



OFFICE OF THE COMMANDANT HOME GUARDS, KEONJHAR

No.211 /HG's

Dt.23.05.2025

Proceeding of Pre-enrolment meeting for Home Guards recruitment in Keonjhar by the selection Board held on 23/05/2025 at office of the Commandant, Home Guards, Keonjhar.

The meeting of the Selection Board was convened on dt.23/05/2025 and after threadbare discussion, it was decided to follow the following selection procedures during the enrolment process keeping in view of the large number of applications against limited vacancies. The proposal was agreed by all the members of the selection Board. Further, in pursuance of Commandant General, Home Guards, Odisha Cuttack letter No. 1422/HGs dated 16/04/2025, No.1429/HGs dtd.17/04/2025 and Home Guards Circular order No. 01/2025 dated. 20/01/2025, the following examinations are planned for smooth conduct of recruitment process of Home Guards with details of the procedures and rules are appended below.

1. Objective:

- (i) Attract the best possible talent to render voluntary service as Home Guards.
- (ii) To ensure that the procedure of fresh enrollment is transparent and fair.
- (iii) That the Volunteers enrolled possess the requisite skills, physical fitness and attitude to perform duties of member of the Home Guards Organization as an auxiliary to the Police force and Fire force in Odisha.
- (iv) The performance of Home Guards is properly reviewed before extending period of enrolment at the end of three years.

The Board has decided the followings:

1. There will be separate preliminary examination and physical test for General Duty and Trade/skill applicants.
2. The candidates shall bring their own clip board and blue or black ball pen for Preliminary Examination.
3. Schedule of examinations and venue etc. will be communicated to the candidates through notice from time to time by authorized officer.
4. The questions in the preliminary examination shall comprise of Odia language, General Knowledge and Aptitude Test. The standard of the questions shall be such that a student who has passed 5th Standard Examination will be able to answer. There shall be no negative marking in preliminary examination.

5. The Candidates not appearing for any of the test shall be disqualified.
6. The minimum qualifying marks in the preliminary test will be decided by the Board.
7. Minimum 50% of marks i.e. 10 marks in Odia language test should be secured by the candidates.
8. For examination cutoff will be decided by the Board on the basis of the result of the examination in order to ensure approximately 05 times the number of applicants in General Duty and as per requirement in respect of the applicants belonging to Trade (specific skill) may be selected for physical test.
9. Qualification in physical test is compulsory. Failure in this aspect of examination will result in disqualification.
10. Only in case of skill based candidates, Board reserves right to recommend any candidate for relaxation of criteria with approval of C.G. Home Guards, Odisha, Cuttack.
11. All original documents should be submitted before interview. Failure to production of required documents may lead to disqualification.
12. To avail benefit of NoK the claimant of deceased Home Guards must produce legal heir certificate before the interview.
13. Final result will be published after completing all formalities.
14. Enrollment will be issued on the basis of final result.
15. There will be no waiting list for the final selection.
16. There will be no reservation as it is voluntary service.
17. Any malpractice, influence, pressure to get enrollment in Home Guard through illicit means may result in disqualification as well as legal action as per law.
18. The candidates giving false and fabricated information will face legal action as per law.
19. The previously discharged Home guards are also eligible to apply.
20. As regard to 04 posts of anticipated vacancy, the selected candidates against those vacancy will join in the Home Guards service after retirement of the 04(four) Home Guards in service on 31-12-2025.
21. There shall be scrutiny after receiving application forms. Those applicants who are not eligible shall not be allowed to appear in the examination. Any grievance in this regard, the candidates will put forth before Sri Jyotirmaya Bhukta, OPS-I, Addl. SP, DIB, Keonjhar, Nodal officer, Home Guards enrolment process, 2025 in his office from 10 AM to 5 PM.

Vacancies:

As per letter No.1422/HGs, dtd.16.04.2025 and No.1429/HGs., dtd.17-04-2025,330 Nos. of vacancy approved by the C.G., Home Guards, Odisha, Cuttack. Out of 330 vacancies, 150 for General duty and 180 for trade (skill based candidates).

With regards to enrollment in specific skills useful to Police the following trades are decided:-

1. Computer
2. Electrician
3. Plumber
4. AC mechanic
5. Driver
6. Tailor
7. Vehicle mechanic
8. Carpenter
9. Cook
10. Washer man
11. Barber
12. Cobbler

Note: Candidate applying for Driving Trade must have a valid Driving License (L.M.V.)

(A) Plan of Examination/Scheme of Examination for General Duty:

The required Examination consists of following stages.

Sl. No	Stages of the Examination	Paper/Test	Duration	Marks	Type of test
1.	Preliminary Examination	Odiya Language Test	60 Minutes (1 hour)	Of qualifying in nature (20 Marks)	(Paragraph writing) Preferably 100 words.
		General Knowledge & Aptitude Test		80 Marks	Objective type with MCQ type. Each correct answer will carry 2 mark. There will be no negative marking
Approximately 5 times candidates of the vacancies will be selected for next examination.					
2.	Medical Examination	Medical Examination will be done by the M.O. and as per his certificate the medically unfit candidates will not be allowed to participate in Physical test.			
3.	Physical Test / Body Mass Index (BMI)	The candidates must have the physical standard of height, weight and chest as noted in paragraph A1.			
4.	Documents verification	The qualified candidates will be called for documents verification.			
5.	There will be a Viva Test (Personal Interview)			50Marks	

Total Marks - 150Marks

Note:

- i) The candidates those who will qualify in Preliminary examination, will appear further recruitment process.
- ii) The candidates who will fail in the Odia language test will be disqualified. Minimum 50% of marks i.e. 10 marks in Odia language test should be secured by the candidates.

