

File No. I-11016/51/2025-DGCD(F)
Government of India,
Ministry of Home Affairs,
Directorate General Fire Service, Civil Defence & Home Guards
(Fire Cell)

East Block-VII, Level-VII
R. K. Puram, New Delhi- 110066

Dated /05/2026

To

- i. The Secretaries of Ministries/ Departments of Government of India/
Chief Secretaries of State Governments/ Union Territories/ PSUs.
- ii. Head of Fire Services of all the States/ UTs
- iii. National Fire Service College, Nagpur
- iv. National Institute of Disaster Management

Subject:- Filling up the post of Laboratory Assistant Grade-I in National Fire Service College, Nagpur-440013 (M.H.), Ministry of Home Affairs, Government of India in pay level-6 in the pay matrix (Rs.35400-112400) on deputation (Including Short Term Contract) / absorption basis.

Sir/ Madam,

Applications are invited for filling up of one post of Laboratory Assistant Grade -I in National Fire Service College, Nagpur-440001(M.S.), Ministry of Home Affairs, Government of India in pay level-6 in the pay matrix (Rs.35400-112400) on deputation (Including Short Term Contract) / absorption basis from Officers under the Central Government or State Government or Union Territories or Universities or Public Sector Undertakings or recognised research institutions or Statutory or Autonomous Organisations:-

(A) (I) holding analogous posts on a regular basis in the parent cadre or department;
OR

(II) With six years of regular service in the post in level-5 of pay matrix or equivalent in the parent cadre or department,

and

(B) Possessing the following educational qualifications and experience :-



1. Bachelor of Science with Physics or Chemistry subjects from a recognised University.
2. Two years' experience as Laboratory Assistant.

Desirable:

1. Pass Sub-Officer Course,
2. Certificate or Diploma in Fire Engineering.

Note 1- Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2- The qualification (s) regarding experience is /are relaxable at the discretion of the Staff Selection Commission or Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Staff Selection Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note 3- Officers only of Central Government or State Governments or Union Territories shall be eligible for consideration for absorption.

Note 4- The Period of deputation (including short term contract) including period of deputation (including short term contract) spent 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 and the maximum age limit for appointment by deputation shall 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.

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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. The competent authority may sent cadre clearance certificate along with the application of the candidate.

Yours faithfully,



14 May 26

(Moreswar Kudkilwar)

Deputy Fire Adviser

Email: k.moreswar@dgfscdhg.gov.in

BIO-DATA/CURRICULUM VITAE PROFORMA
FOR THE POST OF LABORATORY ASSISTANT GRADE-I,
NFSC, NAGPUR

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era).	
3.i). Date of entry into service	
ii). 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
Qualification:- 1. Bachelor of Science with Physics or Chemistry subjects from a recognised University. 2. Two years' experience as Laboratory Assistant.	(A) Qualification
Experience:- (I) holding analogous posts on a regular basis in the parent cadre or department; OR	(B) Experience

(II) With six years of regular service in the post in level-5 of pay matrix or equivalent in the parent cadre or department,	
Desirable	Desirable
1. Pass Sub-Officer Course, 2. Certificate or Diploma in Fire Engineering.	(A) Qualification
(B) Experience	(B) Experience
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.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied.	

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

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP	From	To

	Scheme		

8. Nature of Present employment i.e. ad-hoc 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/organization to which you belong.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment. Please state whether working under. (a) Central Government. (b) State Government. (c) Autonomous Organization. (d) Government Undertaking. (e) University. (f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder			

grade.		
13. 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.		
14. Total emoluments per month now drawn.		
Basic Pay in the PB	Grade pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness relief/other etc., (with details)	Pay/interim Allowances break up
		Total Emoluments
16. A 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.		
16.B Achievements: The candidates are requested to indicate information with regard to;		
<ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. (vii) (Note: Enclose a separate sheet if the space is insufficient) 		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.		

#(officers under Central/State Governments are only eligible for 'Absorption'. Candidates of non-Government Organizations are eligible only for short Term Contract)	
# (The option of 'STC'/Absorption/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or Absorption" or "Re-employment").	
18. Whether belongs to SC/ST.	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Mobile No.

Email id:-

Date:

Certificate to be given by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately. The cadre clearance has been granted for applying to the post of Laboratory Assistant Grade-I, NFSC, Nagpur to Sh. / Smt./ Ms.,.....

2. Also certified that;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
2. His / her integrity is certified.
3. His / Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
4. No major /minor penalty was imposed on him / her during the last 10 years or a list of major / minor penalties imposed on him / her during the last 10 years in enclosed. (as the case may be)

Countersigned

Employer/ Cadre Controlling Authority