सं: 1801 / एनडीआरएफअ / प्रषिक्षण / विविध पत्रा / 2026– 1720 दिनाक : 09 / 10 / 2026

निदेशक कार्यालय
राष्ट्रीय आपदा मोचन बल अकादमी नागपुर
(गृह मंत्रालय)
E-Mail-ID – dir.academy-ndrf@gov.in

सिविल लाईन्स, नागपुर–440001

To,

1.	The ADGP, Home-Guards, Civil Defence & SDRF,APHQ Complex, 2nd Floor, Gulshan Ground,Gandhi Nagar, Jammu, Jammu & Kashmir Office-0191-2430831, Fax No.-0191-2437030,Office-0194-2455165, Fax No.-0194-2484837,Email-cghgcd-hgcdsdrf@gmail.com, dirhgjmu@jkpolice.gov.in, ighg@jkpolice.gov.in
2.	The Director General Civil Defence And Commandant General of Home Guards,Assam, Beltola, Guwahati (Assam)-781028 Email-hgbn12@gmail.com, director-cdhg@assam.gov.in
3.	The Inspector General of Police, Dte, Home Guards, Jaipur, Rajasthan, Phone No.0141-2613755, Fax-0141-2603407,E-mail: trg.hghq.rj@rajasthan.gov.in
4.	The Commandant (I/C), Civil Defence Training School, 1st Floor, Home Guards Bhavan, Lal Darwaja, Ahmedabad-380001. Gujarat State, Email: cmdt-cdts-ahd@gujarat.gov.in
5.	The Director General cum Commandant General Home Guards, Department of Home Guards/Civil Defence (Himachal Pradesh), Shimla-171001 0177-2811453/2658531 (O) 0177-2811360-Fax Email-hgshimla@gmail.com
6.	The Senior Staff Officer, Directorate of Civil Defence & Home Guards, Top Floor-Horse Shoe Building, Lower Lachumiere, Shillong (Meghalaya)-793001 Ph. No.(0364)250053 Email: cdhg-shil-meg@gov.in, dte.cdhg@gmail.com.
7.	The Office of the Controller Civil Defence, North Eastern Railway, Gorakhpur Uttar Pradesh -273012,Phone No.-040-62100 E.mail-gm@ner.railnet.gov.in
8.	The General Manager's Office, Controller of Civil Defence & DGM(G) South Central Railway, 3rd Floor, Rail Nilayam, Secunderabad Telangana-500025, Ph. 040-27823640, E.mail: civildefencescr@gmail.com, dgmg@scr.railnet.gov.in, dgmgscr@gmail.com
9.	The Dy. General Manager(G) & Controller of Civil Defence, West Central Railway, Jabalpur-482001, Email: dgmwcr@gmail.com
10.	The Dy. General Manager (G) & Controller of Civil Defence South Eastern Railway, 11, Garden Reach Road, Kolkata (West Bengal)-700043 M. No.9002080004 & 9002080035 ,Email: srcdihqser@gmail.com and dygm2014ser@gmail.com
11.	The Dy. General Manager's (G) & Dy. Controller of Civil Defence, Eastern Railway ,17, N.S. Road, Fairline Place, Eastern Railway, Kolkata-700001, West Bengal, email ID-dgmger@gmail.com Phone/Fax No.033-22427444 The Director General, State Disaster Response and Fire Services, C/o Fire Station Building, 2nd Floor, Beside Police Control Room, Goverorpeta, Vijayawada (Andhra Pradesh)-520002, Tele.No.0866-2570101 Email-peshi_apfire@yahoo.com
12.	The Director General, State Disaster Response and Fire Services, C/o Fire Station Building, 2nd Floor, Beside Police Control Room, Goverorpeta, Vijayawada (Andhra Pradesh)-520002 ,Tele.No.0866-2570101 Email-peshi_apfire@yahoo.com
13.	The Director General of Civil Defence, Govt. of N.C.T of Delhi. 1, Kripa Narayan Marg, Civil Lines, Delhi-110054. Tel: 011-23937350, Email ID: civildefencehq.delhi@gov.in , delhicivildefencehq@gmail.com

14.	Director General Home Guards,Govt. of NTC of Delhi. Nishkam Sewa Bhawan, CTI Complex, Raja Garden, New Delhi-110027 Ph. No. 011-25448148, Fax-011-25107058,E.mail-dghome@nic.in
15.	The Dy. Commandant General, Home Guards & Dy. Director, Civil Defence, Goa reserve Police Camp, altinho, Panaji-Goa, 403001. PhoneNo. 91(0832)2220019, Fax No.+91(0832)2425534) Email: commandanthgcd@goapolice.gov.in
16.	The DG SDRF, HG & Civil Defence, O/o Directorate of Home Guards, Civil Defence & SDRF Nagaland Kohima, Ph.0370-2271005/2271016, Mob-9869621234, Email: naglandhgcd@yahoo.com , ispwkohima.dcpw@gov.in
17.	Spl. Director General of Police-cum- Commandant Punjab Home Guards, Director, Civil Defence, State Headquarters, 17 Bays Building, Sector-17C, Chandigarh, Punjab, Email: dir.lg@punjab.gov.in
18.	The Director, civil Defence (Uttarakhand), Home Guard and Civil Defence, Tapovan road, Raipur, Dehradun-248008 Fax No.-0135-2784473 Email-cghgcduk@gmail.com
19.	The Commandant, Central Training Institute, HomeGuard-State of Maharashtra, Netaji Palkar Marg, Ghatkopar (W), Mumbai 400081 ,Phone-022-25120946/8169803500, Email: commandantcti@gmail.com

