

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 Stenographer Grade I in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440001(M.S.) in level-6 in the pay matrix (Rs.44900-142400) on deputation basis.

Applications are invited for filling up of one post of Stenographer Grade I in Government of India, Ministry of Home Affairs, National Fire Service College, Nagpur-440001(M.S.) in level-6 in the pay matrix (Rs.35400-112400) on deputation basis from Officers under the Central Government:-

(a) Officers holding the post of Stenographer under the Central Government, -

- (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in level-5 in the pay matrix (Rs.29200-92300) or equivalent; or
- (iii) with ten years' regular service in the grade rendered after appointment thereto on a regular basis in level-4 in the pay matrix (Rs.25500-81100) or equivalent in the parent cadre or department.

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. 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.

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. Taking dictation in shorthand and its transcription.
2. Typing of essential or confidential/ secret documents including other typing work as considered necessary.
3. Screening of telephone calls and the visitors.
4. Fixing up appointment and canceling them, if necessary.
5. Keeping a list of meetings, tour, etc and reminding the officer sufficiently in advance.
6. Keeping a note of the movement of files.
7. Collection of information and files, compilation of data.
8. Any other work assigned by the superiors.

Director General Fire Service, Civil Defence & Home Guards

BIO-DATA/CURRICULUM VITAE PROFORMA

Application for the post of :- _____

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. 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.
11. Total emoluments per month now drawn.

12. 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.

13. Whether belongs to SC/ST.

14. 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