

Government of National Capital territory of Delhi
DIRECTORATE GENERAL OF HOME GUARDS
NISHKAM SEWA BHAWAN, CTI COMPLEX,
RAJA GARDEN, NEW DELHI – 110027.
Website delhihomeguards.nic.in

DETAILED INFORMATION ON ENROLMENT NOTICE
ADVERTIESMENT NO. DIP/Shabdarth/Classified/0308/23-24

IMPORTANT NOTE: Only online application on <http://dghgenrollment.in> is invited.
Application received through any other mode shall stand summarily rejected.
No correspondence will be entertained in this regard.

Opening Date for Submission of Online Application:- 24-01-2024
Closing Date for Submission of Online Application:- 13-02-2024

Online Application are invited for Enrollment of 10,285 Home Guards volunteers for a term of three years which may be extended by two years with 15%, 7.5 % and 27% reservation for Scheduled Cast, Scheduled tribe and Other Backward Cast candidates respectively. Out of each category one third (33.33%) vacancies are reserved (Horizontal reservation) for women. 10% of the vacancies are also reserved for Ex-Servicemen failing which with Ex-CAPF Personnel and failing with both from the normal/general candidates. (The vacancies are tentative, which may be decreased or increased depending upon the actual requirement at the time of final enrolment.)

‘An ex-serviceman’ means a person, who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union and;

1. *Who retired from such service after earning his/ her pension or*

2. *Who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension or*

3. *Who has been released/ retired or discharged at his own request, but after having earned pension or as a result of reduction in establishment; or*

4. *Who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-*

(i) Pension holders for continuous embodied service,

(ii) Persons with disability attributable to military service, and

(iii) Gallantry award winners

‘Ex-CAPF personnel’ means a person, who has served in any of the Central Para Military Force Government of India fulfilling any of the four criteria in or attributable to CAPF service as imprinted above for Ex-Servicemen.

1. ELIGIBILITY CRITERIA:-

a) Citizen of India and Resident of National Capital Territory of Delhi.

Proof for resident of Delhi: The candidate must possess any of the following:

i) Valid Passport

ii) Election Commission Photo I Card

iii) Current and valid ration card bearing his name and photograph. If the ration card is without photograph of candidate, it is required to be supported by another identity proof bearing photograph of applicant.

iv) Valid Driving License issued by Transport Dept. GNCT Delhi.

v) Duly attested passbook of Public Sector Bank Account having photograph with residential address in Delhi.

vi) Certificate issued by competent/authorized Government authority of Revenue Department, GNCT Delhi.

b) Age : – **20-45 Years** (should not have been born earlier than 02-01-1979 and later than 01-01-2004) (up to 54 years for Ex-Servicemen/Ex-CAPF Pers.)

c) Educational qualification: 12th Pass (Senior Secondary) (for Ex-Servicemen/Ex-CAPF Personnel:- 10th Pass)

d) Height: Minimum 165 cm for male and 152 cm for female

The candidate should have been in possession of the certificates/documents regarding proof of Resident of Union Territory of Delhi, Education, Age, Reservation and Bonus Marks which are required to be submitted during Document verification after written examination and these should have been issued before the date of publication of advertisement for enrolment.

Only those candidates who qualify in Physical Measurement and Efficiency test (PMET 1,600 meters race and measurement of height) can appear in written test. Selection will be made as per Merit which shall be finalised by adding Bonus marks wherever applicable to the written examination marks. Selected candidates will have to qualify Medical examination and will have to submit Police Clearance Certificate which can be obtained from Delhi Police website. Detailed instructions are available on enrolment portal and website of DGHG.

Enrolment portal:- <http://dghgenrollment.in>

Website:- <https://delhihomeguards.nic.in>

2. METHOD OF ENROLMENT

Enrolment will be made based on the performance of eligible applicants in following two (2) stages:-

A) STAGE-I: Physical Measurement & Efficiency Test (PMET) of qualifying nature only

A.1 Physical Measurement

Qualifying Height

i) 165 cm for male ii) 152 cm for female

A.2 Physical Efficiency Test-

Race: The candidate must qualify the race, the criteria for which as per age, on 01-01-2024 for are as follow:

For Male Candidates

Age	Race in meters	Qualifying time
Up to 30 years	1600	06 minutes
Between 30 – 40 years	1600	07 minutes
Between 40 – 45 years	1600	08 minutes
Ex-Servicemen/Ex-CAPF Personnel of above 45 years	1600	10 minutes

For Female Candidates

Age	Race in Meters	Qualifying time
Up to 30 years	1600	08 minutes
Between 30 – 40 years	1600	09 minutes
Between 40 – 45 years	1600	10 minutes
Ex-Servicemen/Ex-CAPF Personnel of above 45 years	1600	12 minutes

B) STAGE-II: Written Test (WT) and Award of Bonus marks

Document & Bonus marks Verification:

B.1 WRITTEN TEST for PMET qualified candidates only

a) The written Examination will consist of 80 multiple choice objective questions, carrying 1 mark each, making a total of 80 marks, and shall be of 90 minutes duration. The question paper will be of matriculation standard (10th class) from the following topics:-

1. Mathematics
2. General Science
3. General Intelligence and Reasoning
4. History, Culture & Topography of Delhi
5. Constitution of India

6. Ancient Indian History and Culture
 7. Geography and General Knowledge
 8. Current Affairs
- b) Question paper will bilingual in Hindi & English languages.
- c) There shall be no written test for Ex-Servicemen/Ex-CAMF personnel, if their number remains less than 10% of overall vacancies after qualifying PMET.

