

भारत सरकार  
गृह मंत्रालय  
राष्ट्रीय अग्निशमन सेवा महाविद्यालय  
राजनगर, नागपुर-440013



Government of India  
Ministry of Home Affairs  
National Fire Service College  
Rajnagar, Nagpur-440013

Telephone No:- 0431-2202111; Telefax No:-


; Website:- www.nfscnagpur.nic.in E-mail:- nfscnagpur.nfscnagpur.nic.in

NO. FC/5-10/Estt(RR)/2019

DATED:- 22/07/2021

**DUTIES & RESPONSIBILITIES FOR THE POST OF "DIRECTOR"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He shall have all the power of a head of department for the purpose of rules in the account code, the fundamental and supplementary rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the activities of the institute.
2. He shall have power to approve and sanction expenditures relating to purchases, services contracts such as housekeeping, security, and outsourced manpower.
3. He shall have the power to permit member of academic, technical and administrative staff for research, training or for a course of instruction or for any other purpose considered fit by him, subject to such terms and conditions as may be deemed proper.
4. He shall submit the annual reports, annual budget proposals, annual accounts and annual audit reports to the Ministry.
5. He shall be 'Competent Authority' for all the employees.
6. He shall be responsible for administration, Conduct and Discipline of Institute.
7. He deals with legal matters pertaining to administration.
8. He deals with all matters such as admission, enrolment, issuing of identity cards, maintaining personal record of students/trainees officers admitted, preparation and maintenance of academic calendar, conduct of examinations, conduct of convocation, award of degrees, awards, medals, issuing transfer certificate, migration certificate, bonafide certificate, degrees, and maintaining the record of legal cases arising out of academic matters.
9. A faculty Member of the College.
10. Budget development, implementation and management of Administration Division
11. Attached with the AICTE/DTE/Nagpur University for all relevant purpose as Head of Institution of Engineering Institute.
12. Participate in extension, co-curricular and extra-curricular activities including community service.
13. Write letters of recommendation for students seeking jobs.
14. Any other duties that may be assigned by the authorities from time to time.

  
(RAMESH KUMAR)  
DIRECTOR

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GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
**NATIONAL FIRE SERVICE COLLEGE**  
Rajnagar, **NAGPUR-440 013**

Telephone No. 0712-2982225 Telefax No. 2982224 website:- nfscnagpur.nic.in email:- nfscnagpur-mha@nic.in

NO. FC/ 5-10/Estt(RR)2021

DATED:- 8<sup>th</sup> March, 2022

**DUTIES & RESPONSIBILITIES OF DEPUTY DIRECTOR IN  
NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

**GENERAL:**

Deputy Director will be responsible to assist the Director in the general administration of the College as well as in the planning, organizing and the conduct of training; He will ensure that he is fully conversant with all orders in respect of the overall policy and procedures covering all the administrative aspects of the College. He will also make himself fully conversant with the training policy covering all courses being conducted at the College. The broad details of his duties are given in the succeeding paras: -

**1. ADMINISTRATIVE DUTIES:**

- (a) He shall have all the power of a head of office for the purpose of rules in the account code, the fundamental and supplementary rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the activities of the institute.
- (b) To work as Officer-in-Charge Administration, Accounts and Stores.
- (c) To assist the Director in general administration of the College particularly relating to establishment matters.
- (d) To assist the Director in the maintenance of strict and proper discipline among all trainees of the College as well as Officers and Staff placed under him.
- (e) To supervise the work of Assistant Director, Administrative Officer, Accounts Officer and other officers and staff placed under him.
- (f) To work as Liaison Officer of the College with other local organizations in matters concerning general administration.
- (g) He deals with legal matters pertaining to administration.

## **2. FIELD TRAINING AND MT SECTION DUTIES:**

- (a) To attend to all training and instructional work like: Monitoring and supervision of field training of B.E. (Fire Engg.), Divisional Officers Course, Station Officers & Instructor's Course, Sub Officers Course and others specialized Courses to ensure the best on ground training as per the requirement of training courses assigned to him by the Director.
- (b) As a teaching faculty to these courses.
- (c) Exam paper setting and post exam evaluation of these courses.
- (d) Up-keep and maintenance of fire fighting appliances and equipment, required for on ground training purpose.
- (e) To ensure that all fire vehicles shall be in working condition.
- (f) As a Presiding officer for Condemnation Board.
- (g) Training of Trainer to demonstration staff and drivers of Field Training Team conducted in-house.
- (h) To prepare and revise instructional précis and notes on various, technical subjects as and when required.
- (i) To carry out surprise checks of trainee's hostels and messes, and ensure that any irregularities noticed are promptly set right.
- (j) To check training parades and training exercises, and ensure that all instructional staff maintain a high standard of training.
- (k) To organize checks of training parades and training exercises by other training staff.
- (l) To detail other members of staff under him to carry out surprise checks of trainees hostels and messes and submit reports to him.
- (m) To accompany the batches of trainees of higher courses for industrial visits as and when so ordered.
- (n) To assist the Director in proper conduct of the examinations in all courses and declaration of the results.

## **3. FACULTY FOR B.E. (FIRE ENGG.), DIVISIONAL OFFICERS COURSE, STATION OFFICERS & INSTRUCTOR'S COURSE, SUB OFFICERS COURSE AND OTHERS SPECIALIZED COURSES:**

- a) As a teaching faculty to these courses.
- b) Setting up of exam paper for internal and external practical and theory exam of B.E. (Fire) Batches.
- c) Evaluated of assignment and examinations.

#### **4. ESTATE MANAGEMENT:**


- a) Ensured effective monitoring of all estate of NFSC, Nagpur like Hostels, Guest House, Auditorium, Academic and Administrative building, Laboratory block, Fire Station & Workshop etc. without any failure or breakdown of services like electrical, civil, horticulture etc.
- b) Ensured aesthetic ambiance of entire campus of college.
- c) Ensured timely award of contract of Housekeeping and Security Services and monitoring of their services as per terms and conditions of Contract.

