

No. A-12012/01/2017-DGCD(F)  
Government of India  
Ministry of Home Affairs  
Directorate General FS, CD & HG

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

Dated 06<sup>th</sup> October, 2022

To

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

**Sub:- Filling up the post of Accounts Officer in National Fire Service College, Nagpur on deputation basis.**

The Ministry of Home Affairs requires the services of a suitable officer for the post of Accounts Officer in National Fire Service College, Nagpur under the Ministry of Home Affairs. As per the existing RRs, the post is to be filled on deputation (Including Short Term Contract) basis.

2. The grades from which deputation (Including Short Term Contract) to the post of Accounts Officers to be made is as under:

Officers under the Central Government or State Government or Union Territories Administrations or recognized research institutions or Universities or Public Sector Undertakings or semi-Government or statutory or autonomous organizations:

- (g) i. holding analogous post on regular basis in the parent cadre or department;  
or  
ii. with five year's service in the grade rendered after appointment thereto on regular basis in level-6 in the pay matrix (Rs. 35400- 112400/-) or equivalent in the parent cadre or department; and

(h) Possessing the following educational qualifications and experience:

- i. Degree of a recognized University or Institute, and
- ii. three years' experience in Cash, Accounts and Budget work in a Government Office.

Note 1 – Period of deputation (including short term contract) including period of deputation (including short term contract) 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 (including short term contract) shall be not exceeding fifty – six years as on the closing date of receipt of applications.

3. The post of Accounts Officer is General Central Service, Group B, Gazetted, Non- Ministerial in level-7 (Rs. 44900-142400/-) plus usual allowances as admissible. Pay of the selected officer would be fixed as per the existing instructions of the Government of India.

4. Applications (in duplicate) complete in all respects in the enclosed proforma alongwith the complete and up-to-date Confidential Reports/ APARs (or Photostat copies of the Confidential Reports / APARs duly attested by an officer not below the rank of Under Secretary) of the officers for the last five years who could be spared immediately in the event of their selection may be sent to the **Director General- Fire Services, Civil Defence & Home Guards (Fire Cell), East Block-7, Level-VII, R.K. Puram, New Delhi- 110066** within 60 days from the date of publication of the advertisement in Employment News. While forwarding the names, an integrity certificate and a certificate that no disciplinary action/proceeding vigilance case is either pending or being contemplated against the Officer may also be attached.

5. 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 names later.

Yours faithfully



06 Oct 2022  
(Moreswar Kudkilwar)

Deputy Fire Adviser

Telfax: 011-26712951

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**Annexure-I**

**BIO-DATA/CURRICULUM VITAE PROFORMA**  
**FOR THE POST OF ACCOUNTS OFFICER,**  
**NATIONAL FIRE SERVICE COLLEGE, NAGPUR, MINISTRY OF HOME AFFAIRS**

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.)		
<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>	
<b>(ii) Qualification:- Degree of a recognized University or Institute.</b>	<b>(A) Qualification</b>	
<b>(ii). Experience:- three years' experience in Cash, Accounts and Budget work in a Government Office.</b>	<b>(B) Experience</b>	

<b>Desirable</b>	<b>Desirable</b>
(A) Qualification-----NIL	(A) Qualification-----NIL
(B) Experience i. holding analogous post on regular basis in the parent cadre or department; or ii. with five year's service in the grade rendered after appointment thereto on regular basis in level-6 in the pay matrix (Rs. 35400- 112400/-) or equivalent in the parent cadre or department	(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 Scheme	From	To



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
<p>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.</p> <p>9.2 Note: Information under Column 9(c) &amp; (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</p>			
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.		
<b>Basic Pay in the PB</b>	<b>Grade pay</b>	<b>Total Emoluments</b>
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.		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness relief/other etc., (with details)</b>	<b>Pay/interim Allowances break up</b>
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"> <li>(viii) Research publications and reports and special projects</li> <li>(ix) Awards/Scholarships/official Appreciation</li> <li>(x) Affiliation with the professional bodies/institutions/societies and;</li> <li>(xi) Patents registered in own name or achieved for the organization</li> <li>(xii) Any research/innovative measure involving official recognition</li> <li>(xiii) Any other information.</li> <li>(xiv) (Note: Enclose a separate sheet if the space is insufficient)</li> </ul>		
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.

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**