

STANDING ORDER-01/2021
ENROLMENT RULES, HOME GUARDS, U.T., CHANDIGARH

In supersession of previous Standing Order 2017 pertaining to Home Guards, U.T. Chandigarh, these new Enrolment Rules are hereby issued in order to further streamline the functioning of the Home Guards, U.T. Chandigarh.

Objective:-

The objective of these Enrolment Rules are to lay down procedure for enrolment of Home Guards Volunteers, so that suitable candidates of good standard are enrolled and streamlining the functioning of Home Guards, UT, Chandigarh. The enrolment would be done by a board to be constituted by the Commandant General, Home Guards, UT, Chandigarh at the time of enrolment. In the case of volunteer joining Home Guards, the concurrence in writing of the volunteer and Head of the Department would be required. Other conditions would be the same as applicable to unemployed persons.

1. Enrolment of Home Guards Volunteers:-

The enrolment procedure will include physical Measurements/Physical Efficiency Test (PM&ET) and Trade Test.

a) Composition of Enrolment Board:

Ordinarily, the enrolment Board will be under an officer of rank of SP/SSP with DCHG and one Dy. SP as members. However, the Commandant General may change composition of the board at the time of enrolment, if necessary.

b) Physical standard and other conditions of volunteers:-

i. MEN

The enrolment will be made as per policy laid down in the compendium of instructions Home Guards-2007 issued by the Govt. of India, MHA, New Delhi. The volunteer will not be less than 18 years and more than 50 years with relaxation in favour of those specially qualified to act as Instructors/Leaders and specialized personnel and shall have a minimum height of 165 centimetres and normal chest measurement of 80 centimetres with expansion of 04 centimetres. 05 centimetres relaxation in height or chest measurement will be given to the persons belonging to notified hilly areas as production of certificates. The minimum educational qualification shall be Matric (10th). The Commandant General Home Guards may relax the physical as well as educational standard in special circumstances to be recorded in writing.

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The physical test shall include one mile race in 08 minutes for the age group of 18 to 35 years and one mile jogging in 15 minutes for the age group of more than 35 years to 50 years.

ii. **Women:**

The enrolment will be made as per policy laid down in the compendium of instructions Home Guards-2007 issued by the Govt. of India, MHA, New Delhi. The volunteer will not be less than 18 years and more than 45 years with relaxation in favour of those specially qualified to act as instructors/Leaders and specialized personnel and shall have a minimum height of 150 centimetres. 05 centimetres relaxation in height measurement will be given to persons belonging to notified hilly areas on production of certificates. The minimum educational qualification shall be Matric (10th). The Commandant General Home Guards may relax the physical as well educational standard in special circumstances to be recorded in writing. The physical test shall include 400 meters race in 2½ minutes for the age group of 18 to 25 years and 800 meters jogging in 10 minutes for the age group of above 25 years to 45 years.

c) **TRADE TEST**

: 50 Marks

The Special Skill/Expertise such as Computer skills or Driver Commercial (HMV/LMV) or Bands man or Auto Mechanics, Cook, Sports etc. declared by the candidates in the applications, shall be practically examined by the Enrolment Committee with the help of one independent expert of concern skill/Expertise. The candidates have to declare one specific trade of his/her choice in the application forms, in which he/she wants to be tested by the enrolment committee.

d) **Bonus Marks**

- NCC Certificate 'C' Class

: 01 Mark

- Marks for having certificates of part time instructor course for minimum two Civil Defence Advance Courses from CTI or any course from NCDC - Nagpur.

: 02 Marks

2. **MERIT LIST:**

The final merit list of selected candidates shall be ascertained on the basis of combined marks attained in Trade tests and Bonus marks.

However, the criteria of inter-se-ranking of the candidates who obtain the same total marks in final merit list, shall be decided as under:

- a) If the total 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);
- b) 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);

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- c) If the date 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);

3. Tenure of Enrolment:

The Home Guards Volunteers will initially be enrolled for a period of 3 years which can be extended for another two years on merits. Thus, the maximum period for which Home Guards should be retained will be 3 to 5 years and they must be turned over to allow to fresh intake for keeping the voluntary character of the organization young and vibrant. However, Commandant General Home Guards is competent to grant further extension to those volunteers whose work and conduct, record and performance are found satisfactory.

4. Checking of original Certificates:

Office of the District Commandant Home Guards would assign these duties to ministerial staff by name that will put their signatures in the enrolment form against the qualification column.

5. Preparation of enrolment papers:

Ministerial staff would be earmarked to prepare enrolment papers as per details given below:

- i. Volunteer's enrolment committee proforma.
- ii. Application for enrolment.
- iii. Affidavit of the volunteer covering all conditions.
- iv. Proforma of Oath.
- v. Affidavit by the surety, who should be an employee posted in Chandigarh with an attested copy of identity card.
- vi. Medical Certificate.
- vii. Verification of character and antecedents three set along with six copies of passport size photographs.
- viii. Nomination of judicial paper.
- ix. Attested copies of educational qualification certificate etc.

The list of finally enrolled volunteers would be put to the Commandant General Home Guards, UT, Chandigarh for final approval who alone could grant any relaxation in educational qualification or physical standards, medical fitness. The character verification local as well as of permanent address would be got done before the volunteer is put in training. The date of joining of the training will be the date of enrolment of a volunteer.

➤ **Type Of Training:**

After enrolment, the home guards are given basic training in accordance with chapter-V of Compendium of Instructions of Home Guards issued by the Ministry of Home Affairs, New Delhi. The minimum training of 45 days on the subject to inculcate the sense of discipline in Home Guards is essential. The training of the women home guards should be broadly in

Police Line and with the training suggested, for men and only a few items such as Bayonet training, weapon training, field craft, lathi drill etc. avoided.

➤ **Age Group:-**

The age group of initial enrolment to the home guards should be 18-50 years in case of men and 18-45 years in case of women. Age limit in no case be exempted except in exceptional cases which can only be given by the Commandant General Home Guards. The grant can remain on enrolment upto 58 years. However, Police/Home Guards personnel after attaining the age of superannuation should not be enrolled as home guards beyond the age of 60 years unless their services are considered essential and so certified by the unit In-charge and approval of the Commandant General, Home Guards, UT, Chandigarh.

➤ **Medical Fitness:-**

No person shall be enrolled as volunteer in home guards unless he/she is declared medically fit for the job by the Medical Officer from Government Hospital.

The Commandant General Home Guards shall be competent for purpose of this Standing Order to relax, change and alter any provision as described in the said Standing Orders.

Commandant General Home Guards-cum-
Director General of Police,
Union Territory, Chandigarh.

No. 53-56 /DCHG/E-1/2020 Dated, Chandigarh the: 14/01/2021

A copy is forwarded to the following for information and necessary action please:

- 1) Additional Commandant General, Home Guards, UT, Chandigarh.
- 2) Assistant Commandant General Home Guards, UT, Chandigarh.
- 3) District Commandant, Home Guards, UT, Chandigarh.
- 4) Company Commandant (Hqrs.), Home Guards, UT, Chandigarh.

Commandant General Home Guards-cum-
Director General of Police,
Union Territory, Chandigarh