**5. ACCOUNTS:** To assist the Director in the supervision of proper maintenance of accounts by all the staff concerned.

#### **6. EQUIPMENTS:**

- (a) To act as Chairman purchase Committee for procurement of stores and equipment as and when detailed by the Director.
  - (b) To assist the Director in preparation of technical specifications for procurement of equipment.
  - (c) To arrange testing and evaluation and also accounting of all new technical equipment after procurement.
7. Any other duties that may be assigned by the authorities from time to time.

This is issued with an approval of competent authority.

  
(DR. GOUTHAM KUMAR)  
ASSISTANT PROFESSOR  
HEAD OF OFFICE

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Rajnagar, **NAGPUR-440 013**

Telephone No. 0712-2982225 Telefax No. 2982224 website:- nfscnagpur.nic.in email:- nfscnagpur-mha@nic.in

NO. FC/ 5-10/Estt(RR)/2022

DATED:- 11<sup>th</sup> April, 2022

**DUTIES & RESPONSIBILITIES OF ASSISTANT DIRECTOR**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To attend to instructional work as per time table including class room lectures in all professional courses.
2. Preparation and revision of précis all professional courses and to keep it up-to-date.
3. Inspection of Fire Station, parades, drills etc and surprise checks of night alarms.
4. To inspect fixed fire fighting installation system.
5. To proceed on industrial tour with trainee officers of all professional courses including B.E.(Fire Engg.) course and conduct Fire Prevention survey, when required.
6. To act as Course Director as and when assigned.
7. Preparation of problems for tactical exercises for the trainees officer of all professional courses including B.E.(Fire Engineering) course.
8. To guide the trainees officer of all professional courses in their project work / dissertation / Research Students to develop testing facilities of fire extinguishing media, fire -fighting equipment & system as per code of practice.
9. Testing of technical equipment/appliance after purchase as and when required.
10. To act as members of any committee/Board as and when required.
11. Sanctioning of the casual leave to the staff members under him and maintaining accounts.
12. To carry out any other work/duty as assigned by the Deputy Directors/Director.

  
(R.S. CHAUDHARI)  
DIRECTOR

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NO. FC/ ESTT/5-4/2023-24

DATED:- 1<sup>st</sup> March, 2024

**DUTIES & RESPONSIBILITIES OF 'PROFESSOR' POST**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He/ She perform the duties in the form of teaching, training, tutorial, practical, seminar, research work conscientiously and with dedication.
2. The functions relating to the educational responsibilities of the college and the University, such as appraising applications for admission, advising and counselling the students as well as smooth conduct of examinations.
3. To Plan and direct all aspects of engineering activities within an organization.
4. To decide on, in consultation with Ministry of Home Affairs, all policy matters relating to the functions of the College.
5. To act as a Member Secretary of the College Advisory Committee and Local Managing Committee for B.E. (Fire Engineering) responsible to chalk out the policies concern Pre-service and Post service training.
6. To Act as a Member of Standing Fire Advisory Council and Bureau of Indian Standards.
7. Collaboration with Academic & Research Institution in rest of the world.
8. Consultancy, projects, guidance to students and review academic performance.
9. Counsel the students on careers opportunities and choices.
10. To develop and upgrade Laboratories as per latest technology.
11. To develop, implement and Co-ordinate College research strategy.
12. Design and develop curricula for students taking up innovative approaches.
13. To represent this College in technical meets.
14. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
15. Maintain active membership of professional organizations and strive to improve educational and professional through them.
16. Ensure teaching design and methods are in compliance with the educational standards and regulations of the department.

  
(R. M. KSHIRSAGAR)  
DIRECTOR

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No. FC/ 5-10/Estt(RR)/2022(Part-I)

DATED: 13/07/2022

**DUTIES & RESPONSIBILITIES OF 'ASSOCIATE PROFESSOR'**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He/ She perform their duties in the form of teaching, training, tutorial, practical, seminar, research work conscientiously and with dedication.
2. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as assisting in appraising applications for admission, advising and counseling students.
3. To assist the Exam Committee for the smooth conduct of examinations, including supervision, invigilation, contacting paper setters, expediting evaluation work, tabulating results, etc.
4. Consultancy, projects and guidance to students and review academic performance.
5. To develop and upgrade Laboratories as per latest technology.
6. To represent institute in technical meets.
7. Write articles for publications and attend department and college committees.
8. Attend educational workshops for professional development.
9. Identify and obtain funds for research programs.
10. Write and maintain research manuscripts.
11. Assist in developing curriculum plan and course materials.
12. Provide career guidance to students when needed.
13. Support grant writing and submission activities.
14. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
15. Manage their private affairs in a manner consistent with the dignity of the profession.
16. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
17. Maintain active membership of professional organizations and strive to improve educational and professional through them.
18. To assist Professor/Head of Department in activities related with growth of the Institute as well as administrative duties and other allied works.
19. Participate in extension, co-curricular and extra-curricular activities including community service. .
20. Any other duties that may be assigned by the authorities from time to time

  
(R.S. CHAUDHARI)  
DIRECTOR



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सिविल लाईन्स, पामरोड, नागपुर



GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

NATIONAL FIRE SERVICE COLLEGE

Civil Lines, Palm Road, NAGPUR-440 001

Tel. 0712-2565074, 2560476, Telfax-2560179 & 2560075

Website- nfscnagpur.nic.in Email- nfscnagpur-mha@nic.in

No. FC/5-10Estt(RR)/2016

Date: 11<sup>th</sup> July-2016

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "ASSISTANT PROFESSOR"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He/ She perform their duties in the form of teaching, training, tutorial, practical, seminar, research work conscientiously and with dedication.
2. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as assisting in appraising applications for admission, advising and counseling students.
3. To assist the Exam Committee for the smooth conduct of examinations, including supervision, invigilation, contacting paper setters, expediting evaluation work, tabulating results, etc.
4. Develop and upgrade Laboratories as per latest technology.
5. Develop and implement innovative instructional methods.
6. Develop professional logistics to improvise student performance.
7. Guide, lead and mentor students in research projects.
8. Evaluate, monitor and mentor student academic progress.
9. Create, innovate and implement career-enhancement programs and activities.
10. Assess, review and evaluate student activities and progress.
11. Revise course materials to meet academic needs.
12. Maintain positive classroom relationship with students.
13. Conduct and develop research programs that are locally and internationally recognized.
14. Develop research publications and presentations.
15. Participate in extension, co-curricular and extra-curricular activities including community service.
16. Assist and support senior professors in their day-to-day tasks and function.
17. Any other duties that may be assigned by the authorities from time to time.

