F.No. I-14020/5/2017-CD-2282-2401 Government of India/Bharat Sarkar Ministry of Home Affairs/Grih Mantralaya

NDCC-II Building, B Wing,3rd Floor Jai Singh Road, New Delhi-110001 Date: 20.12.2019

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

Subject:- Filling up the post of Director in National Fire Service College, Nagpur in the Ministry of Home Affairs. Madam/Sir,

-----, ·---,

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

2. The post of Director is General Central Service, Group A Gazetted, Nonministerial at Pay Level 12 (Rs. 78800-209200/-) plus usual allowances as admissible. Pay of the officer selected would be fixed as per the existing instructions of the Government of India.

3. The grades from which deputation (including short term contract) to the post of Director is to be made is as under:

Officers under the Central Government or State Governments or Union Territories or recognized research institution or universities or Public Sector Undertakings or Semi-Government or Statutory or autonomous organizations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
 - (ii) with 5 years' regular service in level 11 in the pay matrix rendered after appointment thereto on regular basis in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:
 - (i) Bachelor's degree from a recognized University; and
 - (ii) Associate Membership of the institution of Fire Engineers, London or Divisional Officers' course from National Fire Service College, Nagpur; and
 - (iii) ten years' experience in the rank not below the rank of Divisional or Regional Fire Service Officer in an established

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Fire Service Organization in the Central Government or State Government or Union Territories administration or autonomous bodies or statutory organization or public sector undertakings or Municipal Corporations.

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:

The period of deputation (including short term contract (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or departmental of the Central Government shall ordinarily not exceed four years. 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 Director in the National Fire Service College, Nagpur under the Ministry of Home Affairs issued is enclosed.

It is requested to give wide circulation to these vacancies among all 5. Organization/ Organizations/Statutory/Autonomous PSUs/Semi-Govt. 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 (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 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, an integrity certificate and a certificate that no disciplinary action/proceedings, vigilance case is either pending or being contemplated against the officer may also be attached.

6. Officer 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.

7. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in

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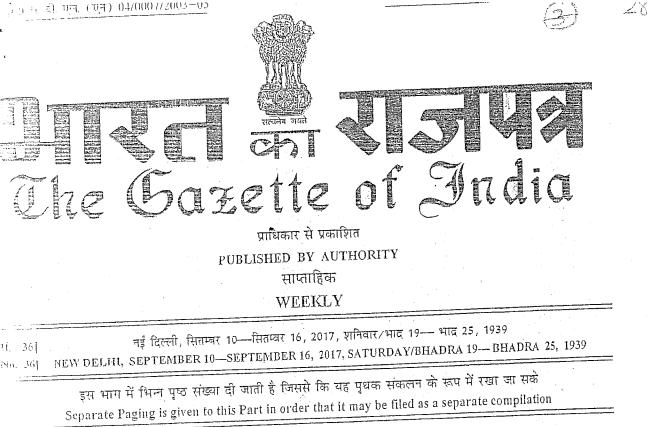
para 6 above will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service record.

Encl: As above.

Yours faithfully

- Shanh?" Q_

(Gouri Shankar Jha) 20 M/9 Under Secretary to the Government of India, Mail Id: usdm3-mha@nic.in



भाग II—खण्ड 3—उप-खण्ड (i) PART II—Section 3—Sub-section (i)

भारत भरकार के मंत्रालयों (रक्षा मंत्रालय को छोड़कर) और केन्द्रीय अधिकारियों (संव राज्य क्षेत्र प्रशासनों को छोड़कर) द्वारा विधि को अंतर्गत बनाए गए और जारी किए गए साधारण सांविधिक नियम (जिनमें साधारण प्रकार के आदेश, उप-नियम आदि सम्मिलित हैं)

Government of India (other than the Ministry of Defence) and by the Central Authorities (other than the Administrations of Union Territories)

गृह मंत्रालय

(आपदा प्रबंधन प्रभाग)

नई दिल्ली, 14 सितम्बर, 2017

सा. का. नि. 286.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और गृह मंत्रालय,

ाजीय अग्निशमन सेवा महाविद्यालय, नागपुर (निदेशक समूह 'क' पद) भर्ती नियम, 2008 को, इन बातों के सिवाय अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया है, या करने का लोप किया है, गृह मंत्रालय के अधीन राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर में विदेशक 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 महाविद्यालय, नागपुर निदेशक (समूह 'क' पद) जनी नियम, 2017 है।

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

en d 2017.

