

**मिसिल संख्या / F.NO. VII-11012/01/2024-DGCD (CD)**  
**भारत सरकार / GOVERNMENT OF INDIA**  
**गृह मंत्रालय / MINISTRY OF HOME AFFAIRS**  
**महानिदेशालय-अग्निशमन सेवा, नागरिक सुरक्षा एवं गृह रक्षक**  
**DIRECTORATE GENERAL FIRE SERVICE, CIVIL DEFENCE & HOME GUARDS**

**Sub: Advertisement for the post of Consultant Project Co-Ordinator, Data Entry Operator and Supporting Staff/MTS in Directorate General Fire Service, Civil Defence & Home Guards on contract basis.**

Directorate General Fire Service, Civil Defence & Home Guards invites applications from Indian National having requisite qualification and experience for following positions :-

Sl No	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Work Experience	Max. Age limit
1.	Consultant Project Co-Ordinator	Contractual	02 (Two)	<b>Essential -</b> <ul style="list-style-type: none"> <li>• Masters in any discipline with minimum 60% marks or equivalent CGPA from a recognized University/ Institute.</li> <li>• Candidate should have expertise in MS Excel, MS Office, excellent typing and computer skills</li> </ul> <b>Desirable: -</b> <ul style="list-style-type: none"> <li>• Knowledge of Project Planning, Coordinating, Monitoring, Updating and Reporting.</li> <li>• Professional certification such as PMP (Project Management Professional).</li> <li>• Candidate having experience in Project implementation with the Central Govt. /State Govt. /PSU Regulating agencies/ Local administration/ Central agencies</li> </ul>	Candidate should possess a minimum of 05 years of post-qualification in-line experience in handling activities related to execution of projects, handling on ground training, formulation of Training course modules and execution and implementation of projects	Upper age limit 45 yrs.
2.	Data Entry Operator	Contractual	02 (Two)	<b>Essential -</b> Graduation in CS/IT	Graduate from any recognized University.	Upper age limit- 45 yrs

					Excellent working knowledge in MS Office, MS Excel, Typing Skills	
3.	Supporting Staff /MTS	Contractual	02 (Two)	12 <sup>th</sup> Pass with IT skills	Post qualification experience Min - 3 years.  Computer Knowledge with typing skills for 3 years.	Upper age limit- 40 yrs

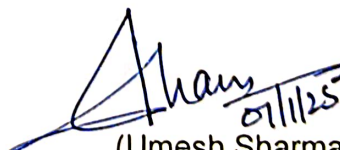
2. Remuneration: - Project Co-Ordinator - Rs. 1,00,000/- PM, Data Entry Operator- 40,000/- PM, Supporting Staff/MTS- 25000/- PM fixed emoluments. No additional pay benefit is given for entire contract period. TDS shall be deducted as per the applicable.

3. The detailed terms and condition and eligibility criteria (Educational Qualifications, age, experience etc.) for engagement of above positions are indicated in the Term of Reference (ToR) of the above positions and may be seen on Dte. General FR, CD & HG website at :- [www.dgfscdhq.gov.in](http://www.dgfscdhq.gov.in)


4. Essential / desirable educational qualifications and experiences will be verified with original certificates at the time of interview.

5. Interested individuals may send their bio-data in the prescribed proforma available on the [www.dgfscdhq.gov.in](http://www.dgfscdhq.gov.in) website along with statement of purpose (SOP) in maximum 250 words , recent photograph and copies of certificates established their educational qualification, experience to Directorate General of FS CD & HG, R.K. Puram, Sector -1, East Block-7, Level -7, New Delhi-110066. within 20 days from the date of publication of advertisement on the official web site.

Important Note: Incomplete application will not be considered and Directorate General FS CD & HG reserves the right to reject such applications without assigning any reason.



(Umesh Sharma)  
ADG CD (Comm)

: 011-20863645

[adqcom.dgfs-cdhq@gov.in](mailto:adqcom.dgfs-cdhq@gov.in)

**Application of engagement as Co-Ordinator/ Data Entry Operator/Supporting Staff (MTS) in DTE. General FS CD & HG.**

Post applied for : \_\_\_\_\_

(1) Name : \_\_\_\_\_

(2) Father's Name \_\_\_\_\_

(3) Sex (Male/ Female) \_\_\_\_\_

(4) Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Years \_\_\_\_\_

(5) Contact Address :- \_\_\_\_\_  
\_\_\_\_\_

(6) Permanent Address:- \_\_\_\_\_  
\_\_\_\_\_

(7) E-mail: \_\_\_\_\_ Phone \_\_\_\_\_

(8) Educational please add rows if required) :

S /No	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(9) Experience (in reverse chronological order) (Pls add rows if required)

S/ No	PERIOD			Organization/ Institution	Nature of work	Accomplishments
	FROM	TO	TOTAL			

(10) Trainings: \_\_\_\_\_

(11) Awards/ Recognitions: - \_\_\_\_\_

(12) Membership of Professional Bodies / Associations: \_\_\_\_\_

(13) Retired Government staff if yes

give details: \_\_\_\_\_

Recent  
Passport  
size  
Photograph





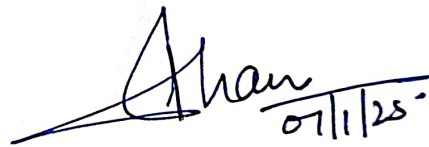
## ToR for the Position of Consultant (Consultant Project Co-Ordinator)