  
**SHAMIM**  
Director  
Govt. of India Ministry of Home Affairs  
National Fire Service College  
NAGPUR

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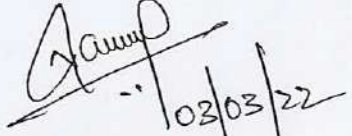
Telephone No. 0712-2982225 Telefax No. 2982224 website:- nfscnagpur.nic.in email:- nfscnagpur-mha@nic.in

NO. FC/ 5-10/Estt(RR)2021

DATED:- 3<sup>rd</sup> March, 2022

**DUTIES & RESPONSIBILITIES OF LABORATORY TECHNICIAN**  
**GRADE-I IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To act as in- charge of Laboratory, prepare SOP of Laboratory, conduct lab experiments, and supervise lab sessions.
2. To design, test and maintain Lab. Equipments.
3. To develop research and testing facilities.
4. To conduct research assignment and project work.
5. To render assistance in assessment.
6. To assist faculty/Students conduct practical classes.
7. To maintain record of all Laboratory articles and supervise the function of Laboratory.
8. Any other work/duties assigned by faculty member/Authority from time to time.

  
(DR. GOUTHAM KUMAR)  
ASSISTANT PROFESSOR/  
HEAD OF OFFICE

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NO. FC/ 5-10/Estt(RR)2021

DATED:- 29<sup>th</sup> March, 2022

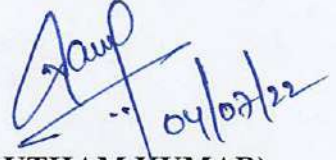
**DUTIES & RESPONSIBILITIES FOR THE  
POST OF "LABORATORY ASSISTANT GRADE-I"  
IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To attend routine Laboratory work.
2. To maintain Laboratory apparatus/equipment for practical purpose.
3. To set up Laboratory Apparatus/Equipment and demonstrate practical to the trainee's officers on properties of various hazardous chemicals and their fire fighting practical on Laboratory scale.
4. To operate and maintain various fixed fire fighting installation system including Fire detection & Alarm System for practical purpose.
5. To assist students of B.E.(Fire Engineering) and other professional Courses like: Divisional Officers, Station Officers & Instructor Course, Sub Officers etc. to conduct practical's.
6. To assist Project guide/Faculty member to develop testing facilities of fire extinguishing media and fire -fighting equipment & system as per code of practice.
7. To maintain stock register of Laboratory equipments, Chemicals, Glass wares, plastic wares and other laboratory articles.
8. In Coordination with the Officer-in-Charge to report matter like: maintenance/repairing, theft, damage etc to the Head of the Department.
9. Any other work /duties as assigned by Authority/faculty member from time to time.

  
(R.S. CHAUDHARI)  
DIRECTOR

**DUTIES & RESPONSIBILITIES OF "LABORATORY ASSISTANT"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To attend routine Laboratory work.
2. To assist Lab-in-Charge for smooth functioning of the Laboratory.
3. To assist faculty/students of Engineering in practical / research/project work.
4. To assist Trainee Officers of professional Courses like: Divisional Officers, Station Officers, Sub Officers and other Specialized Courses in their practical/project work.
5. To operate and maintain all types of sophisticated Laboratory equipments for practical purpose.
6. In Coordination with the Lab-in-Charge should display List of Experiments and Lab Time Table.
7. To maintain Stock Register of Laboratory articles.
8. In Coordination with the Lab-In-Charge to report matter like maintenance/repairing, theft, damage etc to the Head of the Department.
9. Any other work/duties assigned by higher authority / faculty member /Director from time to time.

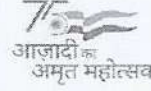
  
(DR. GOUTHAM KUMAR)  
ASSISTANT PROFESSOR  
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NO. FC/5-10/Estt.(RR)/2022(Part-II)

Dated: 14<sup>th</sup> February, 2023

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "STORE KEEPER GRADE-I"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To follow all the procedural formalities in respect of e-procurement.
2. Maintenance of all stores including the spare parts and accessories of pumps, appliances etc, Procured for training purposes.
3. Maintenance of their registers, procurement and issue and maintenance of up-to date records, relating to all stores.
4. Attending to all correspondence including indenting, dispatch, billing and realization of cost of store supplied outside.
5. He will be responsible for provision to meet day-by-day requirement of all section by placing orders against Rate Contract or by local purchase.
6. He will arrange disposal of unserviceable stores after observing the procedural formalities.
7. Periodical checking of entries in the Stock Register regarding purchase and issue, physical verification of stores, stationery, etc. and submitting reports to the Officer-in-Charge.
8. Duties and responsibility primarily extend to receipt, proper storage, Binning of Goods, distribution, Stock Checking, safe custody and accounting of Store, Development.
9. He is responsible to maintain /up-keep the record of store for audit purpose and to assist the auditor during audit.
10. Supervise the work of Staff under him.
11. Any other work/duties related to store as assigned by Director/Head of Department.

(R.M. KSHIRSAGAR)  
DIRECTOR



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No. FC/5-9Estt(RR)/2016

Date: 11<sup>th</sup> July-2016

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "ASSISTANT STORE KEEPER"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. Maintenance of all stores including the spare parts and accessories of pumps, appliances etc. procured for Civil Defence purposes.
2. Maintenance of their registers, procurement and issue and maintenance of upto date records, relating to all stores.
3. Attending to all correspondence including indenting, dispatch, billing and realization of cost of civil defence store supplied outside.
4. Assisting the store keeper in the issue of uniform clothing to the trainees and the staff and in the procurement, issue and maintenance of the general stores of all kinds and in maintenance of their accounts, registers etc. up to date.
5. Assisting the Store Keeper in the safe custody and disposal of all unserviceable stores by public auction.
6. Attending Transport and Railway Goods Office for dispatch / taking delivery of all stores consigned to the College.
7. Assisting the Store Keeper in bringing Miscellaneous, equipment Gas Cylinders etc. from the Local Suppliers/Manufactures, etc.
8. Any other work relating to the stores, as may be assigned to him.

