

CIRCULAR

**SUBJECT: ENGAGEMENT OF CONSULTANTS IN NATIONAL FIRE SERVICE COLLEGE-
REGARDING.**

National Fire Service College invites application from **only retired officers (not more than 62 years of age on the closing date of the advertisement)** of 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 on contract basis having experience of functioning in Government Organizations.

2. The details including brief job-description, eligibility criteria, terms of reference, form of application etc. for engagement of ten (08) consultants against the following vacant post is available on NFSC website (www.nfscnagpur.nic.in).

Sl. No.	Name of Posts	Number of Post	Essential Qualification & Nature of duty	Maximum Age	Tenure of Contract
1	Dy. Director	1	As per Annexure-I	62 years of age on the closing date of the Advertising	Initially one (1) year, which may be extended as per requirement of the department. However, it shall not be extended beyond 05 years.
2	Assistant Director	3	As per Annexure-II		
3	Chief Instructor	1	As per Annexure-III		
4	Sr. Instructor	2	As per Annexure-IV		
5	Accountant	1	As per Annexure-V		
TOTAL POSTS		08			

3. NFSC reserve the right to accept or reject in part or in fully any or all the responses without assigning any reasons whatsoever.

4. Last date of receipt of application is **21 days** from the date of publishing the advertisement in newspaper. Application received incomplete or after the due date will not be considered.

5. Intended retired officers (**not more than 62 years of age on the closing date of the advertisement**) having good health and willing to work as consultants in the NFSC may submit their applications to the undersigned at the following address within due date along with copy of PPO and LPC.

The Director
National Fire Service College,
Government of India, Ministry of Home Affairs,
Taakli Feeder Road, Rajnagar
Nagpur- 440013

DIRECTOR

NATIONAL FIRE SERVICE COLLEGE**1. JOB DESCRIPTION FOR THE CONSULTANT AGAINST THE POST OF DEPUTY DIRECTOR:**

Essential Qualification	AGE	Work Experience
Retired at the level of Deputy Director or equivalent in Level 11 of Pay Matrix as per 7 th CPC.	62 years of age on the closing date of the Advertising	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.
DUTIES & JOB RESPONSIBILITY: GENERAL: He 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: <ol style="list-style-type: none"> To assist the Director in general administration of the College particularly relating to establishment matters. 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. To supervise the work of Assistant Director, Administrative Officer, Accounts Officer and other officers and staff placed under him. To work as Liaison Officer of the College with other local organizations in matters concerning general administration. He deals with legal matters pertaining to administration. 2. FIELD TRAINING AND MT SECTION DUTIES: <ol style="list-style-type: none"> 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. As a teaching faculty to these courses. Exam paper setting and post exam evaluation of these courses. Up-keep and maintenance of fire fighting appliances and equipment, required for on ground training purpose. To ensure that all fire vehicles shall be in working condition. As a Presiding officer for Condemnation Board. Training of Trainer to demonstration staff and drivers of Field Training Team conducted in-house. 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 assist the Director in preparation of technical specifications for procurement of equipment.
 - (b) 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.

NATIONAL FIRE SERVICE COLLEGE**2. JOB DESCRIPTION FOR THE CONSULTANT AGAINST THE POST OF ASSISTANT DIRECTOR:**

Essential Qualification	AGE	Work Experience
Retired at the level of Assistant Director or equivalent in Level 7 of Pay Matrix as per 7 th CPC .	62 years of age on the closing date of the Advertising	(1) Three years' experience in fire fighting or training as Sub Officer or Sub Inspector (Fire) or Senior Instructor or Assistant Fire Officer or Assistant Station Officer or higher rank in a recognised full time Fire Brigade or Service in the Central Government or State Government or Union territory Administration or Municipal Corporation or Industrial or Aviation or Port or Government recognised Fire Service Training Institute;
DUTIES & JOB RESPONSIBILITY: <ol style="list-style-type: none"> 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 Engg.) 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. 		

NATIONAL FIRE SERVICE COLLEGE**3. JOB DESCRIPTION FOR THE CONSULTANT AGAINST THE POST OF CHIEF INSTRUCTOR :**

Essential Qualification	AGE	Work Experience
Retired at the level of Chief Instructor or equivalent in Level 7 of Pay Matrix as per 7 th CPC .	62 years of age on the closing date of the Advertising	Experience in teaching or training in fire-fighting 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;
DUTIES & JOB RESPONSIBILITY: <ol style="list-style-type: none">1. To perform 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 Engineering).2. To be responsible for preventive maintenance, custody and issue of all training aids, appliances and equipments, Communication system, Vehicle movement etc.3. To provide assistance in the conduct of Oral/Practical examination.4. To be Responsible for physical verification of stock.5. To manage the Fire station, Tactical management and Administration.6. To attend such other duties as assigned by Assistant Director/Deputy Director /Director.		

NATIONAL FIRE SERVICE COLLEGE**4. JOB DESCRIPTION FOR THE CONSULTANT AGAINST THE POST OF SENIOR INSTRUCTOR :**

Essential Qualification	AGE	Work Experience
Retired at the level of Senior Instructor or equivalent in Level 7 of Pay Matrix as per 7 th CPC .	62 years of age on the closing date of the Advertising	Experience in Fire-fighting 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 Under taking 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;
DUTIES & JOB RESPONSIBILITY: <ol style="list-style-type: none"> 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 professional courses 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. 11. To attend such other duties as may be assigned by Faculty member. 		

