

F. No I-35012/01/2025 - DGCD(CD)
Government of India
Ministry of Home Affairs
Directorate General Fire Service, Civil Defence & Home Guards
Establishment Section

East Block-VIII, Level-VII
R.K. Puram, New Delhi-110066
Date: 25 August, 2025

CIRCULAR

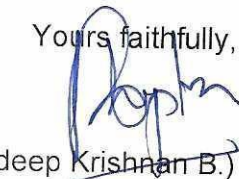
Subject: Engagement of One Senior Consultant and Two Consultants in the Directorate General Fire Services, Civil Defence & Home Guards for a period of six months – reg.

The Directorate General Fire Services, Civil Defence & Home Guards (an attached office of the Ministry of Home Affairs) proposes to engage One Senior Consultant and Two Consultants for a period of six months. Applications are invited from eligible candidates possessing experience of working with Government organizations in the field of Civil Defence, Home Guards, or Disaster Management.

2. The details regarding eligibility criteria, job description, terms of reference, and application format, etc., are enclosed herewith.
3. The Directorate reserves the right to accept or reject any or all applications, in part or in full, without assigning any reason.
4. The last date for submission of applications shall be 10 (ten) days from the date of issue of this circular. Applications received incomplete or after the due date shall not be considered.
5. Interested and eligible candidates in good health and willing to work as Consultants in this Directorate may submit their applications along with relevant supporting documents either by post to the undersigned at the address given below or through email at dgcd.estt@gmail.com along with a copy of PPO, LPC and other relevant documents, within the stipulated time.

Encl: As above

Yours faithfully,


(Sandeep Krishnan B.)
ADG/Estt.

To,

1. Director National Fire Service College with the request to upload at their office website.
2. Under Secretary, DM-III, with the request to uploading in their website.
3. Army Welfare Placement Organization (AWPO) Room No.53, West Block-III, RK Puram, New Delhi-110066 - for wider publicity
4. IAF Placement Cell of DTE of AIR Veterans 1st floor SMC Building Subroto Park New Delhi-110010 - for wider publicity
5. Indian Naval Placement Agency, 6th Floor, Chanakya Bhavan, Chanakyapuri, New Delhi -110021 - for wider publicity
6. Website Management Section - to upload on DG-FS, CD & HG website.

Internal:

- (i) Notice Board
- (ii) Guard File

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DIRECTORATE GENERAL FIRE SERVICES, CIVIL DEFENCE AND HOME GUARD
MHA, GOVERNMENT OF INDIA

TERMS OF REFERENCE

HIRING OF SENIOR CONSULTANT

S. No	Description	Requirement
1	Name of the office	Directorate General Fire Service, Civil Defence and Home Guard, Ministry of Home Affairs
2	Purpose of the Job	Short term engagement of Senior Consultant for Preparation of standard guidelines for conduct of regular Civil Defence Exercise
3	Number of Position	One (01)
4	General Overview	<p>Directorate General Fire Services, Civil Defence and Home Guards, MHA is an attached office of Ministry of Home Affairs. Its responsibility is to frame policy, coordinate, supervise and issue guidelines concerning raising, training & equipping of Civil Defence, Home Guards, and Fire Services on behalf of Ministry of Home Affairs.</p> <p>Presently, a Civil Defence Exercise Operation Abhyaas and Operation Shield was carried out and it is observed that standard guidelines for conduct of Civil Defence Exercise are not available and States were doing the exercise in a slap dash manner. Therefore, preparation of standard guidelines for conduct of Civil Defence Exercise are required.</p>
5	Scope of Work	Preparation of standard guidelines for conduct of regular Civil Defence Exercise
6	Duration of assignment	Six Months (may be extended further, if need arises)
7	Deliverables and timelines	<p>Preparation of standard guidelines for conduct of regular Civil Defence Exercise</p> <p>Outline: within 45 days First Draft: within 60 days Second draft: within 120 days Peer review: within 150 days days Final Draft: within 180 days</p>
8	Academic Qualification	A Master or Phd in any discipline with minimum 60% marks or equivalent CGPA from a recognized University/Institute.
9	Experience	<p>Minimum 10 years of work experience with Govt Organization related to Civil Defence or Home Guard or Disaster Management</p> <p>Desirable: Applicant should have worked with Government agency, leading regional / international organization or a public section dealing with Civil Defence or disaster management.</p>
10	Upper Age limit	65 years

11	Remuneration Band	Rs. 1,25,000/- per month
12	Reporting Mechanism	Through ADG Civil Defence
13	Termination of Contract	Either party may terminate the contract with one month's notice. In case of any breach of contract or unsatisfactory performance, DG-FS, CD & HG reserves the right to terminate the contract immediately.

