

## REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

### GUIDELINES FOR ENROLMENT AS CIVIL DEFENCE VOLUNTEER

#### Eligibility Criteria

##### The applicant is entitled for the enrolment as Civil Defence Volunteer if

- ✓ He/she is a citizen of India, or a subject of Sikkim or of Bhutan or of Nepal:
- ✓ Has completed the age of 18 years provided that this age limit may be relaxed in the discretion of the competent authority up to a maximum of 3 years for any branch or category of the Corps:
- ✓ Has passed at least the primary standard that is to till the fourth class and this condition may be relaxed by the controller in his discretion.
- ✓ Both men and women shall be eligible for appointment to the Corps.
- ✓ NOC from the Employer if the applicant is in employment.
- ✓ A person shall not be entitled to be appointed to the corps unless he is found to be physically fit and mentally alert.
- ✓ Members of the following forces or services are not ordinarily eligible for enrolment in a civil defence corps:
  - a. Armed Forces of the Union.
  - b. Police Force;
  - c. Fire Services;
  - d. Territorial army or Auxiliary Forces of any of the Defence services;
  - e. Civilian personnel employed in connection with the Armed Forces of the Union.
- ✓ The above regulation shall not apply to Government servants who are specifically deputed for whole time or part time civil defence duties by the heads of organization or services concerned.

#### Documents to be attached with the Application Form

##### 1. Identity Proof of Applicant (Any One is mandatory) –

- |                                 |            |                          |
|---------------------------------|------------|--------------------------|
| • Aadhaar Card                  | • Passport | • Ration Card with Photo |
| • Voter ID Card                 | • PAN Card | • Driving License        |
| • Any Govt. recognized document |            |                          |

##### 2. Present Address Proof of Applicant (Any One is mandatory) –

- |   |                    |  |
|---|--------------------|--|
| • Aadhaar Card                                    | • Voter ID Card    | • Driving License                      |
| • Passport  | • Ration Card      | • Rent Agreement ( <b>Registered</b> ) |
| • Bank Passbook                                   | • Electricity Bill | • Water Bill                           |
| • Telephone Bill ( <i>Landline or Post-paid</i> ) | • Gas Bill         | • Any Govt. recognized document        |

##### 3. Permanent Address Proof of Applicant (Any One is mandatory) – Same as the List in Col 2 above.

##### 4. Date of Birth Proof of Applicant (Any One is mandatory)

- |   |                       |
|---|-----------------------|
| • Aadhaar Card ( <b>Verified DoB</b> )                              | • Passport            |
| • Nursing home/Hospital Report/Vaccination card                     | • Driving License     |
| • SSC from recognized board by GoI                                  | • CMO / Doctor Report |
| • Certificate from School signed by Principal on School Letter Head |                       |

##### 5. Proof of Educational Qualification

##### 6. Police verification report, if completed

##### 7. Self-declaration as per the prescribed in the Serial No 36 of the Application For the enrolment as Civil Defence Volunteer.

##### 8. One Passport size Coloured Photograph of the Beneficiary (Size 5cm x 4.5cm Or 2"x1.75")

- |  |   |
|--|---|
| • should include full face, front view and open eyes | • should be of full head from top of hair to shoulder |
| • should be in a plain white or off-white background | • shouldn't be shadows on the face or background      |
| • should have a natural expression (closed mouth)    | • should not include sunglasses or hats               |

#### Important Note

- ❖ Self-attested copy of the original documents to be produced while applying at Citizen Service Centre (CSC) and if applying online then documents are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications.
- ❖ The Applicant himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload his/her photograph (**As per above specifications**)
- ❖ Scanned copy of Self- Declaration has to be uploaded while applying online and hard copy of declaration has to be submitted to the concerned SDM/Tehsildar/CSC by hand or speed post/registered post along with Application /Acknowledgement number.