

No. 1-12014/05/2017-Ad (CD) /197  
Government of India  
Ministry of Home Affairs  
(Disaster Management Division)

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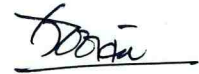
NDCC-II Building, 3<sup>rd</sup> Floor, B Wing  
Jai Singh Road, New Delhi-110001  
Dated: 20.02.2017

**Office Memorandum**

Subject: Inviting comments of the stakeholders on the draft Recruitment Rules for the post of Library Attendant.

The undersigned is directed to refer to the DoPT OM No. AB-14017/61/2008-Estt.(RR) dated 13/10/2015 on the subject mentioned above and to request that the draft Recruitment Rules for the post of Library Attendant (Group 'C') in NFSC, Nagpur (copy enclosed) may be placed on the website of the MHA at mha.nic.in and www.ndmindia.nic.in for the comments of the stakeholders.

Enclosure: As above



(Surendra Thakur)

Under Secretary to the Government of India

Tel: 23438144

To,

Director, NIC  
Ministry of Home Affairs  
North Block, New Delhi

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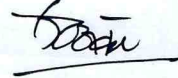
NDCC-II Building, 3<sup>rd</sup> Floor, B Wing  
Jai Singh Road, New Delhi-110001  
Dated: 20.02.2017

Subject: Inviting comments of the stakeholders on the draft Recruitment Rules for the post of Library Attendant.

In compliance with para 2 of Department of Personnel & Training (DoPT) OM No. AB-14017/61/2008-Estt.(RR) dated 13/10/2015, the draft Recruitment Rules for the post of Library Attendant (Group 'C') in NFSC, Nagpur (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, 3<sup>rd</sup> Floor, B-wing, NDCC-II Building, Jai Singh Road, New Delhi-110001.

Enclosure: As above



(Surendra Thakur)  
Under Secretary to the Government of India  
Tel: 23438144

## Annexure-I

### SCHEDULE

Recruitment Rules for the post of ` Library Attendant ` in National Fire Service College, Nagpur

Name of post	Number of Post	Classification	Pay Band and Grade Pay	Whether Selection or Non Selection Post	Age limit for direct recruits
1	2	3	4	5	6
Library Attendant	1* (2017) *Subject to variation dependent on work load	General Central Civil Service Group C -Non-Gazetted, Non-Ministerial	Pay Level 1 (₹ 18000-56900/-)	Not Applicable	“Between 18 and 25 years” of age (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government ). <b>Note:-</b> The crucial date for determining the age limit shall be the closing date for receipt of applications 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 , Labual & Spiti Distt & Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep).

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
<p><b>Essential Qualifications:</b> Matriculation/S.S.C./High School or equivalent examinations pass from recognized education Board.</p> <p><b>Desirable Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Certificate Course in Library Science from a recognized Institute.</li> <li>2. Certificate in Computer application from Government Institute/ Institute recognized by Government/ State Board of Technical Education.</li> <li>3. Knowledge of book binding/ Office work</li> </ol>	Not Applicable	Two Years

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods:	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made
10	11
<p>100% By Direct Recruitment.  <b>Note:</b> "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government  (a) holding analogous posts on regular basis and  (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7".</p>	Not applicable

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 Confirmation Committee(for confirmation):</p> <ol style="list-style-type: none"> <li>1. Director General Fire Service, CD &amp; Home Guard  - Chairperson</li> <li>2. Fire Adviser/Deputy Director General (Home Guard)  - Member</li> <li>3. Director, National Fire Service college, Nagpur  - Member</li> </ol>	Not Applicable