

F.No. I-14020/1/2019-CD
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

NDCC-II Building, B Wing, 3rd Floor
Jai Singh Road, New Delhi-110001
Dated the 21st June, 2023

To

The Secretaries of Ministries / Departments of Government of India / Chief Secretaries of State Governments / Union Territories / All Universities / Autonomous bodies.

Sub:- Filling up of three posts of Deputy Director in National Fire Service College, Nagpur under Ministry of Home Affairs on deputation (including short Term Contract) basis.

Madam/Sir,

The Ministry of Home Affairs requires the services of suitable officers for three posts of Deputy Director in National Fire Service College, Nagpur under the Ministry of Home Affairs on deputation (including short Term Contract) basis.

2. The post of Deputy Director is Group 'A', Gazetted, Non-Ministerial post in Level-11 in the pay matrix (Rs.67700-208700/-). Pay of the officers selected would be fixed as per the existing instructions of the Government of India.

3. The grades from which Deputation (including short-term contract) is to be made are as under:

Officers of the Central Government or State Governments or Union territories administrations or public sector undertakings or recognized research institutions or universities or semi-Government or statutory organisations or autonomous bodies:

(a) (i) holding analogous post on a regular basis in the parent cadre or department; or

(ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in level 10 in the pay matrix (Rs.56100-177500 or equivalent) in the parent cadre or department; or

(iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in level 8 in the pay matrix (Rs.47600-151100 or equivalent) in the parent cadre or department; or

(iv) with seven years' regular service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs.44900-142400 or equivalent) in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

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Essential:

(i) Bachelor's Degree in Science from a recognised University and Divisional Officers Course from National Fire Service College, Nagpur, or Bachelor's Degree in Fire engineering or technology from a recognised University.

(ii) Five years' experience in a rank not below the rank of Divisional or Regional Fire Service Officer or Chief Fire Officer or Assistant Director in Fire Service Organisation under the Central Government or State Government or Union territory administration or Municipal Corporation or public sector undertaking or recognised research institution or University or semi-Government or statutory organisation or autonomous body.

Desirable:

(i) Teaching, research, industrial or professional experience in the field of Fire Engineering or technology in Central Government or State Government or Union territory administration or public sector undertaking or recognized research institution or University or semi-Government or statutory organization or autonomous body.

(ii) Papers presented at National or International Conferences or in referred journals.

(iii) Master's in Business Administration in Disaster Management from recognised University or Institute.

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

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

Note3: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

4. A copy of the Existing Recruitment Rules for the post of Deputy Director in the National Fire Service College, Nagpur under the Ministry of Home Affairs issued is enclosed.

5. Officers who volunteer and are sponsored by their Ministry / Department / State Governments / UTs Administration for the post will not be permitted to withdraw their names later.

6. It is requested to give wide circulation to this vacancy among all PSUs / Semi-Govt. Organizations / Statutory /Autonomous Organization / Recognized Research Institute / Universities under your administrative control. The nominations of eligible officers along with their applications (in duplicate) duly countersigned by the competent authority in the enclosed proforma along with Annual Confidential

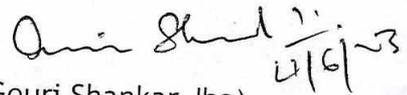
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Reports/APARs in original or their attested copies duly attested with rubber stamp on each page by an officer not below the rank of Under Secretary for the last five years of the officer who could be spared immediately in the event of their selection may be sent to the **Director General (Fire Services, Civil Defence & Home Guards), O/o. Director General (Fire Service Civil Defence & Home Guards) Government of India, Ministry of Home Affairs, East Block-7, Level-7, R. K. Puram, New Delhi-110066** within 60 days of the date of issue of this circular. While forwarding the names, cadre clearance certificate may also be attached.

7. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 6 above will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service record.

