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1407/ALISDA/DGAQA/TECH-COORD
भारत सरकार
Government of India
वैमानिक गुणता आश्वासन महानिदेशालय
Directorate General of
Aeronautical Quality Assurance
रक्षा मंत्रालय,
Ministry of Defence,
एच-ब्लॉक, नई दिल्ली-110011
'H' Block, New Delhi-110011

16th May 2017

To,
All Field Establishments

STANDARD OPERATING PROCEDURE (SOP)
ON JOB TRAINING (OJT) FOR
DIRECT RECRUITED OFFICERS BY UPSC

The SOP on the subject ibid is finalised and released by this HQ.

2. This is for your information and further necessary action please.

Encls: Above SOP.



(Rajeev Verma)
Dy Director/Tech-Coord
For DG, AQA

Copy to:

PPS to DG
PS to ADG
OADG (N&CZ)
OADG (Nasik)
OADG (SZ)
OADG (Koraput)

For kind information please

All Technical Group at HQ : For kind information and similar action as stated above.

MSQAA } For kind information and similar action as stated above in respect of
SSQAG } DGAQA officers posted therein.

IT/HQ, DGAQA Kindly to upload above SOP (scan copy e-mailed)

DIRECTORATE GENERAL OF AERONAUTICAL QUALITY ASSURANCE



GOVERNMENT OF INDIA, MINISTRY OF DEFENCE

STANDARD OPERATING PROCEDURE (SOP)
ON JOB TRAINING (OJT)
FOR
DIRECT RECRUITED OFFICERS
BY
UPSC

Directorate General of Aeronautical Quality assurance

Ministry of Defence, Govt. of India

'H' Block, Nirman Bhawan P.O.

New Delhi-110011

PRELUDE

The **Directorate General of Aeronautical Quality Assurance (DGAQA)** is the Quality Assurance regulatory authority for final acceptance of Military Aircraft including Helicopter, UAV, Aero Engines, Airborne Systems, Avionics, Armament, Consumables (FOL Stores), Allied Ground System and Missiles during Design & Development, Production and Overhaul at various DRDO Labs, PSUs, Ordnance Factories and Private Sector.

The Technical & Administrative guidelines & procedures for function of DGAQA are comprehensively embodied in the DGAQA Manual.

This document gives broad guidelines for "On Job Training" (OJT) of direct recruits as recommended by UPSC selection panel. The overall aim of this document is to increase productivity in work of an officer and to make the officer more effective & responsive in discharging his/her duties.

BROAD GUIDLINES ON OJT FOR DIRECT RECRUITED OFFICERS,
RECOMMENDED BY UPSC

General On Job Training (OJT) shall be specific to the job which the officer is likely to be assigned and should be tailored accordingly by the respective FEs. Training curriculum to be prepared by concerned FE in such a way that all the projects dealt by the FE are covered. Officer may be deputed for visit to the nearby units, if needed.

(i) **Appraisal of MoD/DGAQA/Technical Documentation (1week):**

Training capsule on various DGAQA/MoD guidelines documents viz. DDPMAS, AFQMS, TSO, USO & QA directives etc. As also various product/process related technical documentation by senior officers of FE.

(ii) **Self study by trainee officer (1 week):** Self study of the documents by the trainee officer under the guidance of respective senior officers.

(iii) **Practical Training (4 weeks):** Actual training on QA activities- Inspection, testing, memo stages, audits, spot checks etc. to the trainee officer by respective senior officer.

(iv) **Visit to nearby FEs (1 week)** The trainee officer may be deputed to nearby FE units under control & command of respective ADG for familiarisation training.

(v) **Job Assignment training (4 weeks)** After satisfactory completion of above, the training officer be given actual job work viz. Inspection, testing, memo stages etc. under direct supervision of respective group officer. However, the training officer is permitted to accord any clearance during this phase only with consultation of divisional group head.

(vi) **Training Report by the Officer (1 week)** The Trainee officer to prepare and submit OJT training report to the head of FE as per the format in Appendix 'A'

(vii) **Assessment of Trainee Officer by BOO** A board of officers under the chairmanship of **Head of FE** shall assess the trainee officer on the theoretical as well as practical aspects of OJT and give their report on satisfactory completion/extension of OJT period. This shall be forwarded to HQ DGAQA (Dir Tech-Coord) through respective ADG with his recommendations.

(viii) **Acceptance Authority for OJT:** DG,AQA shall be the accepting authority for the satisfactory completion of OJT. The same shall be communicated to all concerned through Dir (Tech-Coord).

NOTE: Duration defined is w.r.t. 03 months OJT. However, duration may be changed accordingly by respective RDs depending upon the OJT training period recommended by UPSC.



(R K Sinha)

Director (Tech Coord)

2 May 2017

ON JOB TRAINING REPORT

- 1. Submitted By (a) Name & Designation:
(b) Field Establishment :
- 2. On Job Training : From to
- 3. On Job Training Details
 - (i)
 - (ii)
 - (iii)
 -
 -
 -
 -
- 4. Brief Report : -----

Signature :
Name :
Designation :
Office :

Date: