

No.I-12013/2/2014-DGCD(CD)  
Government of India  
Ministry of Home Affairs  
Directorate General FS,CD & HG

**ADVERTISEMENT FOR ENGAGEMENT OF PROJECT STAFF IN THE OFFICE OF DIRECTORATE GENERAL FIRE SERVICE, CIVIL DEFENCE & HOME GUARDS FOR PLAN SCHEME OF “MAINSTREAMING CIVIL DEFENCE IN DISASTER RISK REDUCTION”.**

Applications are invited for filling up the following posts on contractual basis for Plan Scheme of “Mainstreaming Civil Defence in Disaster Risk Reduction” in the office of Director General Fire Services, Civil Defence & Home Guards, East Block-VII, Level-7, R.K.Puram, New Delhi-110 027, as per details given below:-

	<b>Name of the post</b>	<b>Project Director</b>	<b>Deputy Project Director</b>	<b>Assistant Project Director</b>
1.	Number of posts	Two	One	One
2.	Remuneration:-  a) For other than Retired Government Servants	Rs. 55,000/- per month (Fixed)	Rs. 50,000/- per month (Fixed)	Rs. 28,000/- per month (Fixed)
		(Annual increment in emoluments @ 3% )		
	b) For Retired Government Servants	Last Pay Drawn – Pension + DA being paid on the date of appointment.		
	c) The Project staff will not be entitled to any other allowances including conveyance allowance.			
3.	Age limit	Below 55 years ( as on 1 <sup>st</sup> April, 2014)	Below 50 years ( as on 1 <sup>st</sup> April, 2014)	Below 45 years ( as on 1 <sup>st</sup> April, 2014)
4.	Period of engagement	For a period of one year and the same is extendable on year to year basis till the project is completed depending upon the performance. After completion of each year, their performance would be evaluated before grant of any further extension. <b>(Duration of the project will be upto March, 2017)</b>		
5.	Qualification	<b>ESSENTIAL:</b> (i) A degree of a recognized university	<b>ESSENTIAL:</b> (i) A degree of a recognized university	<b>ESSENTIAL:</b> (i) A degree of a recognized university

		<p>or equivalent (ii) Should have work experience of at least 15 years in project management/ execution. (iii) Computer literate, capable of working in MS office/Internet and has to do all the typing related work on his /her own.</p> <p><b><u>DESIRABLE:</u></b> (i) Post Graduate in Management / Social Science/ Post Graduate Certificate in Management. (ii) Minimum working experience of 3 years in a similar project would be an added advantage.</p>	<p>or equivalent (ii) Should have work experience of at least 7 years in project management/ execution. (iii) Computer literate, capable of working in MS office/Internet and has to do all the typing related work on his /her own.</p> <p><b><u>DESIRABLE:</u></b> (i) Minimum working experience of 2 years in a similar project would be an added advantage.</p>	<p>or equivalent (ii) Should have work experience of at least 3 years in project management/ execution. (iii) Computer literate, capable of working in MS office/Internet and has to do all the typing related work on his /her own.</p>
6.	Leave	<p>He/ She shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Un-availed portion of leave cannot be carried forward to next year. DG FS, CD &amp; HG would be free to terminate the services in case the Project staff remains absent for more than 15 days beyond the entitled leave in a calendar year.</p>		
7.	General Conditions	<p>(i) Only Indian Nationals need apply. (ii) Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview. (iii) Applications received after the due date, unsigned applications, applications where the post name is not filled in/not filled in correctly and applications incomplete in any respect will not be considered, and will be rejected without assigning any reason. (iv) Canvassing in any form will be a disqualification. (v) It may be noted that if, in any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his/ her candidature will be summarily rejected or his/ her employment terminated. (vi) The application must be sent neatly typed-out on A-4 size paper in the prescribed proforma. (vii) Applications received after due date will not be considered.</p>		

		(viii) Candidate shall be IT savvy, well versed with MS office/ Internet and has to do all the typing related work on his/ her own. (ix) The appointment would be on full-time basis and candidate would not be permitted to take up any other assignment during the period of engagement with any other agency.
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8. **Envelope should be marked outside- APPLICATION FOR THE POST OF.....**

9. Application should be addressed to Director General Fire Service, Civil Defence & Home Guards, East Block-VII, Level-7, R.K.Puram, New Delhi-110 066 and should reach the office of Directorate General Fire Service, Civil Defence & Home Guards within **21 days** from the date of publication of Advertisement in Employment News. Short-listed candidates will be required to appear for interview by Selection Committee at their own expense.

10. This advertisement can also be viewed on the website of Ministry of Home Affairs at (i) [www.mha.nic.in](http://www.mha.nic.in)  
(ii) [ndrfandcd.gov.in](http://ndrfandcd.gov.in)

(D.K.Shami)  
Dy. Fire Adviser &  
Head of Office

### Bio- Data Proforma

Reference: Advertisement in Employment News dated \_\_\_\_\_ Post Applied for \_\_\_\_\_

1. Name of the candidate \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Age(as on 1<sup>st</sup> April,2014) \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Date of retirement and last post held(if applicable) \_\_\_\_\_
6. Service to which belong(Last post held) \_\_\_\_\_
7. Mailing address with Tele. Mobile No. & e- mail \_\_\_\_\_
8. Permanent address \_\_\_\_\_
9. Educational Qualification \_\_\_\_\_

S.No.	Course	Subject taken	University/ Institute	Year of passing	Div./Class

#### 10. Work Experience

S.No.	Name of Office/ Organisation/ Institute	Period		Nature of work	Remarks, if any
		From	To		

11. Brief description of duties and work done during the last post held \_\_\_\_\_
12. Whether you meet the prescribed eligibility criteria, qualification, experience as required

S.No.	Prescribed			Possessed		
	Eligibility	Qualification	Experience	Eligibility	Qualification	Experience

13. Whether SC/ST/OBC \_\_\_\_\_
14. List of enclosures \_\_\_\_\_

It is certified that above information is correct to the best of my knowledge and belief and action deemed fit may be taken against me if it is discovered at any stage that an attempt has been made by me to willfully conceal or misrepresent the facts.

Signature of the Candidate  
(Name of the Candidate)

Place:  
Date: