

No.I-12014/6/2023-Ad(CD)
Government of India
Ministry of Home Affairs
Disaster Management Division

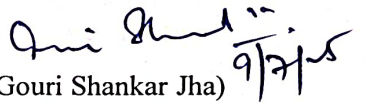
NDCC-II Building, 3rd Floor, B Wing
Jai Singh Road, New Delhi-110001
Dated the, 04th July, 2025
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OFFICE MEMORANDUM

Sub: - Inviting comments of the Stakeholders on the draft Recruitment Rules for the post of Upper Division Clerk in National Fire Service College, Nagpur under Ministry of Home Affairs- Uploading on website of MHA.

The undersigned is directed to refer to the DoP&Ts' OM No.AB-14017/61/2008-Estt.(RR) dated 13.10.2015 on the subject cited above and to request that the draft Recruitment Rules for the post of **Upper Division clerk (07 post)** in National Fire Service College, Nagpur under Ministry of Home Affairs (copy enclosed) may be placed on the website of MHA at mha.gov.in for seeking comments of the stakeholders.

Encl: As above.


(Gouri Shankar Jha)

Under Secretary to the Govt. of India
Telefax: 011-23438144
Mail id: usdm3-mha@nic.in

To,

Under Secretary (IT),
Ministry of Home Affairs
North Block, New Delhi.

Copy to:

1. Shri Prashant Lonkar, Fire Adviser, O/o DG (FS, CD & HG) for uploading on the website dgfscdhg.gov.in.
2. DM-II Section, MHA, New Delhi for uploading on ndmindia.mha.gov.in.

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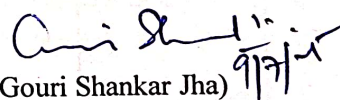
OFFICE MEMORANDUM

Sub: - Inviting comments of the Stakeholders on the draft Recruitment Rules for the post of Upper Division Clerk in National Fire Service College, Nagpur.

In compliance to para 2 of Department of Personnel and Training (DoP&T) O.M. No.AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Recruitment Rules for the post of **Upper Division clerk (07 post)** in National Fire Service College, Nagpur under Ministry of Home Affairs (copy enclosed), are placed on the website of the MHA for inviting comments from the stakeholders.

2. All the stakeholders are requested to send their comments, if any, in writing within a period of 30 days from the date of publication of the draft Recruitment Rules on the website of MHA to Under Secretary (DM-III), Disaster Management Division, Ministry of Home Affairs, 3rd Floor, B-Wing, NDCC-II Building, Jai Singh Road, New Delhi-110001.

Encl: As above.


(Gouri Shankar Jha)

Under Secretary to the Govt. of India
Telefax: 011-23438144
Mail id: usdm3-mha@nic.in

Annexure-I

**RECRUITMENT RULES FOR THE POST OF 'UPPER DIVISION CLERK
'IN THE
MINISTRY OF HOME AFFAIRS, NATIONAL FIRE SERVICE COLLEGE,
NAGPUR**

Name of post	Number of Post	Classification	Level in Pay Matrix	Whether Selection or Non Selection Post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Upper Division Clerk.	07* (2025) *subject to variation depending on work load.	General Central Service, Group 'C' Non-Gazetted, Ministerial.	Level-4, (Rs.25500-81100).	Non-Selection.	<p>"Between 18 and 27 years" of age (Relaxable for Government servants up to 40 years in the case of general candidates and 45 years in the case of SCs/STs in accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission. (Where recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands.</p>

**MINISTRY OF HOME AFFAIRS, NATIONAL FIRE SERVICE COLLEGE,
NAGPUR**

SCHEDULE

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Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probation, If any
(7)	(8)	(9)
Essential Qualifications : Degree of a recognised University or equivalent.	Not applicable.	2 years for direct recruits. 'Nil' for promotees.

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of 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)
<p>1) 30% by Promotion failing which by deputation (including short-term contract).</p> <p>2) 70% by direct recruitment.</p>	<p>1)Promotion : Lower Division Clerk of National Fire Service College, Nagpur with 08 years regular service in the Pay Level-2 (Rs.19900-63200) rendered after appointment thereto on regular basis.</p> <p>Note 1: Where juniors who have completed their qualifying / eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / 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 / eligibility service.</p> <p>2)Deputation (including short-term contract): Officers under the Central or State Governments or Union territories or Public Sector Undertakings or recognised research Institutions or Semi- Government or statutory or autonomous organisations :-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre / Department; or</p> <p>(ii)with five years' service in the grade of Lower Division Clerk rendered after appointment thereto on a regular basis in the Pay Level-2 (Rs.19900-63200) or equivalent in the parent cadre / Department; and</p> <p>(b) Possessing the educational qualifications as prescribed for direct recruits under column (7).</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</p>

	<p>deputation. 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 ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central shall ordinarily not exceed 3 years.</p> <p>Note 3:-The Maximum age limit for appointment by deputation (including short-term contract) shall be 'Not exceeding 56 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	Circumstance in which Union Public Service Commission is to be consulted in making recruitment
12	13
<p>Group 'C' Departmental Promotion Committee(for considering Promotion) and Departmental Confirmation Committee(for considering Confirmation) Consisting of :</p> <ol style="list-style-type: none"> 1. Deputy Director /Assistant Professor, National Fire Service College, Nagpur -Chairman; 2. Assistant Director, National Fire Service College, Nagpur - Member; 3. Administrative Officer , National Fire Service College, Nagpur - Member 	Not applicable.

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