

F. No A-45011/06/2025 - DGCD(Estt.) P-II
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: 08 August, 2025

CIRCULAR

Subject: Engagement of 02 Consultants for the post of Project Co-ordinator in the Directorate General Fire Services, Civil Defence & Home Guards – reg.

The Directorate General Fire Services, Civil Defence & Home Guards proposes to engage Two (02) Consultants for the post of Project Co-ordinator on contractual basis, as per the terms and conditions laid down in the Terms of Reference (ToR). The remuneration and eligibility criteria are as under:

1. Name of the Post: Consultant – Project Co-ordinator

2. Nature of Post: Contractual

3. No. of Vacancy: Two (02)

4. Remuneration: ₹1,00,000/- (fixed per month)

No additional pay benefits shall be admissible. TDS shall be deducted as applicable for the entire contract period.

5. Educational Qualification:

- **Essential:** Master's Degree in any discipline with minimum 60% marks or equivalent CGPA from a recognized University/Institute. Candidate should have expertise in MS Excel, MS Office, excellent typing and computer skills.
- **Desirable:** Knowledge of Project Planning, Coordinating, Monitoring, Updating and Reporting. Professional certification such as PMP (Project Management Professional). Preference will be given to candidates having experience in project implementation with Central Govt./State Govt./PSUs/Regulatory agencies/administrative agencies.

6. Work Experience:

Candidate should possess a minimum of 05 years of post-qualification in-line experience in handling activities related to execution of projects, on-ground training, formulation of training course modules, and implementation of projects.

7. Maximum Age Limit: 45 years

8. Terms of Reference (ToR):

The detailed qualifications, age, experience and eligibility criteria, along with terms and conditions for the above positions are indicated in the Terms of Reference (ToR), which may be seen on the Directorate's website: www.dgfscdhg.gov.in.

9. Application Procedure:

Interested individuals may send their bio-data in the prescribed proforma, along with:

- Statement of Purpose (SOP) in maximum 250 words
- Recent passport size photograph
- Self-attested copies of educational qualifications and experience certificates to the following address:

> Directorate General of Fire Services, Civil Defence & Home Guards
East Block-7, Level-7, R.K. Puram, Sector-1, New Delhi – 110066
or via email at dgcd.estt@gmail.com

The complete application should reach within 20 days from the date of publication of the advertisement on the official website.

10. Other Instructions:

- Original educational qualification and experience certificates will be verified at the time of interview.
- Incomplete applications shall not be considered.
- The Directorate reserves the right to reject any or all applications without assigning any reason.

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 MHAr website.
3. Website Manager DGFSCDHG - to upload on DG-FS, CD & HG website.

ToR for the Position of Project Co-Ordinator

Job Description	
Purpose of the job/position	<ul style="list-style-type: none">• Project Co-Ordinator
Domain / Name of Division	<ul style="list-style-type: none">• Directorate of Fire Service, Civil Defence, and Home Guards, R.K. Puram, Sector -1, East Block -7, level-7, New Delhi-110066.
Number of positions	<ul style="list-style-type: none">• Two (2)
General Overview	<ul style="list-style-type: none">• 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.• 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.• 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.• Project will be implemented in following two phases in one year spread across F.Y. 2024-25 and 2025-26.• <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.• <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.• <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 & CBRN course.

Scope of Work (Local, regional or pan India)	<ul style="list-style-type: none"> PAN India.
Duty station	<ul style="list-style-type: none"> DG -FS, CD & HG Head Quarter Office New Delhi. Job profile of consultant requires visits to States/UT's and should submit the progress report of training of trainees.
Status: A, Full time or part time, and short term or long term	<ul style="list-style-type: none"> Full time with contractual post. The contract may be terminated by either side with one month notice period. 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 & HG.
Key Project Activities	<ul style="list-style-type: none"> Setting up Project Management Unit at Directorate General Fire Service, Civil Defence and Home Guards, MHA Launch of Project and Project Orientation Briefing for Directorate of Civil Defence. Development of trans modules.
Competencies, Deliverables and Essential Skills required	<ul style="list-style-type: none"> Should have knowledge of Computer application of relevant field. Expertise in MS Office power point and excel with excellent typing skills. 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. Knowledge and experience in pan -India implementation of CD and Disaster related national projects. Experience of working within a government organization.
Roles & Responsibility	<ul style="list-style-type: none"> Responsible for complete coordination with Dte. General of FS, CD & HG, States, UTs. Regional offices in connection with Projects. Monitoring of all States/UTs attendance /reports from training center for ongoing classes. Ensure timely achievement of project milestone. To ensure complete budget utilization. Co -Ordinating, managing & uploading the training progress data. Preparation of training syllabus.
Duration	<ul style="list-style-type: none"> Up to 31 March 2026
Salary / Remuneration	<ul style="list-style-type: none"> Remuneration Band: - Project Co-Ordinator - Rs. 1,00,000/- PM The remuneration, allowances, leave entitlement, Maximum term of appointment for retired government consultants engaged as consultant on contract basis shall be regulated as per the provisions laid down in MoF, DoE OM No 3-25/2020-E.IIIA dated 09.12.2020

Reporting mechanism	<ul style="list-style-type: none">• Consultant Project Co-Ordinator will work directly under the supervision of DDG through ADG CD (Communication) and will report to him for any specific task.
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Application of engagement as Project Co-Ordinator in DG-FS, CD & HG.

Post applied for: _____

(1) Name: - _____

(2) Father's Name: - _____

(3) Sex (Male/ Female): - _____

(4) Date of Birth: _____ Age _____

Recent Passport
size
Photograph

(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 of employment and Last pay Drawn / PPO.