Encls.- As above

Yours faithfully,



(Gouri Shankar Jha)

Under Secretary to the Govt. of India

Tel: 23438144

Email- usdm3-mha@nic.in

	<p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 3: The Maximum age- limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists, what is its composition	Circumstance in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
<p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :-</p> <p>(1) Director General Fire Service, Civil Defence and Home Guard — Chairperson;</p> <p>(2) Fire Adviser, Office of Director General Fire Service, Civil Defence and Home Guard — Member;</p> <p>(3) Director, National Fire Service College, Nagpur — Member.</p>	Not applicable.

[F. No. I-12011/01/2012-Ad (CD) Pt.-2]

GOUTAM GHOSH, Director

नई दिल्ली, 13 मार्च, 2018

सा.का.नि. 80.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और राष्ट्रीय अग्निशमन सेवा कॉलेज, नागपुर (निदेशक और उपनिदेशक) भर्ती नियम, 1972, जहां तक उनका संबंध उप निदेशक के पद से है, उन बातों के सिवाय जिन्हें ऐसे अधिकरण से पूर्व किया गया है या करने से लोप किया गया है; गृह मंत्रालय के अधीन राष्ट्रीय अग्निशमन सेवा कॉलेज, नागपुर में उप निदेशक के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. **संक्षिप्त नाम और प्रारंभ**—(1) इन नियमों का संक्षिप्त नाम राष्ट्रीय अग्निशमन सेवा कॉलेज, नागपुर उप निदेशक (समूह 'क' पद) भर्ती नियम, 2018 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. **पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर**— पदों की संख्या, उनका वर्गीकरण और वेतन मैट्रिक्स में स्तर वे होंगे, जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।

3. **भर्ती की पद्धति, आयु सीमा, अर्हताएं आदि**— भर्ती की पद्धति, आयु सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।

4. **निरर्हता**— वह व्यक्ति-

(क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है, या विवाह की संविदा की है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है, या विवाह की संविदा की है;

उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह उस व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. **शिथिल करने की शक्ति.**— जहाँ केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहाँ वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके तथा संघ लोक सेवा आयोग से परामर्श करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

6. **व्यावृत्ति.**— इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन या अचयन पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
(1)	(2)	(3)	(4)	(5)	(6)	(7)
उप निदेशक	3 (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'क' राजपत्रित, अनुसूचितविवीय	स्तर-11 (67700-208700 रु.)	चयन	लागू नहीं होता	लागू नहीं होता

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं	परिबीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति: भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता
(8)	(9)	(10)
लागू नहीं होता	प्रोन्नति के लिए दो वर्ष	प्रोन्नति द्वारा, जिसके न हो सकने पर प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा

प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा।
(11)
प्रोन्नति:- सहायक निदेशक जिसने वेतन मैट्रिक्स (44900-142400) के स्तर-7 में सात वर्ष की नियमित सेवा की है।
टिप्पणी 1 : उप निदेशक के पद पर प्रोन्नति के लिए पात्रता सेवा इन नियमों की अधिसूचना की तारीख पर नियमित आधार पर सहायक निदेशक के पोषक पदों को धारण किए व्यक्तियों के लिए पांच वर्ष की नियमित सेवा होगी।
टिप्पणी 2: जहाँ ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहाँ उनके ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परंतु यह तब जब कि उसके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिबीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।
प्रतिनियुक्ति: (अल्कालिक संविदा सहित):
केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र प्रशासनों या सार्वजनिक क्षेत्र के उपक्रमों या मान्यताप्राप्त अनुसंधान संस्थाओं या

विश्वविद्यालयों या अर्ध सरकारी या कानूनी या स्वायत्त संगठनों के अधीन ऐसे अधिकारी जो-

- (क) (i) मूल काडर या विभाग में नियमित आधार पर सदृश्य पद धारण किए हुए हैं; या
(ii) जिन्होंने मूल काडर या विभाग में वेतन मेट्रिक्स के स्तर 10 (56100-177500 या समतुल्य) में नियमित आधार पर उस पर नियुक्ति के पश्चात् उस श्रेणी में पांच वर्ष सेवा की हो; या
(iii) जिन्होंने मूल काडर या विभाग में वेतन मेट्रिक्स के स्तर-8 (47600-151100 या समतुल्य) में नियमित आधार पर उस पर नियुक्ति के पश्चात् उस श्रेणी में छह वर्ष की नियमित सेवा की हो; या
(iv) मूल काडर या विभाग में वेतन मेट्रिक्स के स्तर-7 (44900-142400 या समतुल्य) में नियमित आधार पर उस पर नियुक्ति के पश्चात् उस श्रेणी में सात वर्ष नियमित सेवा की हो; और

