

File No. _____

**Government of India,
Ministry of Home Affairs,
Directorate General Fire Service, Civil Defence & Home Guards(Fire Cell)
East Block-7, Level-VII, R.K. Puram,
New Delhi- 110 066**

Subject: Application for the post of Chief Instructor, Group `B` Gazetted in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440013 (M.S.) in level-7 in the pay matrix (Rs.44900-142400) on deputation (including short term contract) or promotion basis.

Applications are invited for filling up of one post of Chief Instructor, Group `B` Gazetted in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440013(M.S.) in level-7 in the pay matrix (Rs.44900-142400) on deputation (including short term contract) or promotion basis:

A. From Officers of the Central Government or State Government or Union Territories Administration or autonomous bodies or statutory organisations or public sector undertaking or University or recognised research Institution;

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

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in level 6 (Rs.35400 -112400) or equivalent, in the parent cadre or department; and

(b) possessing the following educational and other qualifications :

(i) bachelor degree in Science from a recognised University or diploma in any branch of Engineering from a recognised institution and

(ii) pass Sub-Officer's Course from the National Fire Service College, Nagpur and

(iii) five years' experience in teaching or training in firefighting in a rank not below the rank of Senior Instructor in a recognised Fire Service Organisation in the Central Government or State Government or Union territories administration or Municipal Corporations or Industrial or Aviation or Port; and

(iv) should have minimum physical standard Height: Not less than 165 centimeters (relaxable by 5 centimeters for hill area candidates), chest: 81 centimeters normal, minimum expansion 5 centimeters. Weight: Not less than 50 Kilograms. Hearing: Normal, Speech: Normal.

Desirable:

1. Medical First Aid Responder or Urban Search and Rescue course from a recognised Institute.

2. Valid Heavy Vehicle Driving License.

B. The departmental Senior Instructor in level 6 (Rs.35400-112400) with five years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 1. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation (including short-term contract) Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2. The Period of deputation (including short-term contract) 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 to 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.

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

3. The nominations of eligible officers along with their Application (in duplicate) duly countersigned by the competent authority in the prescribed proforma (**Annexure-I**) along with Annual Confidential Reports/APARs in original or their attested copies duly attested with rubber stamp on each page by an officer not below the rank of Under Secretary for the last five years of the Officer who could be spared immediately in the event of their selection may be sent to the **Directorate General Fire Service, Civil Defence & Home Guards(Fire Cell), East Block-7, Level-VII, R.K. Puram, New Delhi- 110 066** within **60 days** from the date of publication of this advertisement. While forwarding the names, an integrity certificate along with a certificate that no disciplinary action/proceeding is pending /contemplated against the Officer may also be attached.

4. The pay and allowance of the selected officer shall be regulated as per Deptt. Of pers. & training OM No. 6/8/2009-Estt(Pay-II)dated 17.6.2010, as amended from time to time.

5. Application received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 3 above will not be considered. The cadre Authorities may ascertain that the particulars sent by the officer are correct as per the service record.

6. Nature of duties:

- 1) He is the in-Charge of Instructional Staff.
- 2) He perform their duties in the form of tactical exercises, parade, all types of fire drill and field training on Module to the trainees Officers of all professional courses including B.E.(Fire Engg.).
- 3) To be responsible for preventive maintenance, custody and issue of all training aids, appliances and equipments, Communication system, Vehicle movement etc. .
- 4) To provide assistance in the conduct of Oral/Practical examination.
- 5) To be Responsible for physical verification of stock.
- 6) To manage the Fire station, Tactical management and Administration.
- 7) To attend such other duties as assigned by Assistant Director/Deputy Director/Director.

Director General Fire Service, Civil Defence & Home Guards

BIO-DATA/CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF CHIEF INSTRUCTOR:

1. Name and Address in Block Letters.
2. Date of Birth (in Christian era).
3. 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)	(A)
(B)	(B)
Desirable	Desirable
(A)	(A)
(B)	(B)

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

Office/Instt./ Orgn.	Post Held	From	To	Level in the Pay Matrix	Nature of Duties

8. Nature of Present employment i.e. adhoc 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/organisation to which you belong.
10. Additional details about present employment. Please state whether working under.
 - (a) Central Government.
 - (b) State Government.
 - (c) Autonomous Organisation.
 - (d) Government Undertaking.
 - (e) University.
11. 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.
12. Total emoluments per month now drawn.

13. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST.

15. Remarks.

Date:- _____

Countersigned:- _____

(Employer with Seal)

Signature of the Candidate

Address:- _____

Contact No./Mobile No-----

Certificate to be given by Head of Office of the Applicant

1. Certified that the particulars furnished by Shri/Smt./Ku _____ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Ku _____ His/her integrity is certified.
3. No major /minor penalty was imposed on Shri/Smt./Ku _____ for the last 10 years as per the records in the ministry / department .

Signature of the Head of Office with seal