

DIRECTORATE GENERAL OF HOME GUARDS, DELHI

**Outsourcing recruitment process of Home Guard Volunteers.**

This Department is going to initiate the enrollment process of Home Guard Volunteers very shortly for which following work is required to be outsourced immediately

**Tasks**

S.No	Description	Unit
1	Printing and Numbering of Application forms with Delhi Home Guards logo and also printout of guidelines regarding enrollment to be enclosed with each Application form.	Per Page/Sheet
2	Collect filled Application forms for scrutiny, computerization, scanning and printing of list of selected/rejected Application forms and also indicating reasons for rejection of Application forms and provide hard and soft copy.	Per Page/Sheet
3	Allotment of random roll numbers to the candidates whose Application forms have been accepted and printing of admit cards having scanned photo/image indicating schedule of physical and written tests.	Per Page/Sheet
4	Print attendance sheet for physical endurance test date wise with scanned image and signature.	Per Page/Sheet
5	Print and compile result of physical endurance test and provide hard and soft copy.	Per Page/Sheet
6	Preparation of attendance list of candidates with scanned image/photo for written examination.	Per Page/Sheet
7	Preparation and Printing of question paper in 04/06 sets with shuffling question numbers as well as the choices and OMR/OCR answer sheets.	Per Page/Sheet
8	Preparation of seating plan, Ground wise, Zone wise (2000 candidates each zone), Sector wise (500 candidates each sector), Block wise (100 candidates each block i.e. 10X10) and printing of attendance sheets along with scanned image/photo and signature as per seating plan.	Per Page/Sheet
9	Preparations of written test result after checking/scanning of answer sheet and provide a soft and hard copy of result.	Per Page/Sheet
10	Printing of Medical fitness and Police verification report form.	Per Page/Sheet
11	Preparation of attendance sheets with scanned photo/image as per schedule for verification of documents of candidates selected.	Per Page/Sheet

12	Preparation of final result merit wise of the written test marks and provide hard and soft copy of final result.	Per Page/Sheet
13	Issue of call out letters to the selected candidates after receiving satisfactory police verification report through registered post for Basic Training Course of Home Guard volunteers as per schedule prepared by the Commandant, Central Training Institute of Home Guards.	Per Page/Sheet

**Note : Any other task assigned by the DGHG, Controller of exams and Commandant, Home Guards relating to this recruitment process at any time during this process of recruiting Home Guard Volunteers.**

**Term & Conditions:-**

1. Interested agencies/firms are requested to submit quotations in sealed envelopes of earnest money deposit of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft of any scheduled Bank, in favour of **DDO, Directorate General of Home Guards & Civil Defence**, Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027 between 10.00 AM to 05.00 PM except Saturday, Sunday and Gazetted Holiday, latest by 3.00 PM on 13.12.2010.
2. Quoted rates must be inclusive of all applicable taxes.
3. Online Quotations will be opened at 3.30 PM same day in the presence of bidders/authorized representatives of bidders
4. Bidders should have valid VAT/TIN.
5. Proof of work experience with Government agencies.
6. It is the sole discretion of HOD to cancel any or all Quotations without assigning any reason.
7. All disputes are subject to the jurisdiction of Delhi Courts only.

(Ram Nivas Meena)  
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