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इन नियमों से उपावद्ध अनुसूचा क स्तम (2) स स्तम (4) ल (न) गर्मन स

3. भर्ती की पद्धति, आयु सीमा, अहैताएं आदि - उक्त पद पर भर्ती की पद्धति, आयु सीमा, अर्हताएं और उससे संबंधित कर क होंगी जो उक्त अनुसूची के स्तम्भ (5) से (13) में विनिर्दिष्ट हैं।

4. निरईता.- 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 संविध 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 लागु स्वाय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छुट दे करेगी।

5. शिथिल करने की शक्ति.- जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं, उन्हें लेखवद्ध करके तथा संघ लोक सेवा आयोग से परामर्श करके इन नियमों के किसी उपवंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की वाबत, आदेश द्वारा शिथिल कर सकेगी।

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

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन या अचयन पद	साथ भवे। किए उस्त बार्च अ्यास्तत्व) स्त ' लिए प्राय्-सेम्मि
<u>(1)</u> নিইशक	(2) 1' (2017) *कार्यभार के आधार पर परिवर्त्तन किया जा सकता है।		(4) स्तर-12 (78800- 209200 इ.)	(5) অথন	(6) साम् तही हो भग :

अनुसूची

सींधे भर्ती किए जाने थाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अईताएं	सीधं भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अईताएं प्रोग्नत व्यक्तियों की दशा में लागू होंगी या नहीं	परिवीक्षा की अवधि, यदि कोइ हो	भर्ती की पद्धतिः भर्ता साथा होगी या प्रोन्तति डारा यः प्रतिनियुक्ति/आगेलन झारा ययः विभिन्त पद्धतियों द्वरा भरा जाने वाली रिक्तिगों ।। प्रतिशतना
(7) लागू नहीं होता।	(8) लाग् नहीं होता।	(9) लागू नहीं होता।	(10) प्रोन्नति द्वारा, जिनक के सकने पर प्रतितिकृक्ति (1945) अंतर्गत अल्पकालिक मानिदा का है) द्वारा

