

No. A-22031/1/2017-DGCD(Estt.)
Government of India
Ministry of Home Affairs
Directorate General FS, CD & HG

East Block-7, Level-7,
R. K. Puram, New Delhi-110066
Dated 08th June 2018,

Sub:- Filling up the post of Assistant Director General Civil Defence (Communication) in the O/o DG (FS,CD&HG) on contract basis-reg.

It is proposed to engage one retired specialized consultant on contract basis against the post of Assistant Director General, Civil Defence (Communication) in the O/o Directorate General of Fire Service, Civil Defence and Home Guard, Ministry of Home Affairs, New Delhi for 06 months or till appointment of regular incumbent to the post, whichever is earlier on the fixed monthly remuneration to be calculated at the rate of last pay drawn – pension + DA. The eligibility criteria for the post is given below:-

a). Essential qualification:- Bachelor of Engineering in Telecommunications or Electronics and Communication Technology or Information Technology or Electronics Telecommunication or Computer Science or Electrical Engineering from a recognized university or Institute.

b). Experience:- Experience of five years in the field of Management of Communication network.

c). For Ex-Serviceman:- Retired Armed Forces Personnel in the rank of Major in Indian Army or Navy or Air Force in Level-11 in the pay matrix (Rs. 67700-208700/-).

d). Duties and Responsibilities:- A copy of duties and responsibilities is attached as (Annexure-A).

e). Consultancy Fee:- Retired personnel will get the consultancy fee as per the last pay drawn – pension + DA.

f). The interested retired government servants may forward their bio-data and last pay drawn certificate within 21 days from the date of issue of this circular to the following address:-

**Directorate General of Fire Service, Civil Defence and Home Guard, Ministry of Home Affairs, East Block-7, Level-7, R. K. Puram, New Delhi-110066.
or E-Mail:- dgcd.estt@gmail.com**



(D. K. Shami)

Fire Adviser/ Head of Office

XII.

CD (COMMUNICATIONS) SECTION

A. TECHNICAL

1. Policy, planning, provisioning, feasibility study, project scheduling and project management in respect of the following:
 - a) Civil Defence External Air Raid Warning (ARW) System on P&T's Line circuits for the passage of early warning messages.
 - b) Civil Defence External Radio Communication on HF & VHF for the passage of early warning messages as stand by/alternative channel of communication.
 - c) Civil Defence Internal Line Communication on P&T's line circuits for command & control, co-ordination & liaison etc. in categorised Civil Defence Towns.
 - d) Civil Defence Internal Radio Communication on VHF for Command & Control and co-ordination & liaison in categorised Civil Defence towns as standby/alternative channel of communication.
 - e) Civil Defence Public Warning System by (a) Electrical Sirens & (b) Hand Operated Sirens, in categorised Civil Defence towns.
 - f) Automation in Public Warning System by (a) Central Control of Sirens (CCS) & (b) Simultaneous Broadcast Facility (SBF) over P&T's Telephone by Air Raid Precaution (ARP) Equipment.
 - g) Private Box Exchanges(PBX)/Private Automatic Box Exchanges (PABX) for Internal Line Communication in categorised Civil Defence towns.
 - h) Functional Signal Communication System in States/UTs.

- i) Alternative Line Communication Systems in vulnerable zones/categorised Civil Defence towns.
- j) Civil Defence Communication Plan on Line & Radios for Vital Plants/Installations of Govt. of India/Private & Public Sector Undertakings including Railways.
- k) Civil Defence Policy on medium wave broadcasting by AIR during emergency/ hostilities.
- l) Civil Defence Policy on lighting restrictions/ dim-out/ black-out/ crash black-out during emergency/ hostilities in vulnerable zones including identification of list of towns between 40-400 MMZ zone for observance of black -out during hostilities and electronic central control system for crash black-out in categorised Civil Defence towns.
- m) Evaluation of Progress of Various schemes/projects of Civil Defence Communication System authorised by the Ministry from time to time.
- n) Evaluation of efficiency of various communication schemes/projects authorised in Civil Defence by conducting test trials during peace time, including that of Crash black-out.
- o) Communication Plans for Fire Services; Border Wing/Home Guards & Disaster Relief Operation & Management.
- p) Raising and training of various communication staff & volunteers for the manning of Civil Defence Communication Services in categorised Civil Defence towns during emergencies/ hostilities.

B. CO-ORDINATION & LIAISON ETC.

- q) Co-ordination with Cabinet Secretariat, Ministry of Defence, Army HQ, Air HQ & Naval HQ for the analysis of National Threat and also for various communication and allied schemes/ projects.
- r) Co-ordination with other Ministries of Govt. of India, State Govt./UT Administration for the implementation of various authorised Civil Defence Communication & allied schemes/ projects.
- s) Co-ordination with M/s. Indian Telephone Industries, M/s Bharat Electronics Limited and Director General of Post & Telegraphs for the implementation of various Civil Defence Communication and allied schemes/projects.

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- t) Co-ordination with various Vital Plants/ Installation of Govt. of India & Private/Public Sector Undertakings and their respective controlling (administrative) Departments/Ministries for the various Civil Defence Communication Schemes/ projects for vital installations/ plants etc.

C. GENERAL & ADMINISTRATIVE ETC.

- u) Administration of statutory rules, regulations, draft orders etc. under Civil Defence Act, 1968 and sub-ordinate legislation thereunder.
- v) Secretarial Assistance to Joint Planning Staff Committees, Home Minister's Civil Defence Advisory Committee, CD & HG Biennial Conferences etc.
- w) Financial Management:- budgeting & budget Control, audit and audit paras including reimbursement of expenditure of states etc.
- x) Preparation of Civil Defence communication literature, pamphlets/books/handout/training syllabus/precis on Civil defence communication subjects and printing of the same, including Hindi translations/various.
- y) Management Information System(MIS) and training of office staff in the matter of Civil Defence Communication.
- z) Routine general administration as envisaged in a regular Section of the Ministry.