



**FORM "A"**

**Application Form : For Enrolment as Civil Defence Member**

**Applicant's Detail**

1. UID (AADHAR) No. :

2. Name of Applicant in Full : \_\_\_\_\_

3. Name of Father/Husband/Mother : \_\_\_\_\_

4. Gender : Male  Female  Other

5. Date of Birth :

6. Height :  Cms. 7. Blood Group :

8. Identification Mark : \_\_\_\_\_

9. Nationality : \_\_\_\_\_

10. Educational Qualification : \_\_\_\_\_ (Primary education is essential)

11. Language Known : \_\_\_\_\_ (Writing/Reading/Speaking)

12. Technical Qualification (if any) : \_\_\_\_\_

13. Occupation & Address of Employer with phone No. \_\_\_\_\_

(A certificate from employer to be submitted in attached format)

14. Previous Experience in Civil Defence (if any) : \_\_\_\_\_

15. Previous Experience in Home Guards (if any) : \_\_\_\_\_

16. Do you have any vehicle (if so, give detail) : \_\_\_\_\_ 17. Do you know driving : \_\_\_\_\_

18. Bank : \_\_\_\_\_ Branch : \_\_\_\_\_

Account No. : \_\_\_\_\_ IFSC No. \_\_\_\_\_ MICR No. \_\_\_\_\_

19. Mobile No. :  e-Mail ID : \_\_\_\_\_@\_\_\_\_\_

20. Present Address :

House Name/No : \_\_\_\_\_

Locality : \_\_\_\_\_

State : \_\_\_\_\_

PIN Code :

Sub-Locality : \_\_\_\_\_

Village/Town : \_\_\_\_\_

District : \_\_\_\_\_

Country : \_\_\_\_\_

**Note : Residents of Delhi only can apply.**

21. Whether the Present and Permanent Address is same : Yes  No

22. If No, Permanent Address :

House Name/No : \_\_\_\_\_

Locality : \_\_\_\_\_

State : \_\_\_\_\_

PIN Code :

Sub-Locality : \_\_\_\_\_

Village/Town : \_\_\_\_\_

District : \_\_\_\_\_

Country : \_\_\_\_\_



**DIRECTORATE OF CIVIL DEFENCE : GOVT. OF N.C.T. OF DELHI**

**District Magistrate (East) Office Complex, B- Block, L.M. Bund,  
Krishan Kunj, Shastrri Nagar, Delhi - 110031**

**Tel: 011-22422855, E-mail: [delhicivildefencehq@gmail.com](mailto:delhicivildefencehq@gmail.com)**



**23. Identity Proof of Applicant (Please tick one, provide the document No. and attach the same )**

- Aadhar Card                       PAN Card                       Ration Card with Photograph  
 Voter ID Card                       Passport                       Driving License

Document No :

**24. Present Address Proof of Applicant (Please tick one, provide the document No. and attach the same )**

- Aadhar Card                       Voter ID Card                       Driving License  
 Passport                       Ration Card  
 Bank Passbook

Document No :

**25. Self Declaration :**

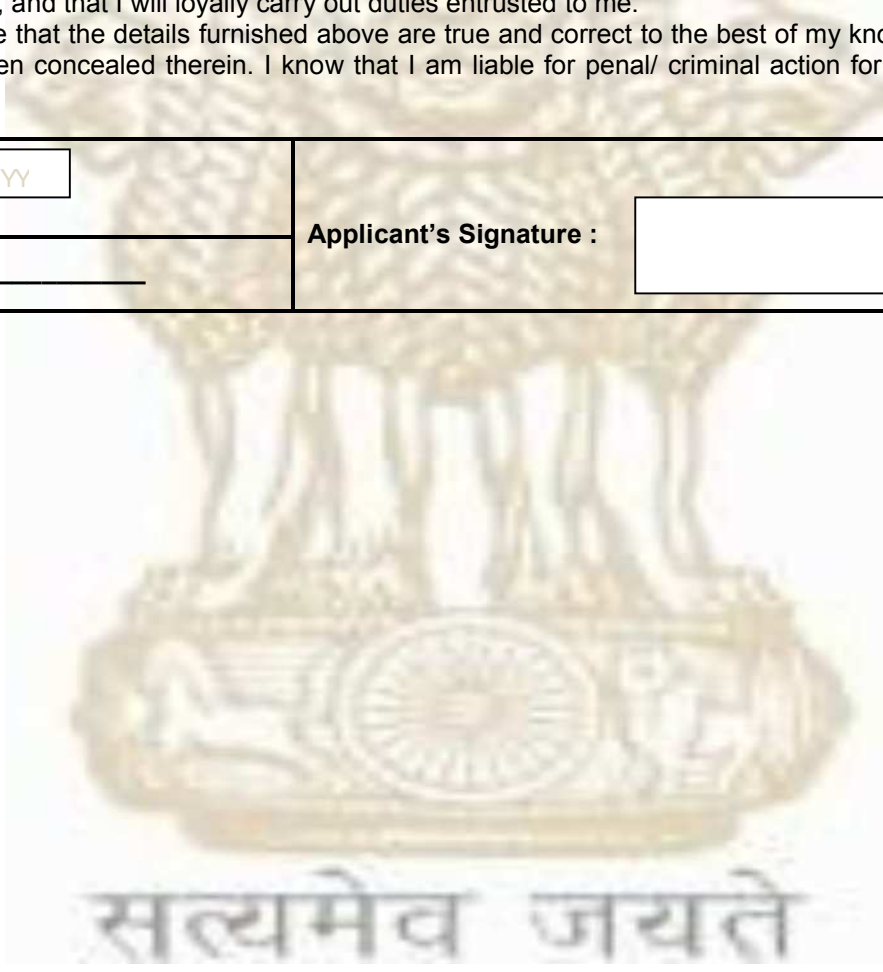
**FORM-“B”**

- (i) I have read the “Civil Defence Act and Civil Defence Regulations 1968”
- (ii) As far as I know, I am Physically fit to render efficient service as member of the Corps.
- (iii) If my application is accepted, I am prepared to service as a whole-time/part-time member of the Corps, i.e. to undergo the appropriate training and, in the event of an emergency occurring whilst I remain a member of the Corps to carry out my obligation as a member thereof. There is no pending case against me in any court.
- (iv) I swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, and that I will loyally carry out duties entrusted to me.
- (v) I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I know that I am liable for penal/ criminal action for giving wrong/incorrect information.

