

ADVERTISEMENT FOR ENGAGEMENT OF CONTRACTUAL STAFF IN THE OFFICE OF DIRECTORATE GENERAL CIVIL DEFENCE FOR PROJECT OF REVAMPING OF CIVIL DEFENCE SET UP IN THE COUNTRY

Applications are invited for filling up the posts on **Contractual Basis** in Civil Defence Revamping Cell in the office of Director General Civil Defence, East Block VII, Level 7, R.K. Puram, New Delhi 110066, as per details for Posts given below:-

Name of the post	PROJECT DIRECTOR	DEPUTY DIRECTOR (PROJECT)	CLERK (ASSISTANT LEVEL)	CLERK-CUM COMPUTER OPERATOR
Number of posts	One	One	One	One
Classification	Equivalent to Group 'A' (on contractual basis) (Retired officers of the rank of Colonel from Army OR of equivalent rank from Armed Forces and CPOs). Serving officers may also apply during last 5 years of service, subject to seeking premature retirement prior to joining, if selected.	Equivalent to Group 'A' (on contractual basis) (Retired officers of the rank of Colonel (Time scale)/ Lt. Colonel from Army OR of equivalent rank from Armed Forces and CPOs). Serving officers may also apply during last 5 years of service, subject to seeking premature retirement prior to joining, if selected.	Equivalent to Group 'B' (on contractual basis) (Retired officers of the rank of JCOs Clerk from Army OR of equivalent rank from Armed Forces and CPOs)	Equivalent to Group 'C' (on contractual basis) (Retired officers of the rank of Havildar (Clerk) from Army OR of equivalent rank from Armed Forces and CPOs)
Remuneration (inclusive of all allowances)	Rs. 50,000/- Per month (Consolidated) for 1 st year. Increment @ DA increase in subsequent years	Rs. 45,000/- Per month (consolidated) for 1 st year. Increment @ DA increase in subsequent years	Rs. 25,000/- Per month (consolidated) for 1 st year. Increment @ DA increase in subsequent years	Rs. 20,000/- Per month (Consolidated) for 1 st year. Increment @ DA increase in subsequent years
Age limit	Below 56 years (As on 01.10.2009)	Below 56 years (As on 01.10.2009)	Below 50 years (As on 01.10.2009)	Below 45 years (As on 01.10.2009)
Period of Engagement	For a period of 2 years and six months or on termination of project, whichever is earlier.	For a period of 2 years and six months or on termination of project, whichever is earlier.	For a period of 2 years and six months or on termination of project, whichever is earlier.	For a period of 2 years and six months or on termination of project, whichever is earlier.
Educational & other qualification required for the post	<u>ESSENTIAL</u> (i) A degree of a recognized university or equivalent (ii) Should have worked for a minim-	<u>ESSENTIAL</u> (i) A degree of a recognized university or equivalent (ii) Should have worked for a	<u>ESSENTIAL</u> (i) Intermediate or 10+2 or equivalent. (ii) Having experience in dealing with the	<u>ESSENTIAL</u> (i) Intermediate Or 10+2 or equivalent. (ii) Having experience in dealing with administrative matters

	<p>um period of 2 years in an appointment dealing with processing/ accounting/ auditing/ utilization of public funds to the tune of 5 Crore and above.</p> <p>(iii) Computer literate, capable of working in MS word and should be able to exploit the benefits of the internet.</p> <p><u>DESIRABLE:</u></p> <p>(i) Experience of working in the field associated with disaster response and its management.</p>	<p>minimum period of 2 years in the staff appointment in HQs. (Corps HQs equivalent or above) dealing with administration (including Accounts) and matters related with equipment & logistics.</p> <p>(iii) Computer literate, capable of working in MS word and should be able to exploit the benefits of the internet.</p> <p><u>DESIRABLE:</u></p> <p>(i) Experience of working in the field associated with disaster response and its management.</p>	<p>administrative matters and accounts.</p> <p>(iii) Should have knowledge about MS Word, and MS Excel.</p> <p><u>DESIRABLE:</u></p> <p>(i) Should have knowledge of Power Point and be able to work on internet.</p>	<p>and accounts.</p> <p>(iii) Should have knowledge about MS Word, MS Excel, and Power Point.</p> <p><u>DESIRABLE:</u></p> <p>(i) Should have knowledge of internet working and data base management.</p>
Probation period	One year	One year	One year	One year

2. Applications should be made, with recent passport size photograph, on plain paper giving out under mentioned details (CV may be attached):-

- (a) Advertisement Notice No... /Dated... (Based on which application is being sent)
- (b) Name of Post Applied for.
- (c) Name of Candidate.
- (d) Parentage.
- (e) Permanent Address.
- (f) Present Address. (All correspondence will be made in this address)
- (g) E-Mail ID & Telephone/ Mobile Contact No.
- (h) Date of Birth.
- (i) Details of educational qualification from Matric or 10+2 onwards.
- (j) Details of experience relevant to post applied for.

(Envelope Should Be Marked Outside ---- APPLICATION FOR POST OF -----)

3. Application should be addressed to Director General Civil Defence, East Block VII, Level 7, R.K. Puram, New Delhi 110066, and should reach the office of Directorate General Civil Defence by 1700 hours (5.00 PM) on 14 October 2009. Short listed candidates would be intimated on the contact details provided by them in application form. Names of short listed candidates may also be checked up from Assistant Director General (Communication) on telephone Number **011-26711893** after 14 October 2009. Such Candidates will be required to appear for interview by selection committee in the office of Directorate General Civil Defence, in New Delhi at their own expense.

4. This advertisement can also be viewed on the website of Ministry of home Affairs at www.mha.nic.in.