			भर्ती करने में किन	
•	ग-गति या प्रतितिग्तियआमेलन द्वारा भर्ती की दशा में	यदि विभागीय प्रोत्नति समिति है, तो उसकी		30
	तन्त्रीय गांधतात्रयुत्तिकानपत्र क्षेत्र नियम् सम्बन् तन्त्रेणियां जिनमे पोन्ननि या प्रतिनियुक्ति या आमेलन	संरचना	परिस्थितियों में संघ लोक	
• •			सेवा आयोग से परामर्श किया	
	ः [क्रिये। चाए्या ।		जाएगा (12)	
	(11)	(12)	(13) संघ लोक सेवा आयोग से	
	ाग् गोगातिः राष्ट्रीय अग्निशमन सेवा महाविद्यालय,	समूह विभागीय प्रोन्नति समिति (प्रोन्नति के		· · ·
	गान <u>गतः</u> गण्डाव आश्रमान सम्म प्रितन मैट्रिक्स के नागगुर के ऐरो उप-निदेशक जिन्होंने वेतन मैट्रिक्स के	संबंध में विचार करने के लिए) जिसम	परमर्श करना आवश्यक है।	
	गागगुर के एत अपनेतरराजनाम होने के प्रश्तात नियसित आधार पर	निम्निलखित होंगे : -		
	्रमण्ड 11 में नियुक्ति के पश्चमान् मिलान के संस्थान र ६ ४ ४ - म्हे रेजन की जोग	1. अध्यक्ष या सदस्य, संघ लोक सेवा		
	ाम केणी में पांच वर्ष सेवा की हो।	आयोग - अध्यक्ष		
	भियण जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में,	2. सचिव या विशेष सचिव या अतिरिक्त		
	जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है,	सचिव (आपदा प्रवंधन प्रभाग का भार	· · · · · · ·	
· · ·	पोल्तनि के लिए विचार किया जा रहा हो, वहां उनके	साधक), गृह मंत्रालय - सदस्य		
	कोष्ण व्यक्तियों के संबंध में भी विचार किया जाएगा	3. महानिदेशक (अग्निशमन सेवा,		
	परंतु यह तब जब कि उसके द्वारा की गई ऐसी अर्हक	सिविल रक्षा और गृह रक्षी) - सदस्य		
	गा पावता सेवा, अपेक्षित अर्हक या पावता सेवा के			
	भाग गंभा अभा या दो वर्ष से, इनमें से जो भी कम			
•	त्री व जायना ज ने दे के से किया के बाहियों हो. कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों			
	हो, कम ने हो जार राखन साम पत्रिता सेवा पहले ही राहित, जिन्होंने ऐसी अर्हक या पत्रिता सेवा पहले ही			
	पहिंग, जिल्ला देवा संपूर्व पुरी कर ली है, अगसी उच्चतर श्रेणी में प्रोलति के			
	िए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी			1
	कर की हैं।			
	पनिनियुक्ति (जिसके अंतर्पन अल्कालिक संविदा भी			
	2.			
	किन्हींग संस्कार या राज्य सरकार या संव राज्य क्षेत्र य	T		
	गानावाजाप्त अनुसंधान संस्थान या विश्वविद्यालय य	T		
	पश्चिक सैक्टर उपक्रम् या अर्क्ष सरकारी या कानूनी य			
	रतायन्त संगठनों के अधीन ऐसे अधिकारी			
	(इ) (l) को मृत काडर या विभाग में नियमित आधा	<i>τ</i> .		
	ार गद्र भारण किए हुए हैं; या			
	(ii) जिन्होंने वेतन मैट्रिक्स के स्तर-11 म नियुत्ति	Б		
	के पश्चात् नियमित आधार पर मूल काड	t frank a star		
	या दिभाग में पांच वर्ष सेवा की है; और			
	(ख) निम्नलिखित शैक्षणिक अहेताएं और अनुभव रख	ते		
	$\sim \frac{1}{2}$			
	(i) किसी मान्यताप्राप्त विश्वविद्यालय	से		
	म्नातक डिग्री; और			
	(ii) अग्निशमन इंजीनियरिंग संस्थान, लंदन व			
	(॥) आराशमन इलागपारग तरमा त समिश	न		
	भहयुक्त सदस्तया या राष्ट्रीय अग्निशम			
	गवा महाविद्यालय, नागपुर से प्रभागी			
	अधिकारी पाठ्यक्रम; और			
	(iii) जिनका केन्द्रीय सरकार या राज्य सरक			
	या संव राज्य क्षेत्र या नगरनिगम में स्थापि	ोत		
	विन्गी अग्निशमन सेवा संगठन में ऐसे पद प	गर		
	को प्रभागीय या प्रादेशिक अधिकारी	की		
	तीने गं नीचे की पंक्ति का न हो, में दम व	नर्च		
	ता अन्भव हो।			
	<u>କ୍ରାରମ୍</u> ୟର ତ୍ରା]

जो प्रोन्नति की साधा पाक्त म ह, प्रावायपुराव प 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। टिप्पण 2: प्रतिनियुक्ति (जिसके अन्तर्यत अल्पकालिक संविदा भी है) की अवधि, जिसके अन्तर्यत केंद्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर वाह्य पद पर प्रतिनियुक्ति (जिसके अन्तर्यत अल्पकालिक संविदा भी है) की अवधि है, साधारणतया चार वर्ष मे अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।

5.1

[फा. सं. I-12012/4/2015-एई। (भारका)

भौतव थोग, निदय न

MINISTRY OF HOME AFFAIRS

(DISASTER MANAGEMENT DIVISION)

New Delhi, the 14th September, 2017

G.S.R.286.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, and an supersession of the Ministry of Home Affairs, National Fire Service College, Nagpur, (Director, Group 'A' Post) Recruitment Rules, 2008 except as respects 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 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. Elegen. Director (Group 'A' Post) Recruitment Rules, 2017.

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

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

3. Method of Recruitment, age-limit, qualifications, etc. - The method of recruitment, age-limit, qualifications and other matters relating to the said post 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 post:

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

5. Power to relax. - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission/relation 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 for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicement and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

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Deputation (including short-term contract): Officers under the Central Government or Gate Government or Union Verritories or Home Guards Home Guards						Member		
Officers under the Central Government or Service, Civil Defence and Defence and Home Guards	1 monthers (including short-t	erm contract):	3.	General, Fire			
Officers under the Central Government of Defence and Defence and Home Guards					Service, Civil			,
Home Guards	officers un	der the Central	Government	or	Defence and			
					Home Guards			

SCHEDULE

Government or statutory or autonomous organisations:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with five years' regular service in level
 11 in the pay matrix rendered after appointment thereto on regular basis in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

 (i) Bachelor's degree from a recognised university; and

(ii) Associate Membership of the Institution of Fire Engineers, London or Divisional Officers' course from National Fire Service College, Nagpur; and

(iii) ten years' experience in the rank not below the rank of a divisional or regional Fire Service Officer in an established Fire Service organisation in the Central Government or State Government or Union territories or Municipal Corporations.

