

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

MDCC-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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Services-H Branch
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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.

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

(ii) 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.

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.

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

	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 by deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. Note 2: 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 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.
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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)
Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of:- (1) Director General Fire Service, Civil Defence and Home Guard. — Chairman, (2) Fire Adviser, Office of Director General Fire Service, Civil Defence and Home Guard. — Member, (3) Director, National Fire Service College, Nagpur. — Member	Not applicable.

[R. No. 1-1301/01/012-Ad (CD) Pt.-2]

GOUTAM GHOSH, Director

नई दिल्ली, 13 मार्च, 2018

आ.क.नि. 80.—राष्ट्रपति, संविधान के अनुच्छेद 309 के अनुसार द्वारा प्रस्ताव शक्तियों का प्रयोग करते हुए और राष्ट्रीय अधिष्ठान सेवा कलेज, नागपुर (निदेशक और उपनिदेशक) वर्गीय नियम, 1972, यहाँ तक उनका संबंध उप निदेशन के पक्ष में है, उन वर्गों के विचार विस्तार ऐसे अधिष्ठान से पूर्ण किया गया है या करने से सोच लिया गया है; गृह मंत्रालय के अधीन राष्ट्रीय अधिष्ठान सेवा कलेज, नागपुर में उप निदेशक के पद पर वर्गी की पदवी का विनिर्णय करने के लिए विनियमित नियम बनाने हैं, अर्थात्:-

1. संविधान नाम और प्रारंभ—(1) इन नियमों का संक्षेप नाम राष्ट्रीय अधिष्ठान सेवा कलेज, नागपुर उप निदेशक (गृह) का पद, वर्गीय नियम, 2018 है।

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

2. पदों की संख्या, वर्गीकरण और वेतन पैटर्न में संशोधन—पदों की संख्या, उनका वर्गीकरण और वेतन पैटर्न में संशोधन के हवाले, जो इन नियमों में उपाखंड अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।

3. वर्गी की पदवी, आय सीमा, अर्हताएं आदि—वर्गी की पदवी, आय सीमा, अर्हताएं और अन्य आवश्यक अन्य बातों में हानी को उक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट है।

4. निरहता—यह व्यक्ति—

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

(ख) जिसने अपने पति या अपनी पत्नी के अतिरिक्त दूसरे व्यक्ति से विवाह किया है, या विवाह की संविदा की है;

उक्त पद पर नियुक्ति का पात्र नहीं होगा।

यद्यपि यदि केन्द्रीय सरकार का यह प्रस्तावना हो जाता है कि ऐसा विवाह उस व्यक्ति की विवाह के अन्तर्गत आता है जो, स्वीय विधि के अधीन अनुमति है और ऐसा करने के लिए अन्य प्रस्ताव है तो यह किसी व्यक्ति को उक्त नियमों के अन्तर्गत से छूट दे सकेगी।

5. **विधित करने की शक्ति**—यहां केंद्रीय सरकार को यह शक्ति है कि ऐसा करना आवश्यक हो समीचीन है, मर्याद उसके लिए हो सारण है, उन्हें लेखमय करने तथा संग्रहीत सेवा आयोग में प्रत्यक्ष करने इस नियमों के किसी उपबंध को किसी भी या उपबंध के प्रावधानों की बाध, अथवा द्वारा विधित कर सकेगी।

6. **स्थापित**—इन नियमों की कोई बात, जैसे आरक्षण, अनु-सीमा में कुछ चीजें अन्य विधियों पर बनाए नहीं जा सकीं, जिसका केंद्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए अधिसूचन के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, पूर्वपूर्व सेमिनरी और अन्य विशेष वर्गों के अधिकारों के लिए उपयोग करना अवैध है।

अनुसूची

यूएन का नाम	यूएन संख्या	वर्गीकरण	पेटेंट मोड्यूल में नंबर	वर्णन या अर्थव्यवस्था	सर्वोच्चतम किए जाने वाले प्राप्ति अधिकारों के लिए अनु-सीमा	प्राप्ति नहीं किए जाने वाले अधिकारों के लिए अपेक्षित वैश्विक और अन्य अधिकार
(1)	(2)	(3)	(4)	(5)	(6)	(7)
उप विधायक	3 (2018) "कार्यभार" के आधार पर परिवर्तन किया जा सकता है।	सामान्य केंद्रीय सेवा, समूह "क" राजस्व विभाग, अनुसूचित अधिकार	नंबर-11 (87700-208700 नं.)	वर्णन	यहां नहीं दिया	यहां नहीं दिया

