

**File No. I-11016/30/2024-DGCD(F)**  
**Government of India,**  
**Ministry of Home Affairs,**  
**Directorate General Fire Service, Civil Defence & Home Guards(Fire Cell)**  
**East Block-7, Level-VII, R.K. Puram,**  
**New Delhi- 110 066**

**East Block-7, Level-7**  
**R. K. Puram, New Delhi-110066**

Dated 05<sup>th</sup> September, 2024

To

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

**Subject: Application for the post of Stenographer Grade I in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440001(M.S.) in level-6 in the pay matrix (Rs.35400-112400)on deputation basis.**

Sir/ Madam,

Applications are invited for filling up of one post of Stenographer Grade-I in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440001(M.S.) in level-6 in the pay matrix (Rs.35400-112400) on deputation basis from Officers under the Central Government :-

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or  
(ii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in level-5 in the pay matrix (Rs.29200-92300) or equivalent; or  
(iii) with ten years' regular service in the grade rendered after appointment thereto on a regular basis in level-4 in the pay matrix(Rs.25500-81100) or equivalent in the parent cadre or department.

**Note 1:** The departmental Stenographer Grade-II in level-4 in the pay matrix (Rs.25500-81100) with ten years' regular service in grade shall be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.





**Note 2:** 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.

**Note 3:** The period of deputation including the 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 three years.


**Note 4:** The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

2. The candidates who apply for the post will not be permitted to withdraw their names later.

3. 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 along with a certificate that no disciplinary action/proceeding is pending /contemplated against the Officer may also be attached.

4. Application received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 3 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



05 Sep, 24

(Moreshwar Kudkilwar)  
Deputy Fire Adviser

Email: [k.moreshwar@dgfscdhg.gov.in](mailto:k.moreshwar@dgfscdhg.gov.in)



**BIO-DATA/CURRICULUM VITAE PROFORMA**  
**FOR THE POST OF STENOGRAPHER GRADE-I, 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.)	
<b>Qualifications/Experience required as mentioned in the advertisement/Vacancy Circular</b>	<b>Qualifications/Experience possessed by the Officer</b>
<b>Essential</b>	<b>Essential</b>
Officers under the Central Government :- (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in level-5 in the pay matrix (Rs.29200-92300) or equivalent; or (iii) with ten years' regular service in the grade rendered after appointment thereto on a regular basis in level-4 in the pay matrix(Rs.25500-81100) or equivalent in the parent cadre or department.	(A) Qualification
<b>Experience:-</b>	(B) Experience
<b>Desirable</b>	<b>Desirable</b>
(A) Qualification	(A) Qualification
(B) Experience	(B) Experience

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.	
<b>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.</b>	

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.	
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
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.			
16.B Achievements: The candidates are requested to indicate information with regard to; (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)			
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)			
# (The option of 'STC'/'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or Absorption" or "Re-employment")			
18. Whether belongs to SC/ST.			



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

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**Employer/ Cadre Controlling Authority**