



F.No. I-14020/5/2017-Ad(CD)-215-332  
Government of India  
Ministry of Home Affairs

SP  
6067  
11/3/24

NDCC-II Building, B Wing, 3rd Floor  
Jai Singh Road, New Delhi-110001  
Date: 1st March, 2024.

To

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

CS (Busy)

**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 one 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, Non-ministerial 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 are as under:

Officers under the Central Government or State Government 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 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 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

Services-II Branch

Diary No 31625

Date 14/3/24

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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.

5. It is requested to give wide circulation to these vacancies 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 (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.

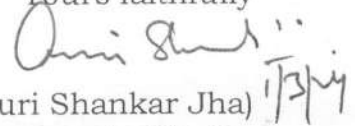
7. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in



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



(Gouri Shankar Jha)

Under Secretary to the Government of India,

Telfax : 23438144

Mail Id: usdm3-mha@nic.in

**टिप्पण 1:-** पोपक 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।

**टिप्पण 2:** प्रतिनियुक्ति (जिसके अन्तर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अन्तर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काइर बाह्य पद पर प्रतिनियुक्ति (जिसके अन्तर्गत अल्पकालिक संविदा भी है) की अवधि है, साधारणतया चार वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।

[फा. सं. I-12012/4/2015-एडी (सीडी)]

गौतम घोष, निदेशक

#### 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 in 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, Nagpur, 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 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 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, 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 for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, 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 post | Number of post                                           | Classification                                              | Level in the pay matrix          | Whether selection or non-selection post | Age-limit for direct recruits |
|--------------|----------------------------------------------------------|-------------------------------------------------------------|----------------------------------|-----------------------------------------|-------------------------------|
| (1)          | (2)                                                      | (3)                                                         | (4)                              | (5)                                     | (6)                           |
| Director     | 1* (2017)<br>*subject to variation dependent on workload | General Central Service, Group A, Gazetted, Non-Ministerial | Level 12<br>(Rs. 78800-209200/-) | Selection                               | Not applicable                |

| Educational and other qualifications required for direct recruits | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes | Period of probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (7)                                                               | (8)                                                                                                          | (9)                         | (10)                                                                                                                                                            |
| Not applicable                                                    | Not applicable                                                                                               | Not applicable              | By promotion failing which by deputation (including short-term contract)                                                                                        |

| In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation /absorption to be made                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | If a Departmental Promotion Committee exists, what is its composition                                                                                                                                                                                                                                                                                                                                                                              | Circumstances in which Union Public Service Commission is to be consulted in making recruitment |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| (11)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (12)                                                                                                                                                                                                                                                                                                                                                                                                                                               | (13)                                                                                            |
| <p><b>Promotion:</b><br/>Deputy Director of National Fire Service College, Nagpur with five years' service in level 11 in the pay matrix rendered after appointment thereto on a regular basis.</p> <p><b>Note:</b><br/>Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors 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):<br/><br/>Officers under the Central Government or State Government or Union Territories or recognised research institution or universities or Public sector undertakings or semi-</p> | <p>Group 'A' Departmental Promotion Committee (for considering Promotion) consisting of:</p> <ol style="list-style-type: none"> <li>Chairman or Member, Union Public Service Commission ...Chairperson</li> <li>Secretary or Special Secretary or Additional Secretary in-charge of Disaster Management Division in Ministry of Home Affairs ...Member</li> <li>Director General, Fire Service, Civil Defence and Home Guards ...Member</li> </ol> | <p>Consultation with the Union Public Service Commission is necessary.</p>                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p>Government or statutory or autonomous organisations:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or<br/>(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</p> <p>(b) possessing the following educational qualifications and experience:<br/>(i) Bachelor's degree from a recognised university; and<br/>(ii) Associate Membership of the Institution of Fire Engineers, London or Divisional Officers' course from National Fire Service College, Nagpur; and<br/>(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.</p> <p><b>Note 1:</b> 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.</p> <p><b>Note 2:</b><br/>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 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.</p> |  |  |
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[F. No. I-12012/4/2015-Ad(CD)]

GOUTAM GHOSH, Director

नई दिल्ली, 14 सितम्बर, 2017

**सा.का.नि.287.**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर (प्रशासनिक अधिकारी) भर्ती नियम, 1963 को, उन बातों के सिवाय अधिकृत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है, या करने का लोप किया गया है, गृह मंत्रालय के अधीन राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर में प्रशासनिक अधिकारी के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

|                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                     |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--|
| 1.Name and Address<br>(in Block Letters)                                                                                                                                                                                                                                                                                                                                                                                                     |                                                     |  |
| 2.Date of Birth (in Christian era)                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |  |
| 3.i) Date of entry into service                                                                                                                                                                                                                                                                                                                                                                                                              |                                                     |  |
| ii) Date of retirement under<br>Central/State Government Rules                                                                                                                                                                                                                                                                                                                                                                               |                                                     |  |
| 4.Educational Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                     |  |
| 5. Whether Educational and<br>other qualifications required for<br>the post are satisfied. (If any<br>qualification has been treated<br>as equivalent to the one<br>prescribed in the Rules, state<br>the authority for the same)                                                                                                                                                                                                            |                                                     |  |
| Qualifications/ Experience required as<br>mentioned in the advertisement/ vacancy<br>circular                                                                                                                                                                                                                                                                                                                                                | Qualifications/ experience possessed by the officer |  |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Essential</b>                                    |  |
| A) Qualification                                                                                                                                                                                                                                                                                                                                                                                                                             | A) Qualification                                    |  |
| B) Experience                                                                                                                                                                                                                                                                                                                                                                                                                                | B) Experience                                       |  |
| <b>Desirable</b>                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Desirable</b>                                    |  |
| A) Qualification                                                                                                                                                                                                                                                                                                                                                                                                                             | A) Qualification                                    |  |
| B) Experience                                                                                                                                                                                                                                                                                                                                                                                                                                | B) Experience                                       |  |
| <p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> 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><b>6.1 Note:</b> 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 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |                                                                           |                                                                                                 |
| <b>9.1 Note:</b> 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.<br><b>9.2 Note:</b> 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 |                                                 |                                                                           |                                                                                                 |

|                                                                                                                                                                                                                                                                                                                   |                                                                             |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------|
| <b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.                                                                                                                                                                                |                                                                             |                  |
| <b>11. Additional details about present employment:</b><br><br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>f) Others |                                                                             |                  |
| <b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.                                                                                                                                                                                     |                                                                             |                  |
| <b>13.</b> 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                                                                                                                                                                      |                                                                             |                  |
| <b>14. Total emoluments per month now drawn</b>                                                                                                                                                                                                                                                                   |                                                                             |                  |
| Basis Pay in the PB                                                                                                                                                                                                                                                                                               | Grade Pay                                                                   | Total Emoluments |
|                                                                                                                                                                                                                                                                                                                   |                                                                             |                  |
| <b>15.</b> 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 |
|                                                                                                                                                                                                                                                                                                                   |                                                                             |                  |
| <b>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</b><br>(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)<br><br>(Note: Enclose a separate sheet, if the space is insufficient)                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>16.B Achievements:</b><br>The candidates are requested to indicate information with regard to;<br>(i) Research publications and reports and special projects<br>(ii) Awards/Scholarships/Official Appreciation<br>(iii) Affiliation with the professional bodies/institutions/societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research/ innovative measure involving official recognition vi) any other information.<br>(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 \_\_\_\_\_

\_\_\_\_\_

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)