

मिसिल सं. A-14020/01/2024-DGCD(Estt.)
 (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
 (स्थापना अनुभाग) Establishment Section

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

Subject:- Filling up the one post of “Senior Staff Officer (Publication & Coordination)” in the O/o Director General (Fire Service, Civil Defence & Home Guards), in the Ministry of Home Affairs on deputation (Including short term contract) basis-reg.

It is proposed to fill up one post of **Senior Staff Officer (Publication & Coordination)** in the O/o Director General (FS, CD & HG) in the Ministry of Home Affairs on deputation (Including short term contract basis in Pay Level-11 as per 7th CPC or equivalent., may be filled up by:

(a) **Deputation** (Including Short Term Contract)

Officers of the Central/State Government/UT Administration

- (a) (i) holding analogous posts on regular basis; or
 (ii) with 5 years regular service in post in the scale of Pay Level-10 of 7th CPC or equivalent; or
 (iii) with 8 years' regular service in posts in the scale of Pay Level-6 of 7th CPC or equivalent; and
- (b) Possessing the following qualifications and experience :—
 Essential:
 (i) Degree from a recognised University or equivalent.
 (ii) 5 years' experience related to Civil Defence/Home Guards.
 Desirable:-
 (i) Experience in publication of Training manuals.
 (ii) Experience in General Administration.

2. The departmental Junior Staff Officers with 8 years regular service in the grade will also be considered along with the outsiders and in case any of them is selected for appointment to the posts, the same shall be deemed to have been filled by promotion.
3. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
4. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
5. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed three years.

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6. The Application (in duplicate) through proper channel in the enclosed proforma along-with the complete and up-to-date 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, who could be spared immediately in the event of their selection may be sent to the Directorate General Fire Service, Civil Defence & Home Guards, East Block-7, Level-7, R.K. Puram, New Delhi-110066 within 45 days from the date of publication of this advertisement. While forwarding the names, an integrity certificate and a certificate that no disciplinary action/proceeding vigilance case in either pending or being contemplated against the Officer may also be attached.
7. Officers who volunteer and are sponsored by their Ministry/Department/State Government/UTs Administration, etc., for the post will not be permitted to withdraw their name later.



(Romil Baaniya, IPS)
Deputy Director General/ Head of Office
☎: 011-20907978

BIO-DATA PRO FORMA FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT) Basis

1.	Name and Address (in block letters)					
2.	Father 's Name					
3.	Place of Birth					
4.	Home State					
5.	Date of Birth (in Christian era)					
6.	Date of joining Govt service and name of the parent department /Ministry /PSU / Autonomous body etc.					
7.	Date of retirement under Central/State Government Rules					
8.	Educational Qualifications including extra professional qualification					
9.	Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)					
	Office/Institution	Post held	From	To	*Pay Band and Grade Pay & Basic Pay	Nature of Duties
	<ul style="list-style-type: none"> (Pay Band and Grade pay of the post being held on regular basis) 					
10	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent/contract					
11	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 the applicant belongs					
12	If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules (if yes, please also indicate the date of repatriation)					
13.	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.	
14.	Experience in the field of Intelligence Collection: (Please specify the no. of years in intelligence collection and nature of duties performed)	
15.	Please intimate whether the officer is likely to be promoted in near future	
16	Whether belongs to SC/ST/OBC	
17	Remarks	

Date : _____

Signature of the candidate
Address _____
Mobile/Phone No.
E-mail Address

Certified that particulars furnished above are correct as per available records. There is noting adverse pending or contemplated against him. He is clear from vigilance angle. His integrity is beyond doubt.

Countersigned

(Employer with Seal, not below the rank of Under Secretary in the Govt of India.)

- 1 Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also Certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete CR dossier/ACRs for the last five years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (iii) His Integrity is beyond doubt.
- (iv) No major/minor penalties has been imposed on him during the last 10 years /list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out which is not applicable.)

Signature

Date

Name & Designation of
the Employer

Place

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.

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 (upto 2023-24) 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