

**VACANCY NOTIFICATION**

Employer:	National Fire Service College
Level of Post:	Group-C, Non- Gazetted
Name of the Post:	Multi-Tasking Staff (MTS)
Salary range per month	Level-2 of Pay Matrix
<u>Qualification</u> *	<b>Essential:</b> Matriculation or equivalent examination pass from a recognized education Board.
Place of Initial Posting	Nagpur (Maharashtra)
Nature of Duties & Responsibilities	(a) Physical maintenance of records of section. (b) General cleanliness & upkeep of the Section/Unit. (c) Carrying of files & other papers within the building. (d) Photocopying sending of FAX etc. (e) Assisting in routine office work like diary, dispatch etc. including on computer. (f) Driving of vehicles, if in possession of valid driving license. (g) Any other work assigned by superior authority.
Age Range (in years).	As per Government Norