

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 Senior Instructor 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 (including short- term contract) basis.

Applications are invited for filling up of two post of Senior Instructor 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 (including short-term contract) basis from Officers of the Central Government or State Governments or Union territories Administration or Autonomous or Statutory organisations or Public Sector Undertakings or Universities or recognised Research Institutions:

- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with six years' service in the grade rendered after appointment thereto on regular basis in the level-5 (Rs.29200-92300/-) in the pay matrix or equivalent in the parent cadre or Department; and
- (b) possessing following educational and other qualifications

Essential:

- (i) Bachelor Degree in Science from a recognised University or Diploma in any branch of Engineering or Technology from a recognised University or Institution;
- (ii) two years' experience in Firefighting or Teaching or Training in recognised Fire Service Organisation in Central Government or State Government or Union Territory Administration or Municipal Corporation or Public Sector Undertaking or Autonomous body or Statutory organisation or Industrial or Aviation or Port or Government recognised Fire Service Training Institute or National Fire Service College, Nagpur; and
- (iii) should have minimum physical standard i.e. Height: Not less than 165cm (relaxable by 5cm for hill area candidates), chest: 81 cm normal, minimum expansion 5 cm. Weight: Not less than 50Kg. Hearing: Normal, Speech: Normal.

Desirable:

- (a) Pass Sub-Officers Course from National Fire Service College, Nagpur.
- (b) Medical First Aid Responder or Urban Search and Rescue course from Institute under the control of Central or State Government or Union territories Administration or Public Sector Undertaking or Autonomous or Statutory organisation.
- (c) possessing Valid Heavy Vehicle Driving License.

Note1.- 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.- Period of deputation (including short term contract) including period of deputation (including short term contract) 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 (including short term contract) 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. To take charge of and be responsible for all appliances, stores, equipments, etc. issued to Fire Station and submits a report to his superior as to the correctness or otherwise of such articles taken charges of.
2. To instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.
3. To ensure prompt attendance of fire appliances and men. He should carry out surprise turn outs.
4. To see that the main placed on station duty as well as on ground duty is properly dressed and is acquainted with his duties.
5. To see that the communication system is in proper working order and to send an immediate report to appropriate authority when it is not so.
6. To maintain all registers, log books, occurrence books, attendance rolls, etc. up-to-date.
7. To impart field training to the trainees Officers of all professionalcourses including B.E.(Fire Engg.) conducts by the College. To provide assistance in the conduct of Oral/Practical examination.
8. To assist Chief Instructor/Assistant Director in imparting field trainingto the trainees Officers and manage the Fire station administration.
9. Responsible for Maintenance/Up-keep and Testing of equipments.
10. Responsible for physical verification of stock (Equipment /other article) under him.

Director General Fire Service, Civil Defence & Home Guards

BIO-DATA/CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF SENIOR 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