

File No. I-12012/24/2018-DGCD (F)
Government of India,
Ministry of Home Affairs,
Directorate General Fire Service, Civil Defence & Home Guards
(Fire Cell)

East Block-VII, Level-VII
R. K. Puram, New Delhi- 110066
Dated 27/09/2024

To

The Secretaries of Ministries/ Departments of Government of India/
Chief Secretaries of State Governments / Union Territories.

Subject: Filling up of two posts of Senior Instructor National Fire Service College, Nagpur-440001, Ministry of Home Affairs, on deputation (including short-term contract) basis.

Two posts of Senior Instructors, Non-Gazetted, Non-Ministerial in National Fire Service College, Nagpur, Ministry of Home Affairs, Government of India in Level-6 in the pay matrix (Rs. 35400-112400/-) are to be filled on Deputation (including short-term contract) basis.

2. The grades from which deputation to the post of Senior Instructor are to be made is as under:-

Officers of the Central Government or State Governments or Union territories Administration or Autonomous or Statutory organizations or Public Sector Undertakings or Universities or recognized Research Institutions:

- (i) holding analogous posts on regular basis in the parent cadre or Department;
or
- (ii) with six years' service in the grade rendered after appointment thereto on regular basis in the level-5 (Rs.29200-92300/-) in the pay matrix or equivalent in the parent cadre or Department; and

B. possessing following educational and other qualifications.

Essential:

- (i) Bachelor Degree in Science from a recognized University or Diploma in any branch of Engineering or Technology from a recognized University or Institution;
- (ii) two years' experience in Firefighting or Teaching or Training in recognized Fire Service Organization in Central Government or State Government or Union Territory Administration or Municipal Corporation or Public Sector Undertaking or

Autonomous body or Statutory organization or Industrial or Aviation or Port or Government recognized Fire Service Training Institute or National Fire Service College, Nagpur; and

- (iii) should have minimum physical standard i.e. Height: Not less than 165cm (relaxable by 5cm for hill area candidates), chest: 81 cm normal, minimum expansion 5 cm. Weight: Not less than 50Kg. Hearing: Normal, Speech: Normal.

Desirable:

- (a) Pass Sub-Officers Course from National Fire Service College, Nagpur.
- (b) Medical First Aid Responder or Urban Search and Rescue course from Institute under the control of Central or State Government or Union territories Administration or Public Sector Undertaking or Autonomous or Statutory organization.
- (c) possessing Valid Heavy Vehicle Driving License.

Note 1.- The Departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2.- Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3.- The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications

3. Officers who volunteer and are sponsored by their Ministry/Department/State Government/UT administration etc. for the post will not be permitted to withdraw their names later.

4. The nominations of eligible officers along with their Application (in duplicate) duly countersigned by the competent authority in the prescribed proforma (**Annexure-I**) along with Annual Confidential Reports/APARs in original or their attested copies duly attested with rubber stamp on each page by an officer not below the rank of Under Secretary for the last five years of the Officer who could be spared immediately in the event of their selection may be sent to the **Directorate General Fire Service, Civil Defence & Home Guards (Fire Cell), East Block-7, Level-VII, R.K. Puram, New**

Delhi- 110 066 within **60** days from the date of publication of this advertisement. While forwarding the names, an integrity certificate, Cadre Clearance, Major/Minor penalty Certificate and a certificate that no disciplinary action/proceeding vigilance case is either pending /contemplated against the Officer may also be attached.

5. Application received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 4 above will not be considered. The cadre Authorities may ascertain that the particulars sent by the officer are correct as per the service record.

Yours faithfully,


(P R Lonkar) ²⁷¹⁹
Fire Adviser

Email id :- fire-adviser@dgfscdhg.gov.in

BIO-DATA/CURRICULUM VITAE PROFORMA
FOR THE POST OF SENIOR INSTRUCTOR,
NFSC, NAGPUR

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era).	
3.i). Date of entry into service	
ii). Date of retirement under Central/State Government rules.	
4. Educational Qualifications.	
5. Whether educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)	
Qualifications/Experience required as mentioned in the advertisement/Vacancy Circular	Qualifications/Experience possessed by the Officer
Essential	Essential
Qualification:- (i). Bachelor Degree in Science from a recognized University or Diploma in any branch of Engineering or Technology from a recognized University or Institution; (ii) two years' experience in Firefighting or Teaching or Training in recognized Fire Service Organization in Central Government or State Government or Union Territory Administration or Municipal Corporation or Public Sector Undertaking or Autonomous body or	(A) Qualification

<p>Statutory organization or Industrial or Aviation or Port or Government recognized Fire Service Training Institute or National Fire Service College, Nagpur; and (iii) should have minimum physical standard i.e. Height: Not less than 165 cm (relaxable by 5cm for hill area candidates), chest: 81 cm normal, minimum expansion 5 cm. Weight: Not less than 50Kg. Hearing: Normal, Speech: Normal.</p>	
<p>Experience:-</p> <p>(i). holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years' service in the grade rendered after appointment thereto on regular basis in the level-5 (Rs.29200-92300/-) in the pay matrix or equivalent in the parent cadre or Department;</p>	(B) Experience
<p>Desirable</p> <p>(A) Qualification-</p> <p>(a) Pass Sub-Officers Course from National Fire Service College, Nagpur. (b) Medical First Aid Responder or Urban Search and Rescue course from Institute under the control of Central or State Government or Union territories Administration or Public Sector Undertaking or Autonomous or Statutory organization. (c) possessing Valid Heavy Vehicle Driving License.</p>	<p>Desirable</p> <p>(A) Qualification</p>
(B) Experience	(B) Experience
<p>6. Please state clearly whether in the light of entries made by you above, you</p>	

meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./ Orgn.	Post Held	From	To	Level in the Pay Matrix	Nature of Duties

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of Present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.	
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9. In case the present employment is held on deputation/contract basis, please state.			
(a) The date of initial appointment.	(b) Period of appointment on deputation/contract.	(c) Name of the parent office/organization to which you belong.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment. Please state whether working under. (a) Central Government. (b) State Government. (c) Autonomous Organization. (d) Government Undertaking. (e) University. (f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn.			
Basic Pay in the PB	Grade pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			

Basic Pay with Scale of Pay and rate of increment	Dearness relief/other etc., (with details)	Pay/interim Allowances break up	Total Emoluments
<p>16. A Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.</p>			
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. (vii) (Note: Enclose a separate sheet if the space is insufficient) 			
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. #(officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-Government Organizations are eligible only for short Term Contract)</p>			
<p># (The option of 'STC'/Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or Absorption" or "Re-employment").</p>			
<p>18. Whether belongs to SC/ST.</p>			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Mobile No.

Email id:-

Date:

Certificate to be given by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
2. His / her integrity is certified.
3. His / Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
4. No major /minor penalty was imposed on him / her during the last 10 years or a list of major / minor penalties imposed on him / her during the last 10 years in enclosed. (as the case may be)

Countersigned

Employer/ Cadre Controlling Authority