of age are to submit their consent letter countersigned by their parent. Specimen of the consent letter is placed as Annexure 1.

6. **Personal Safety Requirement.** During rail/road travel to Avadi (Chennai), take all safety precautions like not accepting eatables / drinks /tea from co-passengers, secure your baggage with chains and lock, avoid entraining / detraining when the train is on the move and take care that no one sprays any chemical to make you incapacitated while you are asleep and steals your luggage and valuables. You are advised not to be in possession of any gold, valuables and perishable items other than those required during journey. Cash in hand may be limited to Rs. 5000/- while reporting to this Institute which should be kept safely without drawing any attention.

7. **Personal Kitting Requirements.** You are required to bring following personal kit such as Pad locks (Qty-02), Athletic Supporter (Qty-02), White Handkerchiefs (Qty-02), Shaving Pouch (Qty-01) containing Twin blade, Soap Case (Qty-01), Formal Black trousers with loop (Except jeans) (Qty-02), Black Belt (Qty-02). In addition to these, you are to purchase the following items on your arrival at MTTI.

- (a) Steel Box.
- (b) Sqn Colour T-Shirt with unit Logo(Qty-02).
- (c) English Dictionary (Oxford).
- (d) Trainee Cap with unit Logo.
- (e) Torch.
- (f) Hanger (Qty-03).
- (g) Bucket.
- (h) Plastic Mug.
- (j) Bag / Sachet.
- (k) Sqn Badge.
- (l) Plastic Bottle.
- (m) Polish White.
- (n) Polish Black Wax.
- (o) Polish Black Liquid.
- (p) One pair of good quality running shoes to withstand the physical stress on the lower limbs.
- (q) Other Miscellaneous Items.

8. **Medium of Instruction.** During training at MTTI, the medium of instruction will be English. Therefore, you are required to brush up your knowledge in English by taking some extra coaching in the intervening period before your arrival, if required. A prior exposure to the basics of computer knowledge will be useful for your service career.

9. **Daily Routine.** On working days, the trainees have to adhere meticulously to a daily routine from **reveille (0430h) to lights off (2200h)** to ensure all-round discipline and personality development.

10. **Diagnostic Test, Physical Fitness Run and Academic Preparation.** On arrival at MTTI, the Recruits will be subjected to a **Diagnostic Test (English)** and a **Physical Fitness Run of 1.6 Kms** to be completed within **8 minutes**. **Technical Aptitude Test (TAT)** for your Trade Allocation would be conducted during **17th week** of your training. You will be required to give utmost importance to your academic preparation to pass the Mid Term & Final Test. Passing all relevant examinations during the training is a mandatory requirement for allocation of trade.

11. **Training Curriculum (Academics & GST) and Physical Stamina.** Joint Basic Phase Training has been planned to inculcate Militarism, Jointmanship and prepare you for Trade Training. The training curriculum includes General Service Training (GST), Education [English & General Service Knowledge (GSK)], Basic Computer Training and Hindi. General Service Training consists of training in Drill, Endurance Training, PT & Games, Field Craft, Small Arms and other related topics. English and Hindi languages are taught to bring up all the trainees to the required standard of proficiency in these languages. In General Service Knowledge (GSK), the trainees are taught about the following:-

- (a) Relevant information regarding IAF.
- (b) History of IAF.
- (c) Air Force Law and Air Force Regulations.
- (d) General aspects of Health and Hygiene.
- (e) Airman Like Qualities (ALQ).
- (f) Aerospace Safety.
- (g) Security and allied topics.

12. Apart from imparting educational knowledge, Joint Basic Phase Training is also focused on physical training so as to make you a robust Air Warrior. The tight training schedule includes physical activities to toughen your physique. You are expected to perform various physical activities during training such as running, sit-ups, push-ups, chin ups rope climbing etc. so that you achieve the desired physical standards required for the service. If you keep yourself in touch with running minimum 5-6 Kms and doing enough sit-ups, pull-ups and Push-ups for at least a month continuously before joining the course, you will find it easier to go through the training syllabus.

13. **Back Phasing.** A trainee is likely to be **back phased to next intake** if he misses training for **more than 20 cumulative working days** for reasons beyond his control such as hospitalization / leave etc.

14. **Poor Academic Performance & Cease Training.** If a trainee fails in any subject (GSK, Eng or GST) in any of the examination i.e. Mid Term Test (MTT), Final Test (FT), he is issued with a warning letter for his failure. **Any further failure in any subject will lead to Cease Training and Discharge after due procedure.** Before this, all trainees are given adequate opportunity to make the grade. Extra coaching is imparted to weak trainees through extra classes after working hours.

15. **Voluntary discharge.** The trainee can opt for '**Voluntary Discharge**' through proper channel in the following cases:-

- (a) On grounds of improvement of self-career prospects provided the trainee has appeared in the written exam / selection test prior to being enrolled in IAF.
- (b) On grounds of mal-adjustment to Air Force life (Unable to cope with rigorous and regimen of Service).
- (c) On compassionate grounds (Case in which it is clear that substantially inevitable hardship is involved to the trainee or to his dependents by his continuation in service).

16. **Cases of Indiscipline.** Indiscipline cases will be dealt with severely. Cease Training and Discharge, after due procedure, may be awarded to trainees who indulge in repeated breaches of discipline despite warnings.

