

F.No. I-14020/5/2018-Ad(CD)-1935-2054  
Bharat Sarkar/ Government of India  
Grih Mantralaya/ 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, 10<sup>th</sup> Oct, 2019

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.

Madam/Sir,

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

2. The post 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:-

A. Officers of the Central Government or State Government or Union territories Administration or autonomous bodies or statutory organisations or public sector undertaking or University or recognised 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 recognised University or diploma in any branch of Engineering from a recognised 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 recognised Fire Service Organisation in the Central Government or State Government or Union territories administration or Municipal Corporations 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 recognised Institute.
2. Valid Heavy Vehicle Driving License.

B. The departmental Senior Instructor in level 6 (Rs.35400-112400) with five years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

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 (including short-term contract) Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2.- 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 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 Chief Instructor of the National Fire Service College, Nagpur under the Ministry of Home Affairs is enclosed.

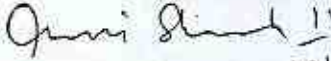
5. Officers who volunteer and are sponsored by their Ministry/Department/State Governments/UTs Administration etc. for the post will not be permitted to withdraw their names later.

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 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

  
11  
10/10/19

(Gouri Shankar Jha)

Under Secretary to the Government of India,  
Telefax : 23438144



# भारत का राजपत्र

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नई दिल्ली, मार्च 25—मार्च 31, 2018, शनिवार/चैत्र 4—चैत्र 10, 1940

No. 13]

NEW DELHI, MARCH 25—MARCH 31, 2018, SATURDAY/CHAITRA 4—CHAITRA 10, 1940

इस भाग में पिन पृष्ठ संख्या दी जाती है जिससे कि यह पृष्ठक संकलन के रूप में रखा जा सके  
Separate Paging is given to this Part in order that it may be filed as a separate compilation

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

भारत सरकार के मंत्रालयों (रक्षा मंत्रालय को छोड़कर) और केन्द्रीय अधिकारियों (संघ राज्य क्षेत्र प्रशासनों को छोड़कर) द्वारा विधि के अंतर्गत बनाए गए और जारी किए गए साधारण सांविधिक नियम (जिनमें साधारण प्रकार के आदेश, उप-नियम आदि सम्मिलित हैं)

General Statutory Rules (Including Orders, Bye-laws etc. of a general character) issued by the Ministries of the Government of India (other than the Ministry of Defence) and by the Central Authorities (other than the Administrations of Union Territories)

गृह मंत्रालय

नई दिल्ली, 23 मार्च, 2018

सा.का.नि. 90.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर में मुख्य अनुदेशक के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. संक्षिप्त नाम और प्रारंभ.—(1) इन नियमों का संक्षिप्त नाम राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर, मुख्य अनुदेशक (संपूर्ण ख पद) भर्ती नियम, 2018 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. पद की संख्या, वर्गीकरण, वेतन मैट्रिक्स में स्तर—पद की संख्या, उसका वर्गीकरण और उससे संलग्न वेतन मैट्रिक्स में स्तर वह होगा, जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट है।

3. भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि—उक्त पद पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

4. निरर्हता— वह व्यक्ति;

(क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित हैं, विवाह किया है, या विवाह की संविदा की है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है या विवाह की संविदा की है,

उक्त पदों में से किसी पर नियुक्ति का पात्र नहीं होगा :

परन्तु यदि केंद्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के पारतंत्र्य में छूट दे सकेगी।

5. शिथिल करने की शक्ति—जहां केंद्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण है उन्हें लेखबद्ध करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

6. व्याप्ति—इन नियमों की कोई बात, ऐसे आरक्षण, आशु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केंद्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

#### अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन पद अथवा अचयन पद
(1)	(2)	(3)	(4)	(5)
मुख्य अनुदेशक	एक* (2018) *(कार्यभार के आधार पर परिवर्तन किया जा सकता है।)	साधारण केंद्रीय सेवा, समूह 'ख', राज्यपचित, अनुसूचितवर्गीय	स्तर-07 (44900 - 142400/- रु.)	लागू नहीं होता

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आशु-सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
(6)	(7)
लागू नहीं होता	लागू नहीं होता

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दृष्टि में लागू होंगी या नहीं	परिबीसा की अवधि, यदि कोई हो	भर्ती की पद्धति : भर्ती सीधे होगी या प्रोन्नति द्वारा या प्रतिनिधुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता
(8)	(9)	(10)
लागू नहीं होता।	लागू नहीं होता।	प्रतिनिधुक्ति द्वारा (जिसके अंतर्गत अल्पकालिक संविदा भी है) या प्रोन्नति द्वारा।

भर्ती की पद्धति : भर्ती सीधे होगी या प्रोन्नति द्वारा या प्रतिनिधुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता
(11)
प्रतिनिधुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) या प्रोन्नति :- (क) केंद्रीय सरकार या राज्य सरकार या संघ राज्यक्षेत्र प्रशासनों या स्वायत्त निकायों या कामगोरी संगठनों या पब्लिक सेक्टर उपक्रमों या विश्वविद्यालयों अथवा मान्यताप्राप्त अनुसंधान संस्थाओं के ऐसे अधिकारी-- (ख) (i) जिन्होंने मूल काउंटर या विभाग में नियमित आधार पर सदृश पद धारण किया हुआ है : या

