

मिसिल संख्या-A-12011/09/2018-DGCD(Esst.)  
भारत सरकार (Government of India)  
गृह मंत्रालय (Ministry of Home Affairs)  
महानिदेशालय-अग्निशमन सेवा, नागरिक सुरक्षा एवं गृह रक्षक  
Directorate General Fire Service, Civil Defence & Home Guards  
अग्नि अनुभाग (Fire Cell)

East Block-7, Level-7,  
R. K. Puram, New Delhi-110066

Dated – 27.09.2021

To

The Secretaries of Ministries/ Departments of Government of India/  
Chief Secretaries of State Governments/ Union Territories.

**Subject:- Filling up of one post of Chief Instructor in National Fire Service College, Nagpur under the Ministry of Home affairs on deputation basis (Including short-term contract).**

Madam/ Sir,

The Ministry of Home Affairs requires the services of a suitable officer for filling up the 01 post of Chief Instructor in National Fire Service College, Nagpur under the Ministry of Home Affairs on deputation (Including short-term contract).

2. The post of Chief Instructor is General Central Service, Group B, Gazetted, Non-Ministerial at Pay Level-7 (Rs. 44900-142400/-). Pay of the officers selected would be fixed as per the existing instructions of the Government of India.

3. The grades from which deputation (including Short-Term Contract) to the post of Chief Instructor is to be made is as under:-

Officers of the Central Government or State Government or Union Territories Administration or Autonomous Bodies or Statutory Organizations or Public Sector Undertaking or University or recognized research Institution ;

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in level 6 (Rs. 35400-112400) or equivalent, in the parent cadre or department; and

(b) Possessing the following educational and other qualifications:

(i) bachelor degree in science from a recognized university or diploma in any branch of engineering from a recognized institution and

(ii) pass sub-officer's course from the National Fire Service College, Nagpur and

(iii). five years' experience in teaching or training in firefighting in a rank not below the rank of Senior Instructor in a recognized Fire Service Organization in the Central Government or State Government or Union territories administration or Municipal Corporation or Industrial or Aviation or Port; and

(iv). should have minimum physical standard Height; Not less than 165 centimeters (relaxable by 5 centimeters for hill area candidates), chest : 81 centimeters normal, minimum expansion 5 centimeters. Weight: Not less than 50 kilograms, Hearing: Normal, Speech: Normal.

**Desirable:**

1. Medical First Aid Responder or Urban Search and Rescue course from a recognized Institute.
2. Valid Heavy Vehicle Driving License.

Note 1:- The Period of deputation (including short term contract) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 2:- The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

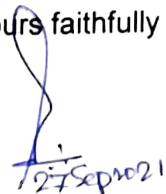
4. Officers who volunteer and are sponsored by their Ministry/Department/State Governments/UTs Administration etc. for the post will not be permitted to withdraw their names later.

5. The nominations of eligible officers along with their Application (in duplicate) duly countersigned by the competent authority in the prescribed proforma 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 **Director General (Fire Services, Civil Defence & Home Guards), East Block-7, Level-7, R. K. Puram Sect-1, New Delhi-110066** within 60 days from the date of publication of this advertisement in Employment News. While forwarding the names, an integrity certificate, Cadre Clearance, Major/Minor Penalty Certificate and a

disciplinary action/proceeding vigilance case is either pending or being contemplated against the Officer may also be attached.

6. Application received after the last date or application incomplete in any respect or those not accompanied by the document/ information mentioned in para 5 above will not be considered. The cadre Authorities may ascertain that the particulars sent by the officer are correct as per the service record.

Yours faithfully



Moreswar Kudkilwar  
(Dy. Fire Adviser)  
Telfax: 26712951

Email: [k.moreswar@dgfscdhg.gov.in](mailto:k.moreswar@dgfscdhg.gov.in)

**BIO-DATA/CURRICULUM VITAE PROFORMA FOR THE POST OF  
CHIEF INSTRUCTOR IN NATIONAL FIRE SERVICE COLLEGE, NAGPUR**

1. Name of the post applied for :-
2. Name and Address in Block Letters.
3. Date of Birth (in Christian era).
4. Date of retirement under Central/State Government rules.
5. Educational Qualifications.
6. 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.)

<b>Qualifications/Experience required as mentioned in the advertisement/Vacancy Circular</b>	<b>Qualifications/Experience possessed by the Officer</b>
<b>Essential</b>	<b>Essential</b>
(A)	(A)
(B)	(B)
<b>Desirable</b>	<b>Desirable</b>
(A)	(A)
(B)	(B)

7. 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.
8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

<b>Office/Instit./ Orgn.</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Level in the Pay Matrix</b>	<b>Nature of Duties</b>

9. Nature of Present employment i.e. adhoc or temporary or quasi-permanent or permanent.
10. In case the present employment is held on deputation/contract basis, please state.
  - (a) The date of initial appointment.
  - (b) Period of appointment on deputation/contract.
  - (c) Name of the parent office/organisation to which you belong.
11. Additional details about present employment. Please state whether working under.
  - (a) Central Government.

- (b) State Government.
- (c) Autonomous Organisation.
- (d) Government Undertaking.
- (e) University.

12. 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.

13. Total emoluments per month now drawn.

14. 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.

15. Whether belongs to SC/ST.

16. Remarks.

Date:- \_\_\_\_\_  
Countersigned:- \_\_\_\_\_  
(Employer with Seal)

Signature of the Candidate

Address:- \_\_\_\_\_  
\_\_\_\_\_

Contact No./Mobile No-----

## **Certificate to be given by Head of Office of the Applicant**

1. Certified that the particulars furnished by Shri/Smt./Ku \_\_\_\_\_ have been verified from his/her record and found correct.
2. No vigilance case is either pending or contemplated against Shri/Smt./Ku \_\_\_\_\_ His/her integrity is certified.
3. No major /minor penalty was imposed on Shri/Smt./Ku \_\_\_\_\_ for the last 10 years as per the records in the ministry / department .

\_\_\_\_\_  
**Signature of the Head of Office with seal**