

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 25 February, 2022.

*R. Chakrapani*

**OFFICE MEMORANDUM**

**Subject:- Filling up of one post of Deputy Director in National Fire Service College, Nagpur under Ministry of Home Affairs on deputation (ISTC) basis.**

The undersigned is directed to circulate the letter no. I-14020/1/2019-Ad (CD) dated 09.02.2022 (along with enclosures) received from MHA regarding filling up of one post of Deputy Director in National Fire Service College, Nagpur under Ministry of Home Affairs on deputation (ISTC) basis. **The last date of receipt of application is 60 days of the date of issue of this circular.**

2. The circular is hereby uploaded for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required for Under Secretary and above level officers of CSS applying for deputation.

*R. Chakrapani*  
(R.Chakrapani)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

Government of India  
Ministry of Home Affairs  
Disaster Management Division

NDCC-II Building, B Wing, 3<sup>rd</sup> Floor  
Jai Singh Road, New Delhi-110001  
Dated the, 09<sup>th</sup> February, 2022

To

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

Subject:- Filling up of one post of Deputy Director in National Fire Service College, Nagpur under Ministry of Home Affairs on deputation (ISTC) basis.

Madam/Sir,

The Ministry of Home Affairs requires the services of suitable officer for filling up one post of Deputy Director in National Fire Service College, Nagpur under the Ministry of Home Affairs on deputation (including short-term contract) basis.

2. The post of Deputy Director is a General Central Service, Group- A, Gazetted, Non-Ministerial at Pay Level 11 (Rs. 67700-208700/-). Pay of the officer 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 Deputy Director is to be made are as under:-

Officer of the Central Government or State Governments or Union territories administrations or public sector undertakings or recognised research institutions or universities or semi-Government or statutory organisations or autonomous bodies, -

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

(ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in level 10 in the pay matrix (Rs.56100-177500 or equivalent) in the parent cadre or department; or

Contd -

- (iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in level 8 in the pay matrix (Rs.47600-151100 or equivalent) in the parent cadre or department; or
- (iv) with seven years' regular service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs.44900-142400 or equivalent) in the parent cadre or department; and

(b) possessing the following educational qualifications and experience:

**Essential:**

1. Bachelor's Degree in Science from a recognised University and Divisional Officers Course from National Fire Service College, Nagpur, or Bachelor's Degree in Fire engineering or technology from a recognised University.
2. Five years' experience in a rank not below the rank of Divisional or Regional Fire Service Officer or Chief Fire Officer or Assistant Director in Fire Service Organisation under the 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 organization or autonomous body.

**Desirable:**

1. Teaching, research, industrial or professional experience in the field of Fire Engineering or technology in Central Government or State Government or Union territory administration or public sector undertaking or recognized research institution or University or semi-Government or statutory organization or autonomous body
2. Papers presented at National or International Conferences or in referred journals.
3. Master's in Business Administration in Disaster Management from recognised University or Institute.

Note 1.-The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration of appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

Note 2.-The Period of deputation (including short term contract) (including period of deputation) 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 four years.

*Contd.-*

Note 3.- 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. A copy of the existing Recruitment Rules for the post of Deputy Director of the National Fire Service College, Nagpur under the Ministry of Home Affairs is enclosed.

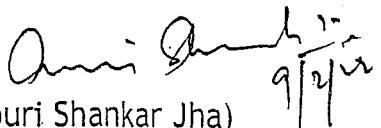
5. Officers who volunteer and are sponsored by their Ministry/Department/State Governments/UTs Administration etc. for the post will not be permitted to withdraw their names later.

6. It is requested to give wide circulation to these vacancies among all PSUs / Semi-Govt. Organizations / Statutory / Autonomous Organization / Recognized Research Institute /Universities under your administrative control. The nominations of eligible officers along with their applications (in duplicate) duly countersigned by the competent authority in the enclosed 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 **Director General (Fire Services, Civil Defence & Home Guards),O/o. Director General (Fire Service Civil Defence & Home Guards) Government of India, Ministry of Home Affairs, East Block-7, Level-7, R. K. Puram, New Delhi-110066** within 60 days of the date of issue of this circular. While forwarding the names, an integrity certificate and a certificate that no disciplinary action/proceedings, vigilance case is either pending or being contemplated against the officer may also be attached.