  
**SHAMIM**  
Director  
Govt. of India Ministry of Home Affairs  
National Fire Service College  
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NO. FC/5-10/Estt.(RR)/2023

Dated: 23<sup>rd</sup> March, 2023

**DUTIES & RESPONSIBILITIES FOR THE POST OF  
"FOREMAN" IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He is responsible for upkeep of all the Vehicles/Machinery.
2. He will perform his duty diligently and with vigilance.
3. He is responsible to operate and maintain special appliances/vehicles like: Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types of appliances required for Demonstration/Training purpose to the Trainee Officers/Student of the College under the supervision of Officer-in-Charge of Workshop/Field Training..
4. He will not make un-authorized movement of any vehicle.
5. He will ensure that in case of any mechanical defect in any vehicle, to intimate timely to the Officer- in-charge and remedial measures taken.
6. He will be responsible to keep all the documents ready relating to the vehicles.
7. He is responsible to maintain /up-keep the record like Log Book, Repair Book of all vehicles and POL Register for audit purpose and to assist the auditor during audit.
8. Supervise the work of Staff member under him.
9. Any other work/ duties as assigned by the Officer -in-Charge/Head of Department.

  
(R.M. KSHIRSAGAR)  
DIRECTOR

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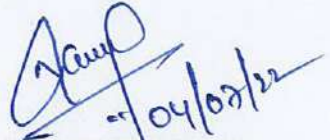
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No. FC/ 5-10/Estt(RR)/2022(Part-I)

DATED:- 04 /07/2022

**DUTIES & RESPONSIBILITIES FOR THE POST OF "MECHANIC"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To assist Foreman during repair and maintenance of machinery and vehicles etc.
2. He will ensure that in case of any mechanical defect in any vehicle, to intimate timely to the Officer- in-charge and remedial measures taken.
3. Driving of vehicle/machinery.
4. He will not make any un-authorized movement of the vehicle.
5. He will maintain the Log Book of the vehicle every day and maintain its repair book.
6. He will be responsible to keep all the documents relating to the vehicle and his valid Driving License with him all the time for Driving of vehicle/machinery.
7. He shall be available for duty when ever called any time during the day/night.
8. Any other duty assigned by the Workshop-in-Charge/Head of Office.

  
(DR. GOUTHAM KUMAR)  
ASSISTANT PROFESSOR  
HEAD OF OFFICE

भारत सरकार  
गृह मंत्रालय  
राष्ट्रीय अग्निशमन सेवा महाविद्यालय  
राजनगर, नागपुर-440013



Government of India  
Ministry of Home Affairs  
National Fire Service College  
Rajnagar, Nagpur-440013

Telephone No:- 0712-2982225; Telefax No:- 2982224; Website:- [www.nfscnagpur.nic.in](http://www.nfscnagpur.nic.in) E-mail:- [nfscnagpur-mha@nic.in](mailto:nfscnagpur-mha@nic.in)

NO. FC/5-10/Estt.(RR)/2023

Dated: 9<sup>th</sup> March, 2023

**DUTIES AND RESPONSIBILITIES OF**  
**“FIRE ENGINE DRIVER CUM OPERATOR” IN**  
**NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He is responsible for upkeep of the vehicle attached with him.
2. He will be alert through-out the duty and perform his duty diligently and with vigilance.
3. To drive, Operate and maintain special appliances/vehicles like Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types of appliances for Demonstration/Training purpose to the Trainee Officers/Student of the College under the supervision of Officer-In-Charge.
4. He will wash his vehicle daily in the morning and keep it ready for any emergency or journey.
5. He will ensure that in case of mechanical defect, to intimate timely to the Officer- in-charge and remedial measures taken.
6. He will not make any un-authorized movement of the vehicle.
7. He will remain on duty till relieved by the officer and follow the instructions of the officer using the vehicle.
8. He will maintain the Log Book of the vehicle every day and maintain its repair book.
9. He will be responsible to keep all the documents relating to the vehicle and his Driving License with him all the time.
10. He shall be available for duty when over called any time during the day/night.
11. Any other duty assigned by the Workshop-in-Charge/head of Office.

  
(R.M. KSHIRSAGAR)  
DIRECTOR

**DUTIES & RESPONSIBILITIES OF "ADMINISTRATIVE OFFICER" IN  
NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

**1. GENERAL**

He will ensure that he is fully conversant with all orders issued in respect of general policy and procedures relating to all administrative aspects of the College. He will carry out his duties as Administrative Officer of the College in accordance with the orders laid down from time to time. He will be responsible to the Director in the conduct of his duties through the Deputy Director. The broad details of his duties are given in the succeeding paras.

**2. General Administration:**

- (a) He will ensure that all administrative work pertaining to office routine, maintenance of buildings, accounting and maintenance of equipment, personnel matters are dealt with efficiently as per rules and procedures laid down.
- (b) Supervision of the proper maintenance of all office records of the college including periodical weeding out and disposal of old records.
- (c) Correspondence with the CPWD, State PWD, Municipal Corporation and other public utility services regarding the maintenance and upkeep of college and hostel premises.
- (d) To prepare and submit all periodical and administrative reports to the Ministry after necessary approval of the Director/Deputy Director.
- (e) Maintenance of up-to-date entries in the Diploma/Certificate registers and recipients of medals and certificates of the college.
- (f) Preparation and submission of progress reports on annual inspection of the college.
- (g) All correspondence concerning Trainees' mess run by the Contractor.
- (h) Correspondence concerning administration of the college including Parliament Questions and routine reports and returns.

