

No. A-33020/1/2017-DGCD(Estt.)  
Government of India  
Ministry of Home Affairs  
Directorate General FS, CD & HG

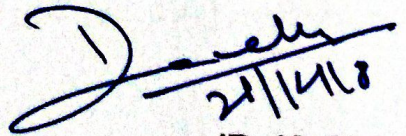
East Block-7, Level-7,  
R. K. Puram, New Delhi-110066  
Dated 27<sup>th</sup> December 2018,

**Sub:- Filling up the post of Deputy Fire Adviser 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 Deputy Fire Adviser in the O/o Directorate General of Fire Service, Civil Defence and Home Guard, Ministry of Home Affairs, New Delhi for 12 months (04 months in the F. Y. 2018-19 and 08 months in the F.Y. 2019-20) 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 @9%. The eligibility criteria for the post is given below:-

- a). **Essential qualification:-** Bachelor degree in Fire Engineering from a recognized University.
- b). **Experience:-** Experience of seven years in the Defence/Civil Fire Service organization.
- c). **Duties and Responsibilities:-** A copy of duties and responsibilities is attached as (Annexure-A).
- d). **Consultancy Fee:-** Retired personnel will get the consultancy fee as per the last pay drawn – pension + DA.
- e). 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](mailto:dgcd.estt@gmail.com)

  
(D. K. Shami)  
Fire Adviser/ Head of Office



## **Duties of Deputy Fire Adviser**

1. To render expert technical advice on fire protection to all states/Central Ministries (except Defence Ministry). Public Undertakings. Industrial Units etc. with a view to preventing fire and minimizing fire losses.
2. To advise the State Govts. / Central Ministries (except Defence Ministry) in the organizational matters connected with their respective Fire Services.
3. To coordinate the requirements of firefighting equipment and appliances for fire services in the country and assist in the procurement of such equipment and appliances.
4. To assist in arranging fire fighting training on modern lines for the staff of the Fire Services and in building up posts of trained officers for expending the fire Services.
5. All matters relating to the Professional Courses conducted by National Fire Services College , Nagpur.
6. All matters relating to B.E. (Fire ) Course of Nagpur University conducted by National Fire Service College.
7. Seminar for Seminar Fire Officers.
8. To arrange Annual Conference of National Fire Service College for Sr. Fire Officers.
9. Problems pertaining to improvement in- syllabi, training aids, equipment and planning of training programmes etc. of the National Fire Services College, Nagpur.
10. Training Policy and programme.
11. Liaison with Indian Standards Institute (ISI) for the preparation of Indian Standards/specifications for all types of Fire Fighting equipments etc.
12. All matters relating to the Standing Fire Advisory Council.
13. Collection of statistical data on fire losses and causes of fires throughout the country and coordination work with Fire Research Station, Roorkee.
14. Observance of Fire Service Day – matters relating.
15. To bring up the Fire Services in Civil Defence towns to peace time scale and to advise regarding establishment of Auxiliary Fire Service in each of these towns.
16. Award of President's Fire Service Medal for Gallantry/Distinguished Service and Fire service Medal for Gallantry/Meritorious Service.
17. Matters relating to the issue of G I C loans to the State Govts. – for modernization of Fire Services.
18. Commission/Committees regarding major Fire incidents.
19. Meetings (Departmental/Inter-Ministerial ) regarding matters related to Fire & Fire Fighting Equipments etc.
20. Miscellaneous matters pertaining to Fire and Fire Services.
21. Emblems.