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

Yours faithfully

Encl: As above

  
(Gouri Shankar Jha)  
Under Secretary to the Government of India,  
Telefax : 23438144

## Application form for the Deputation Post

|  |   |
|--|---|
| 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)  |   |
| Qualification/ Experience required as mentioned in the advertisement / vacancy circular  | Qualification / experience possessed by the officer |
| <b>Essential</b>   | <b>Essential</b>                                    |
| <b>A) Qualification</b>  | <b>A) Qualification</b>                             |
| <b>B) Experience</b>   | <b>B) Experience</b>                                |
| <b>Desirable</b>   | <b>Desirable</b>                                    |
| <b>A) Qualification</b>  | <b>A) Qualification</b>                             |
| <b>B) Experience</b>   | <b>B) Experience</b>                                |
| <p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p> |   |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post  |   |
| <p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>   |   |

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

| Office/Institution | Post held on regular basic | From | To | *Pay band and Grade Pay/Pay Scale of the post held on regular basis. | Nature of Duties (in detail) highlighting experience required for the post applied |
|--------------------|----------------------------|------|----|--|--|
|                    |                            |      |    |  |  |

**\*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 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 Qwuasi-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 the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organization. |
|  |   |   |  |
| <p><b>9.1 Note:</b> 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><b>9.2 Note:</b> 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.   |   |                         |
| <b>11. Additional details about present employment:</b><br><br>Please state whether working under<br>(Indicate the name of your employer against the relevant column)<br><br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>f) Other   |   |                         |
| 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 or 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>Basis 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 Pay/ Interim relief/ other Allowances etc.(with break-up details)</b> | <b>Total Emoluments</b> |
|   |   |                         |
| <b>16.A Additional Information</b> , if any relevant to the post you applied for in support of your suitability for the post.<br>(This among other things may provide information with regard to (i) additional qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)<br><br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b> |   |                         |

|  |  |
|--|--|
| <p><b>16.B Achievements:</b></p> <p>The candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects.</li> <li>(ii) Awards/ Scholarships/ Official Appreciation.</li> <li>(iii) Affiliation with the professional bodies/ institutions/ societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization.</li> <li>(v) Any research/ innovative measures involving official recognition</li> <li>(vi) Any other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p> |  |
| <p>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)</p>   |  |
| <p># (The option of STC/ Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>   |  |
| <p>18. Whether belongs to SC/ST</p>  |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vite 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 on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_



**Certification 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 qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/Her integrity is certified.
- iii) 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.
- iv) No major/minor penalty has been 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 is enclosed.(as case may be)

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

|   |           |
|---|-----------|
| समूह 'क' विभागीय पुष्टि समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे:- |           |
| 1. सचिव या विशेष सचिव या अपर सचिव (आपदा प्रबंधन डिवीजन का प्रभारी), गृह मंत्रालय                | - अध्यक्ष |
| 2. महानिदेशक, अग्निशमन सेवा, सिविल डिफेंस, होमगार्ड   | - सदस्य   |
| 3. राष्ट्रीय अग्निशमन सेवा कॉलेज, नागपुर का प्रधान  | - सदस्य   |

[सं. I-12012/02/2015-एडी (सीडी)]

गौतम घोष, निदेशक

New Delhi, the 13<sup>th</sup> March, 2018

**G.S.R. 80.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the National Fire Service College, Nagpur (Director and Deputy Director) Recruitment Rules, 1972, in so far as they relate to the post of Deputy Director except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Deputy Director in the National Fire Service College, Nagpur under the Ministry of Home Affairs, namely:-

1. **Short title and commencement.** - (1) These rules may be called the National Fire Service College, Nagpur, Deputy Director (Group 'A' post) Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and the level in the pay matrix.** - The number of posts, classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of Recruitment, age-limit, qualifications etc.**- The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualifications.** - No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so, exempt any person from operation of this rule.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving:** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided to the Scheduled Castes, the Scheduled Tribes, Other Backward Class, Ex-servicemen and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