विषयः- सिविल डिफेंस कर्मियों हेतु सिविल डिफेंस प्रशिक्षक पाठ्यक्रम (क्रम संख्या 181) के जॉइनिंग इंस्ट्रक्शन प्रेषित करने के संबंध में।

महोदय/महोदया,

कृपया सिविल डिफेंस कर्मियों हेतु सिविल डिफेंस प्रशिक्षक पाठ्यक्रम (क्रम संख्या 181) के जॉइनिंग इंस्ट्रक्शन संलग्न प्रेषित हैं। उक्त पाठ्यक्रम दिनांक **02.11.2026 से 04.12.2026 तक एनडीआरएफ अकादमी, नागपुर** में आयोजित किया जाना निर्धारित है।

अतः अनुरोध है कि मुख्यालय, एनडीआरएफ, नई दिल्ली द्वारा आवंटित सीट एवं संलग्न जॉइनिंग इंस्ट्रक्शन के अनुसार अपने संगठन के नामित अधिकारियों को उक्त पाठ्यक्रम में भाग लेने हेतु कार्यमुक्त करने का कष्ट करें।

संलग्नकः- यथोपरि।

(सचिन चौहान)
द्वितीय कमान अधिकारी/प्रशिक्षण अधिकारी
एनडीआरएफ अकादमी, नागपुर (महाराष्ट्र)

प्रतिलिपिः-

1. उप महानिरीक्षक (प्रशिक्षण), मुख्यालय, एनडीआरएफ, नई दिल्ली को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

JOINING INSTRUCTIONS

CIVIL DEFENCE INSTRUCTOR COURSE FOR CD PERSONNEL (SL.NO.181)

(02.11.2026 TO 04.12.2026)

ORGANIZED BY

NDRF · INDIA

Saving Lives & Beyond...

National Disaster Response Force Academy Nagpur, Maharashtra

NDRF ACADEMY, NAGPUR JOINING INSTRUCTIONS
FOR THE CIVIL DEFENCE INSTRUCTOR COURSE FOR CD PERSONNEL
(SL.NO. 181) AT NDRF ACADEMY, NAGPUR (MH)

[Please ensure that these instructions are handed to the person who will be attending the course]

All participants are requested to remember their **Gmail ID and password** for appearing in the **online pre-test and post-test**.

- **INTRODUCTION**

  This instruction is intended to help you to prepare for training at the NDRF Academy, Nagpur. Your course has been specifically designed to meet your needs, but to successfully complete the course you must attend all sessions.

- **GENERAL**

  The **CIVIL DEFENCE INSTRUCTOR COURSE FOR CD PERSONNEL SL. NO. 181** is scheduled to be conducted w.e.f. **02.11.2026 to 04.12.2026** at NDRF Academy, Nagpur. The NDRF Academy is having two campus i.e. old campus located in Civil lines, Opposite Labour Court, Nagpur, Maharashtra-440001 (2.5 Kms from Nagpur Railway Station and 8.5 Kms from the Dr. Baba Saheb Ambedkar International Airport) & New campus at Sura Devi Nagpur, Maharashtra-440001 (22 Kms from Nagpur Railway Station and 30 Kms from the Dr. Baba Saheb Ambedkar International Airport). No late joining shall be permitted. You are required to report one day before from the commencement of the course. On the first day of your course, you are asked to arrive at 08:00 a.m. for initial formalities at NDRF Academy.

- **GETTING TO THE NDRF ACADEMY**

  The participants arriving by Air/Train are advised to take prepaid taxis or auto rickshaws to the Academy. (On arrival at Nagpur Railway Station/Airport participants will make his/her own arrangement to reach Old Campus NDRF Academy, Nagpur). For course commencing at new campus Sura Devi common vehicle will be provide for the participants.

- **COURSE DETAILS:**

  The Course curriculum provides some information about the course that participants will be attending at NDRF Academy. If participants requires more information, please contact Course Coordinator.

- **TITLE**.

  CIVIL DEFENCE INSTRUCTOR COURSE FOR CD PERSONNEL (SL. NO. 181)

- **AIM**

  To train Civil Defence Officers, Personnel, part time volunteer trainers & Home Guards in order to make them potential basic Trainers at District & State Level in the subjects of Civil Defence and Disaster Response.

Contd...P/2

- **ENABLING OBJECTIVE**:

  On completion of the Training Program the participants will be able to;

  - Organize Civil Defence measures.
  - Act as responder during emergencies.
  - Act as basic Civil Defence Trainer.
  - Conduct field CD exercises.

- **COURSE DURATION**

  The course duration will be 5 weeks, from **02.11.2026 to 04.12.2026**.