सर्वोच्चतम किए जाने वाले अधिकारों के लिए विधित अनुसूचित और वैश्विक अधिकारों प्रदान अधिकारों की रक्षा में लागू होगी या नहीं	परिभाषा की अवधि, यदि कोई हो	वर्गीकरण प्रणाली: वर्गीकृत होगी या वर्गीकृत नहीं होगा या प्रतिनिधित्व/समय/वर्ग द्वारा तथा विभिन्न वर्गों को द्वारा वर्गीकृत करने वाली विधियों की प्रवृत्ति
(8)	(9)	(10)
यहां नहीं दिया	वर्गीकरण के लिए दो वर्ग	वर्गीकरण द्वारा, जिसमें न हो सकते हैं प्रतिनिधित्व के विभिन्न वर्गों/अवधारित वर्गों की है। उदाहरण

वर्गीकरण या प्रतिनिधित्व या आवेदन द्वारा वर्गीकृत की रक्षा में वे वर्गीकृत विभिन्न वर्गीकरण या प्रतिनिधित्व या आवेदन किया जाएगा।
(11)
प्रोत्साहन: महात्मा जवाहर लाल नेहरू (44900-142400) के संदर्भ में प्राप्त की गई नियमित सेवा की है।
टिप्पणी: उप विधायक के तहत वर्गीकरण के लिए प्रस्तावित सेवा इस विधियों की अभिवृत्ति की तरीका पर नियमित आधार पर महात्मा जवाहर लाल नेहरू की प्रोत्साहन सेवा को लागू किए अधिकारों के लिए प्राप्ति की विधित सेवा होगी।
टिप्पणी 2: यहाँ ऐसे वर्गीकृत अधिकारों के संबंध में, जिन्होंने अपनी अधिकार या प्राप्ति सेवा नहीं कर ली है, वर्गीकरण के लिए विचार किया जा रहा है, यहाँ उनके विशेष अधिकारों के संबंध में भी विचार किया जाएगा परंतु यह ध्यान रखें कि उनके द्वारा की गई सेवा अधिकार या प्राप्ति सेवा, अपेक्षित अधिकार या प्राप्ति सेवा के साथ से अधिक नहीं हो सकती है, इनमें से जो भी कम हो, कम न हो और अधिक अपेक्षित सेवा अधिकारों सहित, जिन्होंने ऐसी अधिकार या प्राप्ति सेवा पहले ही पूरी कर ली है, इसकी प्रकृति सेवा में वर्गीकरण के लिए अंतर्गत की सेवा की अवधि प्रस्तावपूर्वक पूरी कर ली है।
प्रतिनिधित्व (आवधिकार वर्गीकरण प्रणाली)
केंद्रीय सरकार को राज्य सरकार या संगठन और प्रशासकों या कार्यकारी के तहत वर्गीकरण या वर्गीकरण/अवधारित वर्गीकरण/वर्गीकरण का

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

(क) (i) मूल कानून या विभाग में नियमित अक्षर पर नियुक्त हुए हों; या

(ii) किसीने मूल कानून या विभाग में केवल मैट्रिक के स्तर 10 (58100-177500 का समूह) में नियमित अक्षर पर उस पर नियुक्ति के पश्चात् उस वेतनी में पांच वर्ष सेवा की हो; या

(iii) किसीने मूल कानून या विभाग में केवल मैट्रिक के स्तर 8 (47500-151100 का समूह) में नियमित अक्षर पर उस पर नियुक्ति के पश्चात् उस वेतनी में छह वर्ष की नियमित सेवा की हो; या

(iv) मूल कानून या विभाग में केवल मैट्रिक के स्तर 7 (44900-142400 का समूह) में नियमित अक्षर पर उस पर नियुक्ति के पश्चात् उस वेतनी में सात वर्ष नियमित सेवा की हो; और

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

आवश्यक

1. किसी मान्यताप्राप्त विश्वविद्यालय से विज्ञान में बेचतरे डिग्री और राष्ट्रीय अधिष्ठान सेवा कौशल, मातृपुर से क्वीबेनल अधीनस्थ कोर्स, या किसी मान्यताप्राप्त विश्वविद्यालय से अधिष्ठान इकीविपरी या प्रोद्योगिकी में बेचतरे डिग्री।

2. केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या नगर निगम या पारमैट्रिक सेवा के उपक्रम या मान्यताप्राप्त अनुसंधान संस्थान या विश्वविद्यालय या अर्ध-सरकारी या कानूनी संगठन या स्वायत्त निगम के अधीन अधिष्ठान सेवा संगठन में क्वीबेनल या क्षेत्रीय अधिष्ठान सेवा अधिकारी या मुख्य अधिष्ठान अधिकारी या महाकक्ष निदेशक की तैरि से ऊपर के रैंक में पांच वर्ष का अनुभव।

वांछनीय

1. केन्द्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या नगर निगम या पारमैट्रिक सेवा के उपक्रम या मान्यताप्राप्त अनुसंधान संस्थान या विश्वविद्यालय या अर्ध-सरकारी या कानूनी संगठन या स्वायत्त निगम में अधिष्ठान इकीविपरी या प्रोद्योगिकी के क्षेत्र में शिक्षक, अनुसंधान, प्रोद्योगिकी या प्रोफेशनल अनुभव।