### **3. Establishment:**

- (a) All correspondence with regard to Recruitment of staff, Framing & Amendment of Recruitment Rules and revival of posts time to time.
- (b) Scrutiny and signing of Service Books of Group 'C' employees, increments, service verification, leave etc., and submission of relevant cases to Deputy Director.
- (c) Work as a Member of the Departmental Promotion Committee/Interview Board for cases of promotion/confirmation of all members of 'C' groups.
- (d) Responsible to ensure maintenance of proper discipline of the staff placed under him.
- (e) Work as 'Liaison Officer' for the NFSC in the local committees for recruitment of disabled persons, SC/ST candidates, etc.
- (f) Routine administrative work relating to all service matters of the staff, declaration of holidays, etc.
- (g) Sanctioning of leave to the staff under him.

### **4. Accounts:**

Work as 'Drawing and Disbursing Officer' of the college as and when detailed by the Director.

### **5. Store & Purchase Section:**

- (a) Periodical checking of entries in the Stock Register regarding purchase and issue, physical verification of stores, stationery, etc. and submitting reports to the Deputy Director / Director.
- (b) Scrutiny of tenders that are received as to their eligibility and putting up of the comparative statement of rates etc. to the Chairman Purchase Committee of the College, with necessary observations from administrative/procedural angle.

### **6. Welfare:**

- (a) All correspondence concerning welfare project/measures relating to Trainees' and Staff, including Benevolent Fund.
- (b) To act as Treasurer of the NFSC Trainees' Sports Club.

### **7. Other duties:**

To carry out any other work may be allotted to him by the Director/Deputy Director.

  
(R.S. CHAUDHARI)  
DIRECTOR

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राजनगर, नागपुर-440013



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Government of India  
Ministry of Home Affairs  
National Fire Service College  
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Telephone No:-0712-2982225; Telefax No:- 2982224; Website:- [www.nfscnagpur.nic.in](http://www.nfscnagpur.nic.in) E-mail:-  
[nfscnagpur-mha@nic.in](mailto:nfscnagpur-mha@nic.in)

NO. FC/5-11/2023

Dated: 21<sup>st</sup> July, 2023

**DUTIES & RESPONSIBILITIES OF ACCOUNTS OFFICER IN  
NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He shall function as the Cheque Drawing and Disbursing Officer.
2. He shall assist the Director in the discharge of his duties on all financial matters.
3. He shall be responsible for the proper functioning of the office system pertaining to accounts.
4. He shall assist the Director in the consolidation and finalization of the Budget (Plan / Non Plan) of the Department
5. He shall collect materials from staff for preparation of Annual Action Plan.
6. He shall guide the staff in sending financial proposals to Govt. and to get financial sanction from Govt. in time.
7. He shall cause to prepare all the contingent bills for department expenditure and other personal claims of the staff and make proper Disbursement.
8. He shall be responsible for the maintenance of accounts of the department.
9. He shall make periodical inspection of various sections.
10. He shall conduct internal audit of the accounts of the department
11. He shall assist the officers in clearing the audit paras raised by both internal auditors and by Audit Officers of Accountant General.
12. He shall prepare annual Action Plan and Non-Plan Budget in Consultation with other officers.
13. He shall make surprise checks of the stock and stores of the department and make a report to the Director at least once a year.
14. He shall have close liaison with the PAO .
15. He shall conduct or cause to conduct reconciliation of the expenditure P.A.O. and receipt figures.
16. He shall furnish the requisite information to the Ministry/DGCD office from time to time.
17. To carry out any other work/duty as assigned by the Deputy Directors/Director.

  
(R.M.KSHIRSAGAR)  
DIRECTOR

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No. FC/ 5-10/Estt(RR)/2022(Part-I)

DATED: 04 /07/2022

**DUTIES & RESPONSIBILITIES OF 'ACCOUNTANT' IN  
NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To receive Dak/action papers and put up in relevant file for further action.
2. Assists in performing general ledger accounting functions as needed and/or assigned.
3. Compiles a wide variety of financial information for the purpose of providing required documentation and/or processing information.
4. Informs other staff regarding procedural requirements for the purpose of facilitating financial compliance within established practices.
5. Any other work assigned by superiors.

  
(DR. GOUTHAM KUMAR)  
ASSISTANT PROFESSOR  
HEAD OF OFFICE

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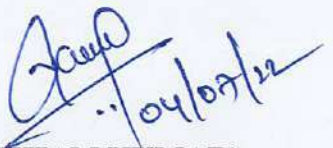
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No. FC/ 5-10/Estt(RR)/2022(Part-I)

DATED: 04 /07/2022

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "UPPER DIVISION CLERK"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. Maintenance of Service Books and Personal files.
2. Submission of leave application and other personal matters of employees.
3. Maintenance of Earned /Medical leaves account.
4. Preparation of Pay Bills.
5. Scrutiny and submission of other claims viz. T.A. Medical reimbursement, withdrawal/advance from GPF, LTC claims etc.
6. Compilation, preparation and submission of different monthly, quarterly and annual returns.
7. Maintenance of GPF account.
8. To deal with the pay fixation cases.
9. Care taking and store keeping.
10. Any other work/duties as assigned by Administrative Officer/HOO/HOD.

  
(DR. GOUTHAM KUMAR)  
ASSISTANT PROFESSOR  
HEAD OF OFFICE

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भारत गृह मंत्रालय



Government of India

Ministry of Home Affairs

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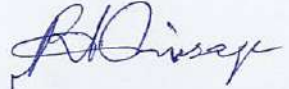
Telephone No:-0712-2982225; Telefax No:- 2982224; Website:- [www.nfsnagpur.nic.in](http://www.nfsnagpur.nic.in) E-mail:- [nfsnagpur-mha@nic.in](mailto:nfsnagpur-mha@nic.in)

NO. FC/5-10/Estt.(RR)/2023

Dated: 20<sup>th</sup> July, 2023

**DUTIES & RESPONSIBILITIES OF "HOSTEL WARDEN"**  
**POST IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To allot accommodation to the trainee- Officers in the Hostel and to attend to their difficulties and look after them during illness etc.
2. To check the cleanliness of the Hostel premises.
3. To keep the account of consumable stores and furniture issued to the Hostel.
4. To assist Officer-in-Charge in maintaining the good housekeeping of Hostel and Mess.
5. To maintain discipline in the Hostel.
6. To ensure security at Hostel and make sure that unauthorized person does not enter into the Hostel.
7. To take over the charge of the Stock of Hostel, maintain the ledgers for such Government property and the responsible for the same.
8. To be available at Hostel during duty hours and supervise the work of Hostel staff.
9. Any other work, as may be assigned to him from time to time.