B.2(a) BONUS MARKS

The Bonus marks would be awarded to the candidates as per the bona-fide claim in accordance with the fulfilment of following as submitted by the applicant in his/her application. However, **the same will be verified during document verification and on any false information/claim, candidature shall be rejected.**

A maximum of 16 marks as bonus will be awarded as per following details:

- i) **Bonus Marks for NCC: (5 Marks maximum):**

a)	NCC 'C' Certificate	5 Marks
b)	NCC 'B' Certificate	3 Marks
c)	NCC 'A' Certificate	2 Marks
 - ii) **Bonus marks for Experience as Home Guards: (8 Marks maximum):**

•	2 years experience as :	3 Marks
•	More than 2 years and up to 3 years experience:	4 Marks
•	More than 3 years and up to 5 years experience:	6 Marks
•	More than 5 years experience:	8 Marks
 - iii) **Bonus marks for Experience in Civil Defence : (6 Marks maximum):**

•	2 years experience as :	2 Marks
•	More than 2 years and up to 3 years experience:	3 Marks
•	More than 3 years and up to 5 years experience:	5 Marks
•	More than 5 years experience:	6 Marks
 - iv) **Having certificate** of Part Time Instructor Course or minimum two Civil Defence Advance courses from CTI-Delhi or any one course from NCDC -Nagpur/CTI-Bangalore: **3 Marks**
- Note:** Only the Candidates who have qualified PMET will undergo for Written Test first, and only those candidates make it to the Merit list of Written Test cum Bonus Marks shall be called for verification of Bonus marks documents and other documents.

B.2(b) Document & Bonus marks Verification: The original documents for verification of the eligibility conditions, reservation and claim for bonus will be scrutinized and verified by duly constituted board.

- i. Candidature shall be rejected on detection of any false claim of reservation or bonus marks or any other false information given by the candidate on the application form or non submission/production of required document.
- ii. Caste certificate by candidate seeking reservation as SC/ ST/ OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.
- iii. A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer, in addition to the community certificate (OBC).
- iv. Valid certificate for Resident of National Capital Territory of Delhi to be produced failing which candidature shall be rejected.
- v. The final merit list for the enrolment will be made on the basis of total marks obtained in written test and verified bonus marks.

Note: Final selection of candidates for the available vacancies will be made as per the merit list of written test and verified bonus marks of only those candidates who have qualified both the stages.

3. INTER-SE-RANKING:

The criteria for *inter-se-ranking* of the candidates who obtain the **same total marks** (i.e. total marks of Written Test and Bonus marks) has been decided as follows:

- i. The candidate who scored better in written test would be given preference.
- ii. If the written marks of two or more candidates are same, the candidates merit would be arranged in order of their height (i.e. taller candidate would be kept higher in merit);
- iii. If the height of two or more candidates would be same, they will be allotted merit in order of their age (i.e. older candidate would be considered higher in merit);
- iv. If the dates of birth of two or more candidates are same, they will be considered in merit as per alphabet of their name (i.e. such candidates merit would be allotted after arranging their name in alphabetical order).

4. DECLARATION OF RESULTS

On receipt of final results (marks obtained in written test and bonus marks), and following the criteria for inter-se ranking among the candidates who obtain the same marks as fixed at para 3, a meeting of the Selection Board would be held to finalize the merit list of the candidates for submission to the DGHG for approval; and thereafter the selection list for the enrolment of Home Guard volunteers would be published on the website and pasted on the notice board in the Directorate's Headquarters.

5. Enrolment of Ex-Home Guards volunteer

As per notification no.F.No.1/16/07/HG/5409 dated 24/12/2013; the competent authority of GNCT of Delhi has allowed Ex-Home Guards to participate in the process of enrolment as fresh candidates on fulfilling all present eligibility criteria. However, the current Home Guards volunteer may apply to participate in the enrolment process but their candidature as Home Guards volunteer will be considered only when they are found duly discharged at the time of submitting acceptance for offer of enrolment.

6. MEDICAL EXAMINATION AND VERIFICATION OF CHARACTER AND ANTECEDENTS

MEDICAL EXAMINATION:

The selected candidate shall be medically examined by the Medical Board in Govt. Hospitals of GNCT Delhi, on following Medical standards:

a. Eye sight

Distant Vision

Normal-Both eyes should be 6/6. (OR)

(1) Better eye with correction 6/6.