(ख) निम्नलिखित शैक्षिक अर्हताएं और अनुभव रखता हो:-

आवश्यक:

1. किसी मान्यताप्राप्त विश्वविद्यालय से विज्ञान में बैचलर डिग्री और राष्ट्रीय अग्रिमन सेवा कॉलेज, नागपुर से डिबीजनल ऑफीसर्स कोर्स, या किसी मान्यताप्राप्त विश्वविद्यालय से अग्रिमन इंजीनियरी या प्रौद्योगिकी में बैचलर डिग्री।

2. केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या नगर निगम या सार्वजनिक क्षेत्र के उपक्रम या मान्यताप्राप्त अनुसंधान संस्थान या विश्वविद्यालय या अर्ध सरकारी या कानूनी संगठन या स्वायत्त निकाय के अधीन अग्रिमन सेवा संगठन में डिबीजनल या क्षेत्रीय अग्रिमन सेवा अधिकारी या मुख्य अग्रिमन अधिकारी या सहायक निदेशक की पंक्ति से ऊपर के रैंक में पांच वर्ष का अनुभव।

वांछनीय

1. केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या लोक सेक्टर उपक्रम या मान्यताप्राप्त अनुसंधान संस्था या विश्वविद्यालय या अर्ध सरकारी या कानूनी संगठन या स्वायत्त निकाय में अग्रिमन इंजीनियरी या प्रौद्योगिकी के क्षेत्र में शिक्षण, अनुसंधान, औद्योगिक या प्रोफेशनल अनुभव।

2. राष्ट्रीय या अंतर्राष्ट्रीय संगोष्ठियों या निर्दिष्ट जनरलों में प्रस्तुत पेपर

3. किसी मान्यताप्राप्त विश्वविद्यालय से बिजनेस एडमिनिस्ट्रेशन इन डिजास्टर मैनेजमेंट में मास्टर डिग्री।

टिप्पणी 1: पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

टिप्पणी 2: प्रतिनियुक्ति की अवधि, जिसके अंतर्गत (अल्पकालिक संविदा भी है) केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया चार वर्ष से अधिक नहीं होगी।

टिप्पणी 3: प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(12)	(13)
समूह 'क' विभागीय प्रोन्नति समिति (प्रोन्नति के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे :-	संघ लोक सेवा आयोग से परामर्श करना आवश्यक है।
1. अध्यक्ष या सदस्य, संघ लोक सेवा आयोग - अध्यक्ष	
2. सचिव या विशेष सचिव या अपर सचिव (प्रभारी आपदा प्रबंधन), गृह मंत्रालय - सदस्य	
3. महानिदेशक, अग्रिमन सेवा, सिविल डिफेंस और होमगार्ड्स, - सदस्य	

समूह 'क' विभागीय पुष्टि समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे:-	
1. सचिव या विशेष सचिव या अपर सचिव (आपदा प्रबंधन डिवीजन का प्रभारी), गृह मंत्रालय	- अध्यक्ष
2. महानिदेशक, अग्निशमन सेवा, सिविल डिफेंस, होमगार्ड	- सदस्य
3. राष्ट्रीय अग्निशमन सेवा कॉलेज, नागपुर का प्रधान	- सदस्य

[सं. I-12012/02/2015-एडी (सीडी)]

गौतम घोष, निदेशक

New Delhi, the 13th March, 2018

G.S.R. 80.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the National Fire Service College, Nagpur (Director and Deputy Director) Recruitment Rules, 1972, in so far as they relate to the post of Deputy Director except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Deputy Director in the National Fire Service College, Nagpur under the Ministry of Home Affairs, namely:-