#### SCHEDULE

| Name of the post | Number of post   | Classification  | Level in the pay matrix       | Whether selection or non-selection post |
|------------------|--|---|-------------------------------|---|
| (1)              | (2)  | (3)   | (4)                           | (5)                                     |
| Deputy Director  | 3*(2018)<br>*subject to variation dependent on the workload. | General Central Service, Group A, Gazetted, Non-Ministerial | Level 11<br>(Rs.67700-208700) | Selection                               |

| Age-limit for direct recruits | Educational and other qualifications required for direct recruits | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Period of probation, if any |
|-------------------------------|---|---|-----------------------------|
| (6)                           | (7)   | (8)   | (9)                         |
| Not applicable                | Not applicable  | Not applicable  | Two years for promotees     |

| Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods | In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption is to be made  |
|--|---|
| (10)   | (11)  |
| By promotion failing which by deputation (including short-term contract).  | <p><b>Promotion:</b></p> <p>Assistant Director with seven years' regular service in level 7 in the pay matrix (Rs.44900-142400).</p> <p><b>Note 1:</b> The eligibility service for promotion to the post of Deputy Director shall continue to be five years for persons holding the feeder posts of Assistant Director on regular basis on the date of notification of these rules.</p> <p><b>Note 2:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation (including short term contract):</b></p> <p>Officer of the Central Government or State Governments or Union territories administrations or public sector undertakings or recognised research institutions or universities or semi-Government or statutory organisations or autonomous bodies, -</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on a regular basis in level 10 in the pay matrix (Rs.56100-177500 or equivalent) in the parent cadre or department; or</p> <p>(iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in level 8 in the pay matrix (Rs.47600-151100 or equivalent) in the parent cadre or department; or</p> <p>(iv) with seven years' regular service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs.44900-142400 or equivalent) in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Bachelor's Degree in Science from a recognised University and Divisional Officers Course from National Fire Service College, Nagpur, or Bachelor's Degree in Fire engineering or technology from a recognised University.</li> <li>Five years' experience in a rank not below the rank of Divisional or Regional Fire Service Officer or Chief Fire Officer or Assistant Director in Fire Service Organisation under the Central Government or State Government or Union territory administration or Municipal Corporation or public sector undertaking</li> </ol> |

|  |   |
|--|---|
|  | <p>or recognised research institution or University or semi-Government or statutory organisation or autonomous body.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Teaching, research, industrial or professional experience in the field of Fire Engineering or technology in Central Government or State Government or Union territory administration or public sector undertaking or recognized research institution or University or semi-Government or statutory organization or autonomous body.</li> <li>2. Papers presented at National or International Conferences or in referred journals.</li> <li>3. Master's in Business Administration in Disaster Management from recognised University or Institute.</li> </ol> <p><b>Note 1.-</b> The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration of appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p><b>Note 2.-</b> The Period of deputation (including short term contract) (including period of deputation) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years.</p> <p><b>Note 3.-</b> The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p> |
|--|---|

| If a Departmental Promotion Committee exists, what is its composition  | Circumstances in which Union Public Service Commission is to be consulted in making Recruitment |
|--|---|
| (12)   | (13)  |
| <p><b>Group 'A' Departmental Promotion Committee (for considering Promotion) consisting of:</b></p> <ol style="list-style-type: none"> <li>1. Chairman or Member, Union Public Service Commission - Chairman</li> <li>2. Secretary or Special Secretary or Addl. Secretary (in-charge of Disaster Management), Ministry of Home Affairs - Member</li> <li>3. Director General, Fire Service, Civil Defence and Home Guards - Member</li> </ol> <p><b>Group A Departmental Confirmation Committee (for considering confirmation) consisting of:</b></p> <ol style="list-style-type: none"> <li>1. Secretary or Special Secretary or Additional Secretary (in-charge of Disaster Management Division), Ministry of Home Affairs - Chairman</li> <li>2. Director General, Fire Service, Civil Defence and Home Guards - Member</li> <li>3. Head of NFSC, Nagpur - Member</li> </ol> | <p>Consultation with the Union Public Service Commission is necessary.</p>                      |

[No. I-12012/02/2015-Ad(CD)]

GOUTAM GHOSH, Director