(2) Worse eye vision 6/12(without correction).

(OR) Both eyes should be 6/9.

Near Vision Normal - Both eyes should be J_I (OR)

Better eye with correction J_I and worse eye without correction J_{II} (Free from colour Blindness)

b. Hearing : Free from any disability.

c. Defects or deformity : Free from any defect or deformity of limbs.

d. Disease : Free from hernia, piles, respiratory disease, diabetes , .
or any other disease which will adversely affect the work as Home Guard.

e. Other : Should not be flat-footed or suffering from knocked knees, bowed legs and should not be over weight(BMI 18.5 to 29.9)

Selected candidates have to submit Police Clearance Certificate for verification of character and Antecedents through Delhi Police online portal (pcc.delhipolice.gov.in) while submitting acceptance of offer of enrolment.

7. APPLICATION FEE :- To apply online, candidates will have to pay ₹100/- each plus convenience fee through online gateway of receiving application. Application Fee once paid will not be refunded under any circumstances.

8. HOW TO APPLY :

Candidates can apply on enrolment portal of Directorate General Home Guard, Delhi <http://dghgenrollment.in>. The enrolment Portal can also be reached from the website of Directorate General Home Guards <https://delhihomeguards.nic.in>

a) Before submitting online applications, candidate must ensure that he/she is registered on Directorate General Home Guards (DGHG) enrolment portal i.e. <http://dghgenrollment.in> to which one can also navigate from the website of Directorate General Home Guards <https://delhihomeguards.nic.in>

b) The instructions for Registration are also available on the DGHG's website. Registration is a onetime exercise. The user ID and password generated after registration should be used to login whenever a candidate is applying for enrolment advertised by DGHG. On multiple registrations and appearance in the examination (at any stage) more than once, his/her candidature will be cancelled and he/she will be debarred from the enrolment as Home Guard volunteer.

c) Eligible candidates may apply online through the enrolment portal i.e. WEBSITE <http://dghgenrollment.in> from 24/01/2024 up to 13/02/2023 (till 12 O' clock night) after which the link will be disabled.

d) The candidates must go through the INSTRUCTIONS FOR APPLYING ONLINE carefully while filling up Online Application Form for the enrolment.

e) The candidates must submit their application through Online Mode only. No other mode of application shall be accepted. Applications received through any other mode i.e. by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.

f) Before submission of the online application, candidates must check and ensure that they have filled correct details in each field of the online application form. Once online application form is submitted, no request for change/ correction/ modification will be entertained or allowed under any circumstances. Request received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained and no correspondence will be made in this regard. Candidates will be responsible for any mistake in the data of application form and fee paid by him/her

g) APPLICATION FEES AND MODE OF PAYMENT ₹ 100/- (One Hundred only). The candidates submitting their application online should pay the requisite fee plus convenience fee only through payment gateway provided in the DGHG enrolment portal only. Other mode of payment will not be considered and the application of such candidates will be rejected outrightly and payment made shall stand forfeited. Application Fee once paid will not be refunded under any circumstances.

9. IMPORTANT INSTRUCTIONS TO CANDIDATES:

- a. The Directorate General Home Guards (DGHG) does not undertake any detailed scrutiny of applications for the eligibility and other aspects at the time of examination(s) and, therefore, candidature will be accepted only on provisional basis. As such merely making application for enrolment does not make the candidate eligible for the same. Candidates must go through the requirements of essential educational qualification, age, experience etc. and satisfy themselves that they are eligible for the enrolment. Copies of supporting documents will be sought at the time of document verification after the preparation of merit list.
- b. The educational qualification, age, Bonus marks and other eligibility conditions for the post shall be determined as on 01/01/2024.
- c. If a candidate successfully submits his/her application, it will only be considered as 'Provisional'. Candidates should take printout of the online Application Form for their own records.
- d. Only one online application is allowed to be submitted by a candidate for the enrolment as Home Guard volunteer. Therefore, candidates must exercise due diligence at the time of filling their online Application

Forms for the enrolment as Home Guard volunteer. In case, more than one application of a candidate is detected for the enrolment as Home Guard volunteer all such applications will be rejected and his/her candidature for enrolment as Home Guard volunteer will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he/she will be debarred from the enrolment as Home Guard volunteer.

- e. Candidates are advised to upload recent and clear colour photograph. The background should be a plain white or off-white. It should have full face, front view, eyes open. Online Applications with blurred/ illegible Photograph/ Signature will be rejected. Candidate must bring same photo/photos printed on photo quality paper for PMET and written Examination and whenever asked. Digital or printed photo not meeting above guidelines will be rejected and candidature of the candidate will be rejected.
- f. Request for change/ correction sought via any mode like Post/ Fax/ Email/ By hand, etc. in any particulars of the Online Application Form, once submitted, will not be entertained under any circumstances and no correspondence will be made in this regard.