

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 9th January 2018,

To

As per list enclosed

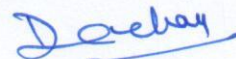
Sub:- Filling up the post of Assistant Director General Civil Defence (Communication) in the O/o DG (FS,CD&HG) on contract basis-reg.

Sir,

It is proposed to engage one retired specialized consultant for 06 months 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. 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 minus pension.
- f). The interested retired government servants may forward their bio-data and last pay drawn certificate latest by 30 January 2018 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

Yours faithfully



(D.K. Shami)

Fire Adviser/Head of Office

Telefax:- 26712951

Duties & Responsibilities:-

Annex-"A"

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 b Air Raid Precaution (ARP) Equipment.
 - g) Private Box Exchanges(PBX)/Private Automatic Bo Exchanges (PABX) for Internal Line. Communicatic in categorised Civil Defence towns.
 - h) Functional Signal Communication system 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.

- t) Co-ordination with various vital P
Installation of Govt. of India & Private/P
Sector Undertakings and their respo
controlling (administrati
Departments/Ministries for the various Ci
Defence Communication Schemes/ projects for vit
installations/ plants etc.

C. GENERAL & ADMINISTRATIVE ETC.

- u) Administration of statutory rules, regulations
draft orders etc. under Civil Defence Act, 1961
and sub-ordinate legislation thereunder.
- v) Secretarial Assistance to Joint Planning Staff
Committees, Home Minister's Civil Defence Advisor
Committee, CD & HG Biennial Conferences etc.
- w) Financial Management:- budgeting & budget Control
audit and audit paras including reimbursement o
expenditure of states etc.
- x) Preparation of Civil Defence communicatio
literature, pamphlets/books/handout/trainin
syllabus/precis on Civil defence communicatio
subjects and printing of the same, including Hind
translations/varisons.
- y) Management Information System(MIS) and training o
office staff in the matter of Civil Defence
Communication.
- z) Routine general administration as envisaged in
regular Section of the Ministry.