Note1: 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:

The Period of deputation [including shortterm contract (ISTC)] including period of deputation (ISTC) 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 four years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

> [F. No. I-12012/4/2015-Adic Due GOUTAM GHOSH, Due to

नई दिल्ली, 14 सितम्बर, 2017

सा.का.नि.287.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और सम्पि अग्निशमन सेवा महाविद्यालय, नागपुर (प्रशासनिक अधिकारी) भर्ती नियम, 1963 को, उन बातों के सिवाय अधिक्रांन करते हुए, कि ऐसे अधिक्रमण से पूर्व किया गया है, या करने का लोप किया गया है, गृह मंत्रालय के अधीन राष्ट्रीय अग्निशमन सेवा महाविद्यालय, जावपूर में प्रशासनिक अधिकारी के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थातः— THE GAZETTE OF INDIA : FEBRUARY 24, 2018/PHALGUNA 5, 1939

[PART II—SEC. 3(i)]

_)7



[F. No. 39011/02/2005-Estt. (B)] PRAMOD KUMAR JAISWAL, Under Secy.

गृह मंत्रालय

नई दिल्ली, 20 फुरवरी, 2018

सा.का.नि. 62.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर निदेशक (समूह 'क' पद) भर्ती नियम, 2017 में संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

 (1) इन नियमों का संक्षिप्त नाम राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर, निदेशक (समूह 'क' पद) भर्ती (संशोधन) नियम, 2018 है।

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

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2. राप्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर निदेशक (समूह 'क' पद) भर्ती नियम, 2017 (इसमे इसके पश्चात् मूल नियम कहा गया है) की अनुसूची में,-

(क) स्तंभ (11) में, उप-शीर्षक 'प्रतिनियुक्ति' में खंड (ख) के अधीन उप-खंड (iii) और उससे संवंधित प्रविष्टियों के स्थान पर निम्नलिखित उप-खंड और प्रविष्टियां रखी जाएंगी, अर्थात्:-

"(iii) जिनका केन्द्रीय सरकार या राज्य सरकार या संघ राज्यक्षेत्र या स्वशासी निकाय या कानूनी निकाय या पब्लिक सैक्टर उपक्रमों या नगर निगम में स्थापित किसी अग्निशमन सेवा संगठन में ऐसे पद पर, जो प्रभागीय या प्रादेशिक अधिकारी की पंक्ति से नीचे की पंक्ति का न हो, में दस वर्ष का अनुभव हो;"

(ख) स्तंभ (12) में, क्रम संख्या 2 से संबंधित प्रविष्टियों में "या विशेष सचिव या अतिरिक्त सचिव" का लोप किया जाएगा।

[फा सं. I-12012/4/2015-एडी (सीडी)]

गौतम घोष, निदेशक

टिप्पण: सूल नियम अधिसूचना संख्या सा.का नि.286, तारीख 14 सितम्बर, 2017 द्वारा भारत के राजपत्र, भाग ∏, खंड 3, उप-खंड (i) प्रकाशित किए गए थे।

MINISTRY OF HOME AFFAIRS

New Delhi, the 20th February, 2018

G.S.R. 62.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the National Fire Service College, Nagpur, Director (Group 'A' Post) Recruitment Rules, 2017, namely:-

1. (1) These rules may be called the National Fire Service College, Nagpur, Director (Group 'A' Post) Recruitment (Amendment) Rules, 2018.

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

- 2. In the National Fire Service College, Nagpur, Director (Group 'A' Post) Recruitment Rules, 2017, (hereinafter referred to as the principle rules) in the Schedule, -
 - (a) under the column (11), under the sub-heading 'Deputation', under clause (b), For sub-clause (iii) and the entries relating thereto, the following sub-clause and entries shall be substituted, namely:

"(iii) ten years' experience in the rank not below the rank of divisional or regional Fire Service Officer in an established Fire Service organisation in the Central Government or State Government or Union territories administration or autonomous bodies or statutory organisation or public sector undertakings or Municipal Corporations;"

(b) under column (12), in the entries relating to serial number 2, the words "or Special Secretary or Additional Secretary "shall be omitted.