  
(R.M. KSHIRSAGAR)  
DIRECTOR

भारत सरकार

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NO. FC/5-10/Estt.(RR)/2022(Part-I)

Dated: 18<sup>th</sup> January, 2023

**DUTIES & RESPONSIBILITIES OF "LOWER DIVISION  
CLERK" POST IN NATIONAL FIRE SERVICE COLLEGE**

1. Diary and dispatch work.
2. Typing work.
3. Maintenance of file record (Register) and file movement registers.
4. To maintain records of leave etc.
5. To maintain Service Book of Staff members.
6. To deal with the work related to training.
7. Any other work/duties as assigned by Administrative Officer/HOD.

*R.M. Kshirsagar*  
18/1/23

(R.M. KSHIRSAGAR)  
DIRECTOR

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NO. FC/ 5-10/Estt(RR)2022

DATED:- 12<sup>th</sup> December, 2022

**DUTIES & RESPONSIBILITIES OF "CHIEF INSTRUCTOR" POST**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

- 1) To act as in- charge of Instructional Staff.
- 2) Prepare SOP of tactical exercises, all types of drill and field training on Module.
- 3) 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 students of B.Tech.(Fire Engg.).
- 4) To drive, Operate and maintain special appliances/ Vehicles such as : Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types appliances for demonstration /training purpose to the Trainee Officers /Students of the College.
- 5) To be responsible for preventive maintenance, custody and issue of all training aids, appliances and equipment's, Communication system, Vehicle movement etc. .
- 6) To provide assistance in the conduct of Oral/Practical examination.
- 7) To be responsible for physical verification of stock.
- 8) To manage the Fire Station, Tactical management and Administration.
- 9) To attend any other duties as assigned by Deputy Director/Director.

  
(R.M.KSHIRSAGAR)  
DIRECTOR

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NO. FC/ 5-10/Estt(RR)/2022

DATED:- 12<sup>th</sup> December, 2022

## **DUTIES & RESPONSIBILITIES OF "SENIOR INSTRUCTOR"** **POST IN NATIONAL FIRE SERVICE COLLEGE**

1. To take charge of and be responsible for all appliances, stores, equipments, etc. issued to Fire Station.
2. To drive, Operate and maintain special appliances/ Vehicles such as : Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types appliances for demonstration /training purpose to the Trainee Officers /Students of the College under the supervision of Officer-in-Charge.
3. To instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.
4. To ensure prompt attendance of fire appliances and men. He should carry out surprise turn outs.
5. To see that the men placed on station duty as well as on ground duty is properly dressed and is acquainted with his duties.
6. 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.
7. To maintain all registers, log books, occurrence books, attendance rolls, etc. up-to-date.
8. To impart field training to the trainees Officers of all professional courses including B.Tech.(Fire Engg.) conducts by the College.
9. To provide assistance in the conduct of Oral/Practical examination.
10. To assist Chief Instructor/Assistant Director in imparting field training to the trainee Officers and manage the Fire Station administration.
11. Responsible for Maintenance/Up-keep and Testing of equipments.
12. Responsible for physical verification of stock (Equipment /other article) under him.
13. To attend any other duties as may be assigned by Chief Instructor /Faculty member.

  
(R.M. KSHIRSAGAR)  
DIRECTOR

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NO. FC/ 5-10/Estt(RR)2022

DATED:- 12<sup>th</sup> December, 2022

## **DUTIES & RESPONSIBILITIES OF "INSTRUCTOR" POST** **IN NATIONAL FIRE SERVICE COLLEGE**

1. To impart training to the trainees Officers of the College in various courses by conducting all types of Drill.
2. To drive, Operate and maintain special appliances/ Vehicles such as : Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types appliances for demonstration /training purpose to the Trainee Officers /Students of the College under the supervision of Officer-in-Charge.
3. Supervise the work of subordinate staff working under him.
4. Engaging classes for various training programme.
5. To help Senior Instructor /Chief Instructor/ Officer-in-Charge in imparting field training and other duties.
6. To make sure that the equipment required for training purpose is always in ready and fit condition, otherwise report to Officer-in-Charge.
7. To provide assistance in the conduct of Oral/Practical examination.
8. Responsible for Maintenance/Up-keep and Testing of equipments.
9. Responsible for physical verification of stock (Equipment /other article) under him.
10. To manage the Fire station & Administration.
11. To attend such other duties as may be assigned by Officer-in-Charge/ Faculty member.

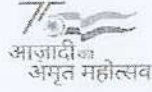
  
(R.M. KSHIRSAGAR)  
DIRECTOR

भारत सरकार

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NO. FC/5-10/Estt.(RR)/2022(Part-I)

Dated:- 19 December, 2022

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "SENIOR DEMONSTRATOR"**  
**AT NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To take charge of and be responsible for all appliances, stores, equipments, etc. issued to Demonstration Section.
2. To demonstrate various Fire & Rescue Drills, under the supervision of the Office-in-charge.
3. To drive, Operate and maintain special appliances/ Vehicles like: Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types appliances for demonstration /training purpose to the Trainee Officers /Students of the College under the supervision of Officer-in-Charge.
4. To supervise the work of Junior Demonstrator, Leading Fireman, and Firemen & Rescue Operator.
5. To ensure prompt attendance of fire appliances and men.
6. He should carry out surprise turn outs.
7. To see that the main placed on ground duty is properly dressed and is acquainted with his duties.
8. 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.
9. To maintain all stock registers of Fire Fighting Equipments issued to the Demonstration Section.
10. To impart Field Training, Fire Ground Operation etc. to the trainee Officers of all professional courses including B. Tech. (Fire) Course conducts by the College.
11. To provide assistance in the conduct of Oral/Practical examination.
12. To assist Assistant Director in imparting Field Training, Fire Ground Operation etc. to the trainee Officers.
13. Responsible for Maintenance/Up-keep and testing of equipments.
14. Responsible for physical verification of stock (Equipment/other article) under him.
15. To attend such other duties as may be assigned by superior.