17. **Secular Ethos.** IAF is very secular in its outlook. Trainees should respect all the religious practices and tenets. Forming of religious/ linguistic/ regional groups is strictly prohibited. Sikh personnel are permitted to have beard and moustache with proper beard net/ hair fixture provided they have the same during enrolment.

18. **Leave.** No leave is permitted during the training period, except on extreme compassionate grounds beyond the control of the individual.

19. **Prohibited Items.** You are not permitted to use electrical and electronic equipment such as Camera, Iron, Heater, Transistor, TV, VCD, Android Mobile Phone, Laptop etc. or bring valuables like gold ornaments. Items like pornographic CDs / literature/ Novel/ Story Book/ Knife/ Locking Chain/ Scissor and any types of medicines etc are banned. The same would be confiscated on reporting to this Station. In case a trainee is found to be in possession of any of the prohibited item, he shall be liable for disciplinary action, which may include **Cease Training and Discharge** also.

Usage of mobile phones by the ab-initio trainee is strictly prohibited. Trainees are not allowed to keep and use any type of mobile phone (including basic phone) during training period. Trainees are therefore advised not to bring any type/make of mobile phone (including basic phone) while reporting to this Institute for training. If anyone is found using mobile phone, the mobile phone will be confiscated and you will be liable for initiation of disciplinary action.

20. **Taboos.** Smoking, Chewing Tobacco/ Gutkha, use of any substance like Alcohol, Drugs etc is strictly prohibited. Possession / use of drugs at any stage will result in cease training and discharge from service. All Civil and Criminal offences including Ragging, Eve Teasing / Disrespect to Ladies/ Committing Theft / Cheating/ Forgery/ Misappropriation and any kind of Violence/ Affray/ Unnatural sexual acts are **STRICTLY FORBIDDEN** at this Station. Discussion on politics is prohibited. Service matters are not to be discussed with strangers/ outsiders.

21. **Receiving Guests.** In view of COVID-19 Pandemic and the requirement to ensure safety of the trainees no guests are allowed to accompany the trainees to the Training Centers. In light of quarantine restrictions at all establishments and no lodge, hotel or living place willing to accommodate outstation travelers, the stay at place of enrolment for accompanying guest is not allowed. Post COVID-19 restrictions are lifted and after the situation is reviewed under exceptional circumstances blood relatives will be allowed to visit the trainees only during **Sundays and holidays**. Only two guests per trainee in this period will be allowed for the visit. Guest rooms may be provided where they can stay for a **maximum of two days** depending on the availability of the same after COVID-19 restrictions are reviewed.

22. **Career Enhancement /Better Job Prospect.** While undergoing training, you shall not be permitted to appear in any civil exams for your higher education qualification. However, you may be granted leave **not exceeding 12 working days** to appear in **NDA/CDS/AFCAT/ACC examination**, provided you had applied for the same prior to joining Indian Air Force.

23. **Facilities Available at MTTI.** Station Medicare Centre, Military Hospital, Post Office, State Bank of India, SBI ATM Counters, Unit Run Canteen, STD booths, Shopping Complex are the facilities available at this Station. The **STD Code is 0712** and the Air Force Exchange Number is **2512771** and **FAX number is 044-26841090**. **The field post office is also available in the Station and the postal address is as follows:-**

Mechanical Transport Training Institute
Indian Air Force
C/O Air Force Station Avadi
Chennai – 600055

24. **Opening of Bank Account.** A fully computerized branch of SBI is co-located at this Station with ATM facility. At Avadi, the SBI branch code No. is 2185 (IFSC-SBIN002185). In addition, ATM of ICICI bank is also available within the range. On arrival, a Salary account will be opened for all trainees under Defence Personnel category. In case you are in possession of a bank account in any bank, you have to bring the passbook of said bank account on your arrival. Following documents in original are mandatory for opening of Salary Account and are to be carried along with you:-

- (a) PAN Card.
- (b) Aadhaar Card/ Driving licence/ Voter identity Card/ Passport (Any one).
- (c) 03 Passport size Photos.

25. **Education Qualification Documents.** You are required to carry original education qualification documents if not already deposited with the Airmen Selection Centre and at least five photo-copies of each document to complete your enrolment process.

26. **Your recruitment is as an Airman and NOT (R) NOT as an Officer/ Pilot/ Navigator.** As an Airman, you will be deployed on ground based jobs as per your pre-allocated or allocated trade at this Institute as per vacancy.

27. **Joint Photographs of parents.** You are requested to bring six copies (passport size) of Joint Photographs of your parents.

28. **Important Telephone Numbers.** The key appointments and telephone numbers pertaining to MTTI are as follows:-

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|-----|------------------|-------------------------|-------------|
| (a) | Chief Instructor | Group Captain S Jagdish | 09498083453 |
| (b) | Adjutant | Flt Lt MA Raheman | 08333865041 |

29. **Conclusion.** We are confident that this information would be of some help to you. We look forward to your safe arrival at MTTI, Avadi.

UNDERTAKING

1. I, Roll No NameGroup hereby give my consent to be subjected to quarantine at MTTI, Avadi in view of Covid-19 for a period advised by Senior Medical Officer of 23 ED, Avadi.

2. Further I certify that I have given my consent in my full consciousness without any pressure and best of my knowledge.

ASC:

Date :

Signature of Candidate

COUNTERSIGNED BY PARENT (FOR LESS THAN 18 YEARS OF AGE)