[F.No. I-12012/04/2015-Ad.(CD)]

GOUTAM GHOSH, Director

Note: The Principal rules were published in the Gazette of India, Weekly, Part II, Section 3, Sub-section (i) vide notification number G.S.R. 286, dated the 14th September, 2017.

वाणिज्य एवं उद्योग मंत्रालय

(वाणिज्य विभाग)

नई दिल्ली, 14 फरवरी, 2018

सा.का.नि.63.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए एवं वाणिज्य संत्रालय (वाणिज्यिक जानकारी एवं सांख्यिकी महानिदेशालय, कलकत्ता) हिंदी अधिकारी, भर्ती नियम, 1981 के अधिक्रमण में उन वातों को छोड़कर जिन्हें ऐसे अधिक्रमण से पूर्व किया जा चुका है अथवा हटा दिया गया है, एतद्वारा कार्यालय महानिदेशक, वाणिज्यिक



BIO-DATA/ CURRICULUM VITAE PROFORMA

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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)			
	s Qualifications/ experience possessed by the officer		
mentioned in the advertisement/ vacand	Y		
circular			
Essential	Essential		
A) Qualification	A) Qualification		
B) Experience	B) Experience		
Desirable	Desirable		
A) Qualification	A) Qualification		
B) Experience	B) Experience		
	ed to indicate Essential and Desirable Qualifications as		
	inistry/Department/Office at the time of issue of Circular		
and issue of Advertisement in the Employment			
	te Qualifications Elective/ main subjects and subsidiary		
subjects may be indicated by the candidate.			
6. Please state clearly whether in the light of e			
made by you above, you meet the rec			
Essential Qualifications and work experience	of the		
post.			
	·		
6.1 Note: Borrowing Departments are to r	rovide their specific comments/ views confirming the		
	nce possessed by the Candidate (as indicated in the Bio-		
data) 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/Institution	Post held on regular basis	From	То	*Pay Band and Grade Pay/Pay Scale of the post held on regular	Nature of Duties (in detail)
				basis	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 From	m To	
ļ		drawn under ACP / MACP Scheme		
ĺ				

8.Nature of present emplo	oyment i.e. Ad-					
hoc or Temporary or Qu						
or Permanent						
9.In case the present e held on deputation/co please state-	mployment is ntract basis,		,	<u>-</u>		
a) The date of initial b) Period of a appointment on deputation,			c) Name of office/organiza which the belongs.		d) Name post and the post substantive capacity parent organisatic	Pay of held in e in the
 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/ organisation 						

		,	-5-		
10 . If any post held on past by the applicant from the last deput details.	t, date	of retur	nl		
11.Additional details al employment:	oout pr	esent		·	
Please state whether we (indicate the name of yo against the relevant colu	our em	under ployer			
 a) Central Governme b) State Governme c) Autonomous Org d) Government Und e) Universities f) Others 	nt ganizat dertaki	ng			
 Please state whe working in the same D are in the feeder grad feeder grade. Are you in Revised S 	epartm e or fi Scale o	ent and eeder to			
yes, give the date from revision took place and a pre-revised scale 14.Total emoluments per	om wh Iso indi	nich the loate the	/n		
Basis Pay in the PB			Grade Pa	iy	Total Emoluments
 In case the applicant Pay-scales, the latest sala enclosed. 	beloni ary slip	gs to an C issued b	rganisation y the Organ	which is not fon nisation showing	llowing the Central Government ng the following details may be
Basic Pay with Scale of Pay and rate of increment	relief	iess Pay/ii /other Allo with break s)	owances	Total Emolum	ents
16.A Additional informati post you applied for in sup the post. (This among other things ma	port o	ide inform	tability for		
regard to (i) additional a	cadem	ic qualific	ations (ii)	,	

-6-	
 professional training and (iii) work experience over and above prescribed in the Vacancy 	
above prescribed in the Vacancy Circular/Advertisement)	
(Note: 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	
 (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)	
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-	
eligible for "Absorption". Candidates of non- Government Organizations are eligible only for Short	1
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_____

Date_____

Certification by the Employer/ Cadre Controlling Authority

7-

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;

There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.___ i)

ii) His/ Her integrity is certified.

His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly iii) attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..

No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of iv) 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)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.

2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.

3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.

4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.

5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).

7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.

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