  
(R.M. KSHIRSAGAR)  
Director

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Ministry of Home Affairs  
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NO. FC/5-10/Estt.(RR)/2022(Part-I)

Dated:- 22<sup>nd</sup> December, 2022

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "JUNIOR DEMONSTRATOR"**  
**AT NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To attend various Drills & Practical's as per time table.
2. To demonstrate various Fire & Rescue Drills, under the supervision of the Senior Demonstrator/ Officer-in-Charge.
3. To drive, Operate and maintain special appliances/ Vehicles likes: Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types appliances for demonstration /training purpose to the Trainee Officers /Students of the College under the supervision of Officer-in-Charge.
4. Maintenance/ Up-keep and testing of equipment issued to Demonstrator section from Store.
5. To provide assistance in the conduct of Oral/Practical examination.
6. To supervise the work of Leading Fireman and Fire & Rescue Operator.
7. Maintenance of training ground, classrooms and stores with the assistance of supporting staff.
8. To provide training to the staff under him.
9. To prepare and make available teaching aids for Drills and Practical's.
10. To make sure that the equipments required for training/ demonstration purpose is always in ready and fit condition, otherwise to report to Senior Demonstrator/Officer-in-Charge.
11. To attend such other duties as may be assigned by Officer-in-Charge /Senior Demonstrator.

  
(R.M. KSHIRSAGAR)  
Director

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NO. FC/5-10/Estt.(RR)/2022(Part-II)

Dated: 14 February, 2023

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "LEADING FIREMAN"**  
**AT NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To attend various Drills & Practical's as per time table.
2. To conduct various live Fire & Rescue Drills, under the supervision of the Junior Demonstrator/ Senior Demonstrator/ Officer-in-Charge.
3. To drive and maintain special appliances/ Vehicles such as : Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types appliances for demonstration /training purpose, under the supervision of Officer-in-Charge.
4. Maintenance/ Up-keep and testing of equipment issued to Demonstrator section from Store.
5. To provide assistance in the conduct of Oral/Practical examination.
6. To supervise the work of Fire & Rescue Operator.
7. Maintenance of training ground, classrooms and stores with the assistance of supporting staff.
8. To provide training to the staff under him.
9. To prepare and make available teaching aids for Drills and Practical's.
10. To make sure that the equipments required for training/ demonstration purpose is always in ready and fit condition, otherwise to report to Senior Demonstrator/Officer-in-Charge.
11. To attend such other duties as may be assigned by the Junior Demonstrator/ Senior Demonstrator/Officer-in-Charge.

  
(R.M. KSHIRSAGAR)  
Director

भारत सरकार

गृह मंत्रालय

राष्ट्रीय अग्निशमन सेवा महाविद्यालय

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National Fire Service College

Rajnagar, Nagpur-440013

Telephone No:-0712-2982225; Telefax No:- 2982224; Website:- www.nfscnagpur.nic.inE-mail:- nfscnagpur-mha@pic.in

NO. FC/5-10/Esstt.(RR)/2022(Part-II)

Dated: 14 February, 2023

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "FIRE AND RESCUE OPERATOR"**  
**AT NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To attend various Drills & Practical's as per time table.
2. To conduct various Fire & Rescue Drills, under the supervision of the Officer-in-Charge.
3. To operate and maintain various types of fire pumps for demonstration/ practical purpose.
4. To drive and maintain special appliances/ Vehicles such as: Turn Table Ladder, Hydraulic Platform, Water Tender, Dry Chemical Powder Tender and other such types of appliances for demonstration /practical purpose under the supervision of Officer-in-Charge.
5. Maintenance/ Up-keep and testing of equipment issued to Demonstrator section from Store.
6. To provide assistance in the conduct of Oral/Practical examination.
7. Maintenance of training ground, classrooms and stores with the assistance of supporting staff.
8. To make sure that the equipments required for training/ demonstration purpose is always in ready and fit condition, otherwise to report to Senior Demonstrator/Officer-in-Charge.
9. To attend such other duties as may be assigned by the Leading Fireman/ Junior Demonstrator/ Senior Demonstrator/ Officer-in-Charge.

  
(R.M. KSHIRSAGAR)  
Director



भारतसरकार

गृहमंत्रालय

राष्ट्रीय अग्निशमनसेवामहाविद्यालय

सिविललाईन्स, पामरोड, नागपुर



GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

NATIONAL FIRE SERVICE COLLEGE

Civil Lines, Palm Road, NAGPUR-440 001

Tel. 0712-2565074, 2560476, Telfax-2560179 & 2560075

Website- nfscnagpur.nic.in Email- nfscnagpur-mha@nic.in


No. FC/5-10Estt(RR)/2016

Date: 11<sup>th</sup> July-2016

### Duties & Responsibilities

#### For the post of Artist-cum-Draughtsman (Fire Prevention) in National Fire Service College, Nagpur

1. To prepare charts, sketches and drawings for training purpose.
2. To assist the concern faculty/course officer to design various training modules for training purpose.
3. To assist trainees Officers of all professional Courses to conduct practical classes on the subject of Plan Reading as per syllabus and study of various drawings in the field of Fire Prevention.
4. To prepare certificates of professional courses and maintain its records.
5. Any other work /duties as assigned by concern faculty/course officer.