NATIONAL FIRE SERVICE COLLEGE**5. JOB DESCRIPTION FOR THE CONSULTANT AGAINST THE POST OF ACCOUNTANT :**

Essential Qualification	AGE	Work Experience
Retired at the level of Accountant or equivalent in Level -5 of Pay Matrix as per 7 th CPC .	62 years of age on the closing date of the Advertising	Experience in Cash, Accounts and Budget work in a Government Office.
DUTIES & JOB RESPONSIBILITY: <ol style="list-style-type: none"> 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. 		

6. PERIOD OF ENGAGEMENT:

- 6.1 The initial engagement as Consultant would be for a period of one year, which may extended beyond one year depending upon the requirement of NFSC and performance review of the consultants or **but shall not be extended beyond 5 years after superannuation.**
- 6.2 The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with NFSC.
- 6.3 The engagement of Consultants would be of a temporary nature against the task assigned. The engagement can be cancelled at any time by NFSC without assigning any reason.

7. GENERAL REQUIREMENT FOR CONSULTANTS :

- 7.1 The candidate should have retired from Central Government Ministries/ Department having experience of functioning in Government bodies preferably in the concerned fields for the role of Consultant.
- 7.2 Age: Born on or after 01/08/1960.

8. REMUNERATION PAYABLE TO CONSULTANTS :

- a. A fixed monthly amount shall be paid as per the Government s norms, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement.
- b. No increment and Dearness Allowance shall be allowed during the term of the contract.

9. PROCEDURE FOR SELECTION OF CONSULTANTS :

Candidates meeting the condition in Para-1 above shall be shortlisted based upon criteria formulated by NFSC. The Communication shall be on the postal address given in the application and or through e-mail ID give by the Candidates.

10. WORKING FACILITIES TO BE PROVIDED :

Only the basic working facilities/ infrastructure will be provided to the Consultants. No Transport or Telephone/ Internet facility at residence etc. shall be provided.

11. OTHER ENTITLEMENTS OF CONSULTANTS :

11.1 Leave :

Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

11.2 TA/DA :

No TA/DA shall be admissible for joining the assignment or on its completion. The Consultants would be entitled to draw TA/DA for work-related travel as per his/her last entitlement at the time of retirement as per the Government norms, in case he/she is deputed for official work outside Nagpur.

11.3 ACCOMMODATION/ HRA :

No accommodation of HRA will be provided by NFSC.

11.4 TRANSPORTATION ALLOWANCE

A fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be paid as shown below:-

Rs. 7200/-	Level-9 and above as per pay matrix of 7 CPC
Rs. 3600/-	Level-3 to 8 as per pay matrix of 7 CPC
	Rs. 24200/- & above for Level-1 & 2 as per pay matrix of 7 CPC
Rs. 1350/-	Level-1 & 2 below Rs. 24200/- as per pay matrix of 7 CPC

The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.

12. CONFIDENTIALITY OF DATA AND DOCUMENTS

The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment without the written consent of NFSC. The Consultant shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.

13. WORKING HOURS

The Consultants shall have to work as per the working hours of NFSC. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would payable in work requires late sitting or coming on holidays.

14. RIGHTS OF NFSC

NFSC reserves the right to cancel and not to proceed in the matter for engagement of Consultants at any stage without giving any reason, whatsoever.

15. TERMINATION OF ENGAGEMENT

NFSC may terminate the service of the Consultants, if:

- 19.1 The Consultant is unable to accomplish the assigned works.
 - 19.2 Quality of the accomplished work is not to the satisfaction of NFSC.
 - 19.3 The Consultant fails in timely achievement of the milestones as decided by NFSC.
 - 19.4 The Consultant is found lacking in honesty and integrity.
 - 19.5 Posting of a government official who could do the Consultant's job.
 - 19.6 The requirement of Consultant for the work assigned ceased to exist.
 - 19.7 The undertaking given by the candidate is found false.
 - 19.8 The consultant completes 5 years of retirement.
16. The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

APPLICATION FORMAT FOR CONSULTANT

Photograph

(Self- attested)

1. Application against the post of	
2. Name in Full (BLOCK LETTER)	
3. Father's Name	
4. Address for correspondence with Pin Code	
5. Tel/ Mobile No. & Email id	
6. Date of Birth & Date of Superannuation from Govt. Service	
7. Last post held at the time of retirement & Office	
8. Name & address of last Office from which retired	
9. PPO & LPC No. (copies to be attached)	
10. Last pay drawn at the time of retirement	
Pay level (as per pay matrix 7 th CPC)-	
11. Educational Qualification	
12. Brief particulars of experience in Govt. Service (For the last 10 years)	

(Attach as separate sheet, if necessary)

Ministry/ Organisation	Department/ Post Held	Period		Nature of Work
		From	To	

1. Details of present employment
(Wherever applicable)
2. Additional relevant information, if any, in support of your suitability for the said engagement (Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action may be taken by the concerned authorities, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Signature of candidate

Name: _____

Place:

Date:

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Pay level (as per pay matrix 7th CPC)-
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