1. **Short title and commencement.** - (1) These rules may be called the National Fire Service College, Nagpur, Deputy Director (Group 'A' post) Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and the level in the pay matrix.** - The number of posts, classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of Recruitment, age-limit, qualifications etc.**- The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualifications.** - No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so, exempt any person from operation of this rule.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving:** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided to the Scheduled Castes, the Scheduled Tribes, Other Backward Class, Ex-servicemen and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of post	Classification	Level in the pay matrix	Whether selection or non-selection post
(1)	(2)	(3)	(4)	(5)
Deputy Director	3*(2018) *subject to variation dependent on the workload.	General Central Service, Group A, Gazetted, Non-Ministerial	Level 11 (Rs.67700-208700)	Selection

Age-limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Two years for promotees

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made
(10)	(11)
By promotion failing which by deputation (including short-term contract).	<p>Promotion:</p> <p>Assistant Director with seven years' regular service in level 7 in the pay matrix (Rs.44900-142400).</p> <p>Note 1: The eligibility service for promotion to the post of Deputy Director shall continue to be five years for persons holding the feeder posts of Assistant Director on regular basis on the date of notification of these rules.</p> <p>Note 2: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short term contract):</p> <p>Officer of the Central Government or State Governments or Union territories administrations or public sector undertakings or recognised research institutions or universities or semi-Government or statutory organisations or autonomous bodies, -</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in level 10 in the pay matrix (Rs.56100-177500 or equivalent) in the parent cadre or department; or</p> <p>(iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in level 8 in the pay matrix (Rs.47600-151100 or equivalent) in the parent cadre or department; or</p> <p>(iv) with seven years' regular service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs.44900-142400 or equivalent) in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>Essential:</p> <ol style="list-style-type: none"> Bachelor's Degree in Science from a recognised University and Divisional Officers Course from National Fire Service College, Nagpur, or Bachelor's Degree in Fire engineering or technology from a recognised University. Five years' experience in a rank not below the rank of Divisional or Regional Fire Service Officer or Chief Fire Officer or Assistant Director in Fire Service Organisation under the Central Government or State Government or Union territory administration or Municipal Corporation or public sector undertaking

	<p>or recognised research institution or University or semi-Government or statutory organisation or autonomous body.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Teaching, research, industrial or professional experience in the field of Fire Engineering or technology in Central Government or State Government or Union territory administration or public sector undertaking or recognized research institution or University or semi-Government or statutory organization or autonomous body. 2. Papers presented at National or International Conferences or in referred journals. 3. Master's in Business Administration in Disaster Management from recognised University or Institute. <p>Note 1.- The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration of appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note 2.- The Period of deputation (including short term contract) (including period of deputation) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years.</p> <p>Note 3.- The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making Recruitment
(12)	(13)
<p>Group 'A' Departmental Promotion Committee (for considering Promotion) consisting of:</p> <ol style="list-style-type: none"> 1. Chairman or Member, Union Public Service Commission - Chairman 2. Secretary or Special Secretary or Adtl. Secretary (in-charge of Disaster Management), Ministry of Home Affairs - Member 3. Director General, Fire Service, Civil Defence and Home Guards - Member <p>Group A Departmental Confirmation Committee (for considering confirmation) consisting of:</p> <ol style="list-style-type: none"> 1. Secretary or Special Secretary or Additional Secretary (in-charge of Disaster Management Division), Ministry of Home Affairs - Chairman 2. Director General, Fire Service, Civil Defence and Home Guards - Member 3. Head of NFSC, Nagpur - Member 	<p>Consultation with the Union Public Service Commission is necessary.</p>

[No. I-12012/02/2015-Ad(CD)]

GOUTAM GHOSH, Director

BIO-DATA/ CURRICULUM VITAE PROFORMA

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
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
<p>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-data) with reference to the post applied.</p>	

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***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			
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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>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.</p> <p>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/ organisation</p>			

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 (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- 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

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.
 (This among other things may provide information with regard to (i) additional academic qualifications (ii)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: 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> <p>(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. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<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 _____

Date _____

7

Certification 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;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) 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..
- iv) No major/ minor penalty has been 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 is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)