

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 Deputy Director, Group `A` Gazetted post in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440013 (Maharashtra) in Level-11 in the pay matrix (Rs.67700-208700) on deputation (including short term contract) basis.**

Applications are invited for filling up of Three (03) post of Deputy Director, Group `A` Gazetted post in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440013 (M.S.) in Level-11 in the pay matrix (Rs.67700-208700) on deputation (including short term contract) basis from Officer 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 organizations 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:

**Essential:**

1. 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.

2. 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:**

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 recognized research institution or University or semi-Government or statutory organization or autonomous body.
2. Papers presented at National or International Conferences or in referred 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-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 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.

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 DoP&T 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.

**Director General Fire Service, Civil Defence & Home Guards**

**BIO-DATA/CURRICULUM VITAE PROFORMA**

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR**

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.)

<b>Qualifications/Experience required as mentioned in the advertisement/Vacancy Circular</b>	<b>Qualifications/Experience possessed by the Officer</b>
<b>Essential</b>	<b>Essential</b>
(A)	(A)
(B)	(B)
<b>Desirable</b>	<b>Desirable</b>
(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.

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

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**