  
**SHAMIM**  
Director  
Govt. of India Ministry of Home Affairs  
National Fire Service College  
NAGPUR

भारत सरकार  
गृह मंत्रालय  
राष्ट्रीय अग्निशमन सेवा महाविद्यालय  
राजनगर, नागपुर-440013



GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
**NATIONAL FIRE SERVICE COLLEGE**  
Rajnagar, **NAGPUR-440 013**

Telephone No. 0712-2982225 Telefax No. 2982224 website:- nfscnagpur.nic.in email:- nfscnagpur-mha@nic.in

NO. FC/5-10/Estt (RR)/2022

DATED: 14/10/2022

**DUTIES & RESPONSIBILITIES OF JUNIOR TRANSLATOR POST IN**  
**NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

- i) Terminological work in Hindi and translation work from English into Hindi and vice versa;
- ii) To ensure compliance of section 3(3) of the Official Languages Act and other rules etc.,
- iii) The work connected with the implementation of Official Language Policy, compliance of directions/instructions issued by the Department of Official Language from time to time in this regard, convening the meetings of the Official Language Implementation Committees etc.
- iv) Training of staff in Hindi;
- v) Co-ordination, implementation for the spread of Hindi;
- vi) Preparation and verification of Brochures/specific notes/reports and other allied matters in Hindi;
- vii) Planning and execution of duties connected with various committees involving the use of Hindi;
- ix) Promoting and implementation of Hindi Teaching Scheme for non-Hindi speaking employees at National Fire Service College as per Govt. directives from time to time;
- x) Any other work that may be assigned by his/her superior officer from time to time.

  
(R. M. KSHIRSAGAR)  
DIRECTOR

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भारत गुरुकुल



Government of India

Ministry of Home Affairs

National Fire Service College

Rajnagar, Nagpur-440013

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NO. FC/5-10/Estt.(RR)/2022(Part-II)

Dated: 20<sup>th</sup> February, 2023

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "RADIO MECHANIC"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. To attend routine work in Communication Engineering Laboratory.
2. To installs, tests, repairs and maintains static and mobile wireless sets, handheld radios, frequency generator, Oscillators, frequency recorders, voice logger, computer aided communication system including the networking, amplifiers, rectifiers, repeaters and various types of antennas.
3. Checks frequencies and solves interference problems.
4. To installs and maintains public address systems, electronic sirens and other equipment's and systems.
5. Periodically checks reliability of equipment.
6. To assist Trainee Officers of all professional courses including Students of B.Tech. (Fire Engineering) in there practical work.
7. To maintain the Stock register /record of all articles available in Laboratory.
8. Any other work / duties as assigned by concerned Faculty/ Course Officer/Head of Office/Director.

  
(R.M. KSHIRSAGAR)  
DIRECTOR

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राजनगर, नागपुर-440013



Government of India  
Ministry of Home Affairs  
National Fire Service College  
Rajnagar, Nagpur-440013

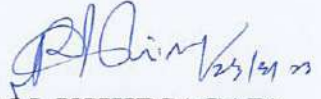
Telephone No:-0712-2982225; Telefax No:- 2982224; Website:- [www.nfscnagpur.nic.in](http://www.nfscnagpur.nic.in) E-mail:- [nfscnagpur-mha@nic.in](mailto:nfscnagpur-mha@nic.in)

NO. FC/5-10/Esstt.(RR)/2023

Dated: 23 March, 2023

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "ELECTRICIAN"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He shall be responsible for repair of vehicle and equipment as regard to electrical components and parts.
2. He shall maintain daily work register for the job performed on vehicle and equipments on daily basis and get it signed by concerned officers.
3. To be available at Fire Station/Workshop/Basic Electrical Engineering Lab. of the College.
4. In addition to the above, he shall perform duties as per circular, standing order and lawful instructions of Superior Officers.

  
(R.M. KSHIRSAGAR)  
DIRECTOR

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भारत गृह मंत्रालय



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आज़ादी का  
अमृत महोत्सव

Government of India

Ministry of Home Affairs

National Fire Service College

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NO. FC/5-10/Estt.(RR)/2023

Dated: 28<sup>th</sup> March, 2023

**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "CARPENTER"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. He will be responsible for attending day-to-day minor wooden furniture repair works where-ever needed in the department.
2. To assist Students of the College in their practical work related to Carpentry shop in Work Shop Technology Laboratory of the College.
3. In addition to the above, he shall perform duties as per circular, standing order and lawful instructions of Superior Officers.

  
(R.M. KSHIRSAGAR)  
DIRECTOR



**DUTIES & RESPONSIBILITIES**  
**FOR THE POST OF "MULTI-TASKING STAFF"**  
**IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. Physical maintenance of records of section.
2. General cleanliness & upkeep of the Section/College.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Sections/College.
6. Assisting in routine office work like diary, dispatch etc. including on computer.
7. Delivering of Dak (inside & outside the building)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixture etc.
13. Driving of vehicles, if in possession of valid driving license.
14. Upkeep of parks, lawns, potted plants etc.
15. To assist in maintaining record of issue and receipt of store articles etc.
16. To assist in proper maintenance of stocks articles.
17. To be available in Store during the working hours and assist the Store Keeper.
18. To assist in making sure proper safety of the stocks of articles.
19. General cleanliness & upkeep of the Section, dusting of furniture, Books and reading Rooms etc.

**Continue on page.....2**

20. To help Librarian in routine work like maintaining record for issue, receipt, entry of Books and other reading material etc. including on computer.
21. To help the Librarian in proper maintenance of Books and other stock of Library.
22. To be available in Library during the working hours and assist the Librarian in providing reading material to the trainee officers / Students of the College.
23. To assist Librarian in making sure proper safety of the stock of Library.
24. To make sure that all electrical appliances are switched off and no ignition source is left in the section before closing it at any time.
25. To maintain and clean all class Room Tables, board, equipment such as Computer, projectors and other equipment's required for day-to-day teaching /training purpose.
26. To maintain class Room for examination purpose and help to invigilator during examination.
27. To help during out door practical examinations by bringing out material, equipment's and making up all equipment after examination.
28. To be available in Laboratory and help to the Laboratory Assistant during practical's.
29. Clean Laboratory equipment's and systems and Glassware used during practical.
30. Any other work as assigned by superior authority.

  
(R.M. KSHIRSAGAR)  
DIRECTOR