

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-one No. 0712-2982225 Telefax No. 2982224 website:- nfscnagpur.nic.in, email:- ao.nfscnagpur-mha@nic.in

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 one (01) consultant against the vacant post Laboratory Assistant Grade-I, is shown as Annexure-I.

| Sl. No. | Name of Posts | Number of Post | Essential Qualification & Nature of duty | Maximum Age | Tenure of Contract |
|---------|------------------------------|----------------|--|--|--|
| 1 | Laboratory Assistant Grade-I | 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. |

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 LABORATORY ASSISTANT GRADE-I:**

| Essential Requirement | AGE | Qualification | Experience |
|---|--|--|--|
| Retired at the level of Laboratory Assistant Grade-I or equivalent in Level 6 of Pay Matrix as per 7th CPC. | 62 years of age on the closing date of the Advertising | Bachelor of Science with Physics or Chemistry subjects from a recognised University. | Two years' experience as Laboratory Assistant. |
| DUTIES & JOB RESPONSIBILITY: | | | |
| <ol style="list-style-type: none"> 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. | | | |

2. PERIOD OF ENGAGEMENT:

- 2.1 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.**
- 2.2 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.
- 2.3 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.

3. GENERAL REQUIREMENT FOR CONSULTANTS :

- 3.1 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.
- 3.2 Age: **not more than 62 years of age on the closing date of the advertisement.**

4. 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.

5. 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 given by the Candidates.

6. 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.

7. OTHER ENTITLEMENTS OF CONSULTANTS :

7.1 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.

7.2 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.

7.3 ACCOMMODATION/ HRA :

No accommodation of HRA will be provided by NFSC.

7.4 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. 3600/- | Level-3 to 8 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.

8. 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.

9. 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.

10. 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.

11. 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.
12. 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 | LABORATORY ASSISTANT Gr.-I |
| 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/ Organisation | 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: