

Subject: Application for the post of Upper Division Clerk in Government of India, Ministry of Home Affairs, National Fire Service College, Rajnagar Nagpur-440013 (M.S.) on deputation (including short term contract) basis.

Applications are invited for filling up the following post of Group 'C' in Government of India, Ministry of Home Affairs, National Fire Service College, Rajnagar Nagpur-440013 (M.S.) on deputation (including short term contract) basis from Officers under the Central Government or State Government or Union Territories Administration or public sector undertaking or recognized research Institution or Semi Government or statutory or autonomous organizations;

Sl. No.	Name of the Post	Number of Post	Pay Level
A	Upper Division Clerk	01	Level-4 (Rs. 25500-81100)

(A) Upper Division Clerk

- (i) Holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) With 8 years regular service in Level 2 in the pay matrix (Rs. 19900-63200) or equivalent in the parent cadre/Department.

Note 1.-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. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2.-The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department shall ordinarily not exceed three years.

Note 3.-The Maximum age-limit for appointment by deputation shall be not exceeding 56 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 or Director 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 National Fire Service College, Takli Feeder Road, Rajnagar Nagpur -440013** 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.
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.

Director

BIO-DATA/CURRICULUM VITAE PROFORMA

Application for the post of :- _____

1. Name and Address in Block Letters.
2. Date of Birth (in Christian era).
3. 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
(A)	(A)
(B)	(B)
Desirable	Desirable
(A)	(A)
(B)	(B)

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.
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

8. Nature of Present employment i.e. adhoc 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/organisation to which you belong.
10. Additional details about present employment. Please state whether working under.
 - (a) Central Government.
 - (b) State Government.
 - (c) Autonomous Organisation.
 - (d) Government Undertaking.
 - (e) University.

11. 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.

12. Total emoluments per month now drawn.

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. Whether belongs to SC/ST.

15. Remarks.

Date:- _____

Signature of the Candidate

Countersigned:- _____

(Employer with Seal)

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