<b>Job Description</b>	
Purpose of the job/position	<ul style="list-style-type: none"><li>• <b>Consultant (Project Co-Ordinator)</b></li></ul>
Domain / Name of Division	<ul style="list-style-type: none"><li>• Directorate of Fire Service, Civil Defence, and Home Guards, R.K. Puram, Sector -1, East block -7, level-7, New Delhi-110066.</li></ul>
Number of positions	<ul style="list-style-type: none"><li>• Two</li></ul>
General Overview	<ul style="list-style-type: none"><li>• The Civil Defence (CD), is an integral component of Nation's Passive Defence Strategy. The Civil Defence has traditionally played a vital role in supporting the Armed Forces, mobilizing the citizens and helping the civil administration in discharge of their responsibilities.</li><li>• The Ministry of Home Affairs (MHA) and the Directorate General of Civil Defence (DGCD) have been writing to the States and the Union Territories in the matter of capacity building of their Civil Defence Force and to prepare or update Civil Defence plan of the towns/districts.</li><li>• Over a period of time, MHA, Govt. of India have identified a total of 244 vulnerable towns/districts of the Country, where Civil Defence measures needs to be implemented during the peace time. Civil Defence preparation in the vulnerable area's districts require more attention and improvement.</li><li>• Project will be implemented in following two phases in one year spread across F.Y. 2024-25 and 2025-26.</li><li>• <u>Phase -I</u> - Training of 500 Master Trainers of Civil Defence in Disaster Management Skills will be conducted as residential training of 21 days at Civil Defence Training Institutes of States/UTs.</li><li>• <u>Phase -II</u> – Training of 87,840 Civil Defence volunteers from 244 Vulnerable/ Categorized CD Districts of 36 States /UTs (360 volunteers per district) will be conducted residential training for 07 days at District level.</li><li>• <u>Curriculum</u> - The Master Trainer will include basics of Civil Defence and disaster Management, Emergency Communication, collapsed structure search and rescue, Firefighting, First Aid, Basic Life support &amp; CBRN course.</li></ul>



Scope of Work (Local, regional or pan India)	<ul style="list-style-type: none"> <li>• PAN India.</li> </ul>
Duty station	<ul style="list-style-type: none"> <li>• DG -FS, CD &amp; HG Head Quarter Office New Delhi. Job profile of consultant requires frequent visits to States/UT's and should submit the progress report of training of trainees.</li> </ul>
Status : A, Full time or part time, and short term or long term	<ul style="list-style-type: none"> <li>• Full time with contractual post.</li> <li>• The contract may be terminated by either side with one month notice period.</li> <li>• Consultant will be engaged on full time basis and shall not be permitted to take up any other assignment during the period of Consultancy with DG-FS, CD &amp; HG.</li> </ul>
Key Project Activities	<ul style="list-style-type: none"> <li>• Setting up Project Management Unit at Directorate General Fire Service, Civil Defence and Home Guards, MHA</li> <li>• Launch of Project and Project Orientation Briefing for Directorate of Civil Defence.</li> <li>• Development of Web Portal for maintaining database of Master Trainers and Civil Defence volunteers trained in Disaster Management Skills.</li> <li>• Development of trans modules.</li> </ul>
Competencies, Deliverables and Essential Skills required	<ul style="list-style-type: none"> <li>• Should have knowledge of Computer application of relevant field.</li> <li>• Expertise in MS Office power point and excel with excellent typing skills.</li> <li>• Expertise in making Document related to National level projects like the Detailed Project Report, its technical and financial analysis, SOPs, SR Documents, MoUs, Qualitative requirement etc.</li> <li>• Knowledge and experience in pan -India implementation of CD and Disaster related national projects.</li> <li>• Experience of working within a government organization.</li> </ul>
Roles & Responsibility	<ul style="list-style-type: none"> <li>• Responsible for complete coordination with Dte. General of FS, CD &amp; HG, States, UTs. Regional offices in connection with Projects.</li> <li>• Monitoring of all States/UTs attendance /reports from training center for ongoing classes.</li> <li>• Ensure timely achievement of project milestone.</li> <li>• To ensure complete budget utilization.</li> <li>• Co -Ordinating, managing &amp; uploading the training progress data.</li> <li>• Preparation of training syllabus.</li> </ul>
Duration	<ul style="list-style-type: none"> <li>• Contract is initially for a period of 1 year, based on satisfactory performance. Year to year</li> </ul>

	<p>continuation is subject to performance review during these 12 months. The engagement of Consultants at DG- FS, CD &amp; HG is of a temporary nature and DG- FS, CD &amp; HG can terminate the contract at any time without prior notice and without providing any reason for it.</p>
Salary / Remuneration	<ul style="list-style-type: none"> <li>• Remuneration Band: - Project Co-Ordinator - Rs. 1,00,000/- PM,</li> <li>• Data Entry Operator- 40,000/- PM,</li> <li>• Supporting Staff/MTS- 25,000/- PM</li> <li>• Fixed emoluments. No additional pay benefit is given for entire contract period.</li> <li>• Remuneration, Allowances, leave entitlement, Maximum terms of appointment in respect of above staff engaged as on contract basis in DG-FS, CD &amp; HG shall be regulated as per provision of this directorate. TDS shall be deducted as per the applicable.</li> </ul>
Reporting mechanism	<ul style="list-style-type: none"> <li>• Consultant Project Co-Ordinator/ Data Entry Operator and Supporting Staff/MTS will work directly under the supervision if ADG CD and will report to him for any specific task.</li> </ul>

  
 07/1/25