(A1).Measurement of Physical Standard / Physical Test

Basing on the performance in the Preliminary Examination, candidates equal to approximately **five times** of vacancies for General duty will be called to appear for the Physical test in order of merit and only those qualifying in the same shall be allowed to participate in the Physical Test. The date of Physical Test will be intimated to candidates through Notice. The Physical Tests are qualifying in nature and will carry no marks. The candidate must have to qualify the Physical Test which is mentioned below in details. Failure at any stage will lead to disqualification.

Physical Test for General Duty :(Qualifying only)

The candidates must have the minimum Physical standard of height, weight and chest as follows:	Height	Weight	Chest	
			Un-Expend	Expend
Men	163 cm	50 kg	76 cm	81 cm
Women	153 cm	45 kg	-	-
Body Mass Index (BMI)	The Body Mass Index of the candidates (both Men and Women) must not beyond 25.			

There shall be minimum of 5cms difference between unexpanded and expanded chest.

(a) Any grievance or complaint during the course of the Physical Test should be brought to the notice of the Chairman of the Board instantly on the very day before completion of the Test and the decision of the Chairman in this regard shall be final and binding.

(b) The candidates shall appear in the Physical Test at their own risk. The Board shall not be responsible for any loss or physical damage of the candidates during the Physical Test or anytime thereafter caused due to appearing in the Physical Test/Examination.

(c) The candidates must be declared medically fit by the medical officer.

Note:

The candidate shall produce a self-declaration certificate regarding physical fitness to participate in different physical test and submit it to the Recruiting Board while appearing for the physical test. The format of self-declaration certificate is enclosed at Annexure –E.

Distribution of marks

General Knowledge & Aptitude Test	80Marks
Odia Language Test	20 Marks
Personal Interview	50 Marks

Total = 150 Marks

Note:-The candidates must note that they may be stand disqualified if they do not appear or found absent by the last call of each event.

(B) Plan of Examination / Scheme of Examination for Trade (Skill based candidates):

The required Examination consists of following stages.

Sl. No	Stages of the Examination	Paper/Test	Duration	Marks	Type of test
1.	Preliminary Examination	(I)Language Test	60 Minutes (1 hour)	Of qualifying in nature (20 Marks)	(Paragraph writing) Preferably 100 words.
		(II) Skill Examination			Specific skill
2.	Medical Examination	Medical Examination will be done by the M.O. and as per his certificate the medically unfit candidates will not be allowed to participate in Physical test.			
3.	Physical Test	The candidates must have the minimum physical standard of height, weight and chest as noted in paragraph B1.			
4.	Documents verification	The qualified candidates will be called for documents verification.			
5.	There will be a Viva Test (Personal Interview)			50 Marks	

Note:

- (i) The candidates those who will qualify in the preliminary Examination, will appear further recruitment process.
- (ii) The candidates who will fail in the Odia language test will be disqualified. Minimum 50% of marks i.e. 10 marks in Odia language test should be secured by the candidates.

(B1). Measurement of Physical Standards / Physical Test

Basing on the performance in the Practical Examination, a list of short listed candidates in accordance to the merit list will be called to appear for the Physical Test and only those qualifying in the same shall be allowed to participate in the Physical Test. The date of Physical Test will be intimated to candidates through Notice. The Physical Test are qualifying in nature and will carry no marks. The candidate to qualify both the Physical Test which is mentioned below in details. Failure at any stage may lead to disqualification.

Physical Test for Trade(Skill based Candidates) (Qualifying only):

The candidates must have the minimum Physical standard of height, weight and chest as follows:	Height	Weight	Chest	
			Un-Expand	Expand
Men	163 cm	50 kg	76 cm	81 cm
Women	153 cm	45 kg	-	-

There shall be minimum of 5cms difference between unexpanded and expanded chest.

(a) Any grievance or complaint during the course of the Physical Test should be brought to the notice of the Chairman of the Board instantly on the very day before completion of the Test and the decision of the Chairman in this regard shall be final and binding.

(b) All trade candidates shall carry their basic tools for skill examination if called for.

Note:

The candidate shall produce a self-declaration certificate regarding physical fitness to participate in different physical test and submit it to the Recruiting Board while appearing for the physical test. The format of self-declaration certificate is enclosed at Annexure–E.

Distribution of marks

General Knowledge & Aptitude Test	80Marks
Odia Language Test	20 Marks
Personal Interview	50 Marks

Total = 150 Marks

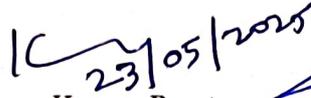
- Additional 10 marks will be granted to the No of deceased HGs in both categories of General duty and Trade/Skill Test.

Note:- The candidates must note that they may be stand disqualified if they do not appear or found absent by the last call of each event.

In both categories, after the calculation of total marks, final list of selected candidates will be published for subsequent enrolment.



Sri Dolamani Bhoi, (OPS),
DySP, HRPC,
Keonjhar,
Member



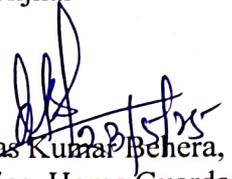
Sri Kishore Kumar Prusty
Chief District Medical &
Public Health Officer
Keonjhar
Special invitee



Sri Nitin Kusalkar Dagdu, IPS,
Commandant-cum-Chairman,
Selection Board
(Home guards enrolment)
Keonjhar



Sri Krushna Chandra Samal,
Assistant Fire Officer,
Keonjhar Fire Station
Member



Sri Manas Kumar Behera,
RI of Police, Home Guards,
Keonjhar,
Member