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DIRECTORATE GENERAL FIRE SERVICES, CIVIL DEFENCE AND HOME GUARD
MHA, GOVERNMENT OF INDIA

TERMS OF REFERENCE

HIRING OF CONSULTANT

S. No	Description	Requirement
1	Name of the office	Directorate General Fire Service, Civil Defence and Home Guard, Ministry of Home Affairs
2	Purpose of the Job	Short term engagement of consultant for review and updation of vintage SOPs of Civil Defence
3	Number of Position	One (01)
4	General Overview	<p>Directorate General Fire Services, Civil Defence and Home Guards, MHA is an attached office of Ministry of Home Affairs. Its responsibility is to frame policy, coordinate, supervise and issue guidelines concerning raising, training & equipping of Civil Defence, Home Guards, and Fire Services on behalf of Ministry of Home Affairs.</p> <p>Presently, a Civil Defence Exercise Operation Abhyaas and Operation Shield was carried out and it is observed that the SOPs are relatively old and needs review.</p>
5	Scope of Work	Review and updation of vintage SOPs of Civil Defence
6	Duration of assignment	Six Months (may be extended further, if need arises)
7	Deliverables and timelines	<p>Review and updation of vintage SOPs of Civil Defence</p> <p>Outline: within 45 days First Draft: within 60 days Second draft: within 120 days Peer review: within 150 days days Final Draft: within 180 days</p>
8	Academic Qualification	A Master or Phd in any discipline with minimum 60% marks or equivalent CGPA from a recognized University/Institute.
9	Experience	<p>Minimum 10 years of work experience with Govt Organization related to Civil Defence or Home Guard or Disaster Management</p> <p>Desirable:</p> <p>Applicant should have worked with Government agency, leading regional / international organization or a public section dealing with Civil Defence or disaster management.</p>
10	Upper Age limit	65 years
11	Remuneration Band	Rs. 75,000/- per month
12	Reporting Mechanism	Through ADG Civil Defence

13	Termination of Contract	Either party may terminate the contract with one month's notice. In case of any breach of contract or unsatisfactory performance, DG-FS, CD & HG reserves the right to terminate the contract immediately.
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DIRECTORATE GENERAL FIRE SERVICES, CIVIL DEFENCE AND HOME GUARD
MHA, GOVERNMENT OF INDIA

TERMS OF REFERENCE

HIRING OF CONSULTANT

S. No	Description	Requirement
1	Name of the office	Directorate General Fire Service, Civil Defence and Home Guard, Ministry of Home Affairs
2	Purpose of the Job	Short term engagement of consultant for review of training policy and development of training material
3	Number of Position	One (01)
4	General Overview	<p>Directorate General Fire Services, Civil Defence and Home Guards, MHA is an attached office of Ministry of Home Affairs. Its responsibility is to frame policy, coordinate, supervise and issue guidelines concerning raising, training & equipping of Civil Defence, Home Guards, and Fire Services on behalf of Ministry of Home Affairs.</p> <p>Presently, a Civil Defence Exercise Operation Abhyaas and Operation Shield was carried out and it is observed that the training policy and training material of civil defence needs review.</p>
5	Scope of Work	Review of training policy and development of standardized training material
6	Duration of assignment	Six Months (may be extended further, if need arises)
7	Deliverables and timelines	<p>Review of training policy and development of standardized training material</p> <p>Outline: within 45 days First Draft: within 60 days Second draft: within 120 days Peer review: within 150 days days Final Draft: within 180 days</p>
8	Academic Qualification	A Master or Phd in any discipline with minimum 60% marks or equivalent CGPA from a recognized University/Institute.
9	Experience	<p>Minimum 10 years of work experience with Govt Organization related to Civil Defence or Home Guard or Disaster Management</p> <p>Desirable: Applicant should have worked with Government agency, leading regional / international organization or a public section dealing with Civil Defence or disaster management.</p>
10	Upper Age limit	65 years
11	Remuneration Band	Rs. 75,000/- per month
12	Reporting Mechanism	Through ADG Civil Defence

13	Termination of Contract	Either party may terminate the contract with one month's notice. In case of any breach of contract or unsatisfactory performance, DG-FS, CD & HG reserves the right to terminate the contract immediately.
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APPLICATION FORMAT FOR SENIOR CONSULTANT

1. Name

2. Sex

3. D.O.B

4. Age

5. Contact Address

6. E-mail

7. Phone

8. Education Qualification (In chronological order) (Pls add rows if required)

S.No.	Year	Degree/ Diploma	University/Institution	Division

9. Work Experience with Govt. Organization (last 10 years) (attach separate sheet if necessary)

S.No.	Period		Ministry/Organization/ Institution	Nature of Work
	From	To		

10. Trainings attended (if applicable)

11. Awards/ Recognitions

12. Details of present employment (if applicable)

13. Additional relevant information in support of suitability (attach separate sheet if necessary)

Signature of candidate

Name :

Place :

Date :

APPLICATION FORMAT FOR CONSULTANT

1. Name

2. Sex

3. D.O.B

4. Age

5. Contact Address

6. E-mail

7. Phone

8. Education Qualification (In chronological order) (Pls add rows if required)

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12. Details of present employment (if applicable)

13. Additional relevant information in support of suitability (attach separate sheet if necessary)

Signature of candidate

Name :

Place :

Date :