- (ii) जिन्होंने मूल काडर या विभाग में स्तर 6 (35400-112400 रुपये) या समतुल्य में नियमित आधार पर नियुक्ति के पश्चात् उस श्रेणी में पांच वर्ष सेवा की हो; और
- (ख) जो निम्नलिखित शैक्षिक और अन्य अर्हताएं रखते हों :—
- (i) किसी मान्यताप्राप्त विश्वविद्यालय से विज्ञान में बैचलर डिग्री या किसी मान्यताप्राप्त संस्था से इर्जानियरी की किसी शाखा में डिप्लोमा; और
- (ii) राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर से उप-अधिकारी पाठ्यक्रम पास किया हो; और
- (iii) केंद्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र प्रशासन या नगर निगम या औद्योगिक या विमानन या पर्यटन के मान्यताप्राप्त अग्निशमन सेवा संगठन में उच्च अनुदेशक की पंक्ति से अन्वयन पंक्ति में आग बुझाने में शिक्षण या प्रशिक्षण का पांच वर्ष का अनुभव।
- (iv) निम्नलिखित न्यूनतम शारीरिक मानक होना चाहिए ;  
ऊंचाई : 165 से.मी. से कम न हो (पहाड़ी क्षेत्रों के अभ्यर्थियों के लिए 5 से.मी. तक क्षिणिल की जा सकेगी), सीना : 81 से.मी. सामान्य, न्यूनतम फुलाव 5 से.मी., वजन : 50 कि.ग्र. से कम न हो  
भ्रमण शक्ति सामान्य, बाकू शक्ति सामान्य
- वांछनीय 1. मान्यताप्राप्त संस्थान से चिकित्सा प्राथमिक महायता रेसर्चोडर या शहरी खोज और बचाव पाठ्यक्रम।  
2. भारी यान चालन हेतु निश्चिमान्य अनुभव।
- (ख) ऐसे विभागीय उच्च अनुदेशक जिन्होंने स्तर -6 (35400-112400) में उस श्रेणी में पांच वर्ष नियमित सेवा की है, पर बाहर वालों के साथ विचार किया जाएगा और उसके पद पर नियुक्ति के लिए चयन किए जाने की वशा में वह पद प्रोन्नति द्वारा भरा गया समझा जाएगा।
- टिप्पण 1 : पोपक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार, प्रतिनियुक्ति व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।
- टिप्पण 2 : प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केंद्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर वाला पद पर प्रतिनियुक्ति की अवधि है, साधारणतया तीन वर्ष से अधिक नहीं होगी।
- टिप्पण 3 : प्रतिनियुक्ति पर नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।

यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(12)	(13)
नागू नहीं होता।	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

[फा.सं. 1-12013/13/2016-एडी (सीडी)]

गौतम घोष, निदेशक

## MINISTRY OF HOME AFFAIRS

New Delhi, the 23rd March, 2018

G.S.R. 90.—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Chief Instructor 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, Chief Instructor (Group 'B' post) Recruitment Rules, 2018.

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

2. Number of post, classification and level in the pay matrix.—The number of post, its 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 post:

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 so doing, 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 and for reasons to be recorded in writing, 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, the Other Backward Classes, 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)
Chief Instructor	One*(2018) *subject to variation dependent on workload.	General Central Service, Group B, Gazetted, Non-Ministerial.	Level 07 (Rs. 44900-142400).	Not applicable.

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 promotes.	Period of probation, if any.
(6)	(7)	(8)	(9)
Not applicable.	Not applicable.	Not applicable.	Not applicable.

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 to be made.
(10)	(11)
By Deputation (Including short term contract) or promotion	Deputation (including short-term contract) or Promotion: A. Officers of the Central Government or State Government or Union Territories Administration or autonomous bodies or statutory organisations or public sector undertaking or University or recognised 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 32400-

	<p>(12400) or equivalent, in the parent cadre or department; and</p> <p>(b) possessing the following educational and other qualifications</p> <p>(i) bachelor degree in Science from a recognised University or diploma in any branch of Engineering from a recognised institution and</p> <p>(ii) pass Sub-Officer's Course from the National Fire Service College, Nagpur and</p> <p>(iii) five years' experience in teaching or training in firefighting in a rank not below the rank of Senior Instructor in a recognised Fire Service Organisation in the Central Government or State Government or Union territories administration or Municipal Corporations or Industrial or Aviation or Port; and</p> <p>(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.</p> <p>Desirable:</p> <p>1. Medical First Aid Responder or Urban Search and Rescue course from a recognised Institute.</p> <p>2. Valid Heavy Vehicle Driving License.</p> <p>B. The departmental Senior Instructor in level 6 (Rs.35400-112400) with five years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>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 (including short-term contract) Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2. The Period of deputation (including short-term contract) including the 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 three years.</p> <p>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.</p>
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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)
Not applicable.	Consultation with the Union Public Service Commission is not necessary.

[F. No. I-12013/13/2016-Ad (CD)]

GOUTAM GHOSH, Director

नई दिल्ली, 23 मार्च, 2018

सा.का.नि. 91.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और राष्ट्रीय अग्नि-शमन सेवा महाविद्यालय, नागपुर भर्ती नियम, 1981, जहाँ तक कनिष्ठ निदेशक के पद से संबंधित है, उन बातों के सिवाय अधिकृत करते हुए, जिन्हें अधिक्रमण किया गया है या करने का लोप किया गया है, राष्ट्रीय अग्निशमन सेवा महाविद्यालय, नागपुर के पदों पर भर्ती की पद्धति का त्रिनिश्चयन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: 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.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
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.	
5.1 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-data) 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/Institution	Post held on regular basis	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 for

\*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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
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.			
9.2 Note: Information under Column 9(c) & (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/ organisation			

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 (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- 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

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (STC)/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 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 \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

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**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 qualifications 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 the case may be)

Countersigned

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

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.