- **ASSESSMENT CRITERIA**

To qualify, participants have to score minimum;

  - Written Test-50%
  - Practical Test- 60%

#Scope: Participants will be able to organize Civil Defence measures.

- **ELIGIBILTY CRITERIA**

CD Instructors (paid/part time), Platoon Commanders and above from Home Guards, Havaldar's and above from CAPFs, Havaldars/JCO's from NCC, Members of voluntary NGO's and Teachers from School/Colleges.

  - Preferably should be 10th pass.
  - Preferably below 45 Years.

- **CONDUCT OF THE COURSE**
  - This will be intensive course with plenty of activity, with emphasis on practice in small groups. Only (4-5) participants will be assigned to one facilitator. Participants will be encouraged to share their learning experiences with others and to give and receive support and feedback.
  - Activities - usually simulated by using exercises. Participants are therefore expected to take active responsibility both for their own learning and contributing to group activities.

The course requires a full-time commitment for the full 5 weeks.

- **EXPECTED OUTCOME**

On completion of the Training Program the participants will be able to:

  - Understand the concept of Civil Defence
  - Plan & Organize the Civil Defence Corps
  - Integrate Disaster Management measures with Civil Defence.

Contd...P/3

- **DOCUMENTS**

  Nominated candidates will be in the possession of the following documents.
  - Original Identity card.
  - 02 Passport size photographs.
  - Medical Fitness Certificate.

- **DRESS CODE**

One set of proper uniforms (for uniform personnel) & formal for opening & closing addresses. On normal days participants wear PT dress (lower and T Shirt) in which he/she is comfortable doing classroom activities.

- **GRANT OF LEAVE**

The training at NDRF Academy is extremely intensive. Therefore, the sanction of leave is strictly regulated and participants are advised not to request any type of leave, except in compelling circumstances like medical emergencies or on compassionate grounds which will be considered by the Director, Academy on a case basis. Wedding ceremonies, festivals, and other similar occasions are not considered compassionate reasons for leave.

- **ARRIVAL/DEPARTURE**

  Trainees will report at NDRF Academy, Nagpur at least (01) day prior to the commencement of the course and will be dispatched immediately on termination of the course to their respective organizations.

- **RECEPTION CENTRE**

  A reception centre has been established at the main gate of NDRF Academy, Civil Lines, Opposite Labour Court, Nagpur. Participants can contact at the gate for their accommodation and other details.

- **BOARDING AND LODGING**

Boarding and Lodging will be arranged by NDRF Academy in a hostel. Breakfast, Lunch and Dinner will be offered by Academy mess on a payment basis.

- **TRANSPORTATION**

  Participants are expected to arrange their own transportation.

- **DISCIPLINE**

  Participants attending the course will follow force discipline during their stay at NDRF Academy, Nagpur. They should scrupulously adhere to the written and unwritten laws, orders, conduct and norms of uniformed service.

- **SECURITY :-**

  Participants will be responsible for the safe custody of their articles in their possession and also advised not to keep a large sum of cash or costly articles/materials with them during the halt of course.

Contd...P/4

- **INTOXICATION**

Drinking, Smoking & Tobacco in the NDRF Academy campus is strictly prohibited. Strict action will be taken against the individual on breaking above rule.

- **MEDICAL CARE**

One medical officer is available within the academy on all normal working days only.

- **RETURN RESERVATION**

Return reservations may be done on any train or by Air leaving from Nagpur after (2100) hrs on the last day of the course.

- **RECREATIONAL FACILITIES**

The following recreational facilities are available in the Academy:-

Sports facilities like, Table Tennis, Carom, Chess, Volley Ball, Badminton and TV set.

- **PLACES OF INTEREST AT NAGPUR**

The places of interest in Nagpur and **around** are as follows:-

- Dikshabhumi
- Japanese Garden
- Amabazhari
- Hanuman Temple
- Ganesha Temple
- Futala lake

- **FAMILY ACCOMMODATION**

Since, there is shortage of sufficient accommodation all participants are advised not to bring their family. Even, no out living permission can be granted.

- **CLIMATE**

In the month of November & December Nagpur remains cold. You can expect temperature around 25^0C day time and minimum in the range of 15^0C. Since, you will experience little cold, therefore, you should prepare accordingly. Participants must be in possession of mosquito net as well as rain coat.

Contd...P/5

- **ACCESSIBILITY**

If participants have any special requirement/s then feel free to contact us in advance of the course. We will put our best effort to meet your needs. The joining instructions are also available on the following NDRF Academy website. The contact details are:-

a) Email ID - ndrfacademy@gmail.com

b) Email ID - dir. academy-ndrf@gov.in

C) Website - https://www.ndrfacademy.ac.in

Telephone/Mobile Nos:

•	RECEPTION (NDRFA GATE)	:	**0712-2958177**
•	Training officer	:	9430103010
•	Course Director	:	9149780489
•	Course SO	:	9415452050
•	ADM SO	:	7976263440
•	Training SO	:	7488213749

10/10/16

TRAINING OFFICER
NDRF ACADEMY, NAGPUR