**Date:**  DD  MM  20YY

**Place:** \_\_\_\_\_

**Applicant's Signature :**





### **CERTIFICATE FROM EMPLOYER**

(To be signed by Head of office or Manager level officer on the letter head of the organisation)

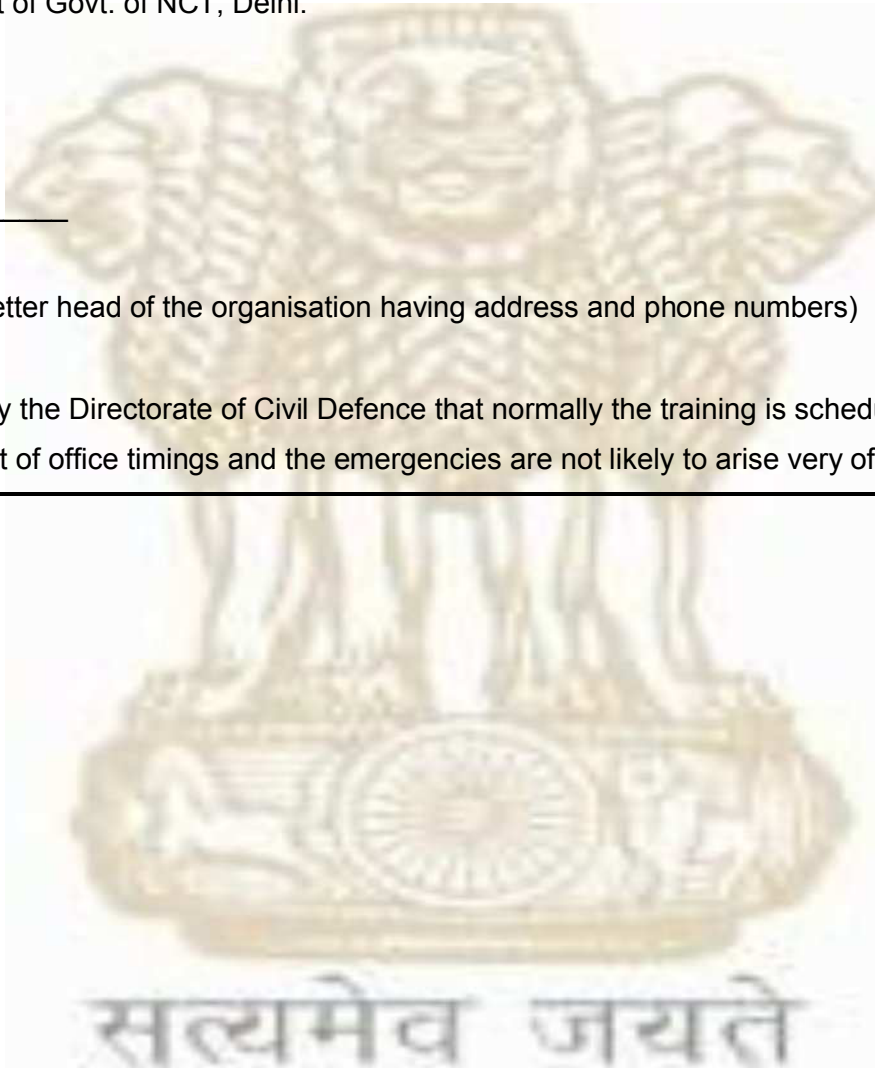
It is certified that Sh./Ms. \_\_\_\_\_  
r/o \_\_\_\_\_  
is an employee of this organization and this office has NO OBJECTION if he/she joins Civil Defence Corps.  
This office shall release him/her for attending training and for duty in an emergency at any time and for any  
period and in any part of Govt. of NCT, Delhi.

Date : \_\_\_\_\_

Authorised Signatory  
with Name & Seal

(To be typed on the letter head of the organisation having address and phone numbers)

Note :- It is clarified by the Directorate of Civil Defence that normally the training is scheduled to be held during  
holidays/ Sundays/out of office timings and the emergencies are not likely to arise very often.



# 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 resident of Delhi:
- ✓ 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 i.e. 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 is required if the applicant is in employment.
- ✓ A person shall not be entitled to be enrolled 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 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) –**

- |                                 |            |                          |
|---------------------------------|------------|--------------------------|
| • Aadhar 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) –**

- |   |                    |  |
|---|--------------------|--|
| • Aadhar Card                                     | • Voter ID Card    | • Driving License                      |
| • Passport  | • Ration Card      | • Rent Agreement ( <b>Registered</b> ) |
| • Bank Passbook                                   | • Electricity Bill | • Water Bill                           |
| • Telephone Bill ( <b>Landline or Post-paid</b> ) | • 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)**

- |   |                       |
|---|-----------------------|
| • Aadhar Card ( <b>Verified DoB</b> )                               | • Passport            |
| • Nursing home/Hospital Report/Vaccination card                     | • Driving License     |
| • SSC from a govt recognized board                                  | • 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 Applicant (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 application.
- ❖ The Applicant himself/herself /any of his family members should be present at the CSC for photograph or to 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.