2. राष्ट्रीय या संघराष्ट्रीय संयोजितों या निर्दिष्ट जगहों में रस्तुत सेवा।

3. किसी मान्यताप्राप्त विश्वविद्यालय से बिकलेन एडमिनिस्ट्रेशन इन डिपल्टर मैनेजमेन्ट में मास्टर डिग्री।

टिप्पणी 1: पीपल प्रवर्ग के ऐसे विभागीय अधिकारी, को प्रोन्नति की सीधी रक्ति में हों, अधिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार अधिनियुक्ति स्थिति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

टिप्पणी 2: अधिनियुक्ति की प्रवधि, निम्न के अधीन (अव्यक्तित्व संस्था में हों) केन्द्रीय सरकार के ऊपर या किसी राज्य प्रशासन या विभाग में इस नियुक्ति से सीक करने के लिए किसी अन्य कानून बाध पर अधिनियुक्ति की प्रवधि है, के पारमैट्रिक सेवा पर वर्ष से अधिक नहीं होंगी।

टिप्पणी 3: अधिनियुक्ति द्वारा नियुक्ति के लिए अधिष्ठान अनु सीमा प्रारम्भ करने वाले अंतिम तारीख को 53 वर्ष से अधिक नहीं होगी।

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	यहां करने में एक क्वीबेनल से एक सीक सेवा आयोग से परामर्श किया जाएगा
(12)	(13)
समूह 'क' विभागीय प्रोन्नति समिति (प्रोन्नति के संबंध में विचार करने के लिए) निम्नलिखित होंगे:-	हम सीक सेवा आयोग से परामर्श करना आवश्यक है।
1. अध्यक्ष या सदस्य, संघ लोक सेवा आयोग	- सरमा
2. अधिक या विशेष अधिकारी या उपर अधिकारी (प्रशासकीय प्रशासन), गृह मंत्रालय	- सरमा
3. महाविदेशक, अधिष्ठान सेवा, विभिन्न विभाग और होनाइस, -	- सरमा

इनमें से विभागीय उच्च समिति (उच्च के स्तरों में विचार करने के लिए) शिखर में नियुक्ति होगी:-	
1. सचिव या विशेष सचिव या अपर सचिव (अथवा समतुल्य डिप्टी कमिशनर का प्रभारी), गृह मंत्रालय	- अग्रणी
2. सहायक सचिव, अपर सचिव, निमित्त सचिव, होमगार्ड	- अग्रणी
3. राष्ट्रीय अपर सचिव सेवा कॉलेज, नागपुर का अध्यक्ष	- अग्रणी

[सं. 1-12012/12/2016-एन (सीई)]

नई दिल्ली, दिनांक

New Delhi, the 13th March, 2016

G.S.R. 80.—In exercise of the powers conferred by the proviso to article 109 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 in respect of 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, 2016.

(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 (3) 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 column (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 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. Savings. Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided to the Scheduled Caste, 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*(2016) *subject to variation dependent on the workload	General Central Service, Group A, Gazetted, Non-Ministerial	Level 11 (Rs.67700-203700)	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 promotion	Period of probation, if any
(6)	(7)	(8)	(9)
Not applicable	Not applicable	Not applicable	Two years for promotion

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 (including short-term contract).	Promotion: Assistant Director with seven years' regular service in level 7 in the pay matrix (Rs.4490-142400). 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. 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. Deputation (including short term contract): 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. (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.5010-17750) 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.4760-15110) 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.4490-14240) or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience: Essential: - 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 Services 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: 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 recognised research institution or University or semi-Government or statutory organisation or autonomous body. 2. Papers presented at National or International Conferences or in selected journals. 3. 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 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. Note 2.—The Period of deputation (including short term contract) (including period of deputation) in another ex-officio post held immediately preceding this appointment in the same or some other department or department of the Central Government shall ordinarily not exceed four years. 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.
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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)
Group 'A' Departmental Promotion Committee (for considering Promotion) consisting of:		Consultation with the Union Public Service Commission is necessary.
1. Chairman or Member, Union Public Service Commission	Chairman	
2. Secretary or Special Secretary or Addl. Secretary (in-charge of Disaster Management), Ministry of Home Affairs	Member	
3. Director General, Fire Service, Civil Defence and Home Guards	Member	
Group A Departmental Confirmation Committee (for considering confirmation) consisting of:		
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	

[No. E-11012/03/2015-Ad/CD]

GOUTAM CHOSH, 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
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	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate	
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.	
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.	

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
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 3(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization out still maintaining a lien in his parent cadre/ organisation.			

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)		

professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
1E.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. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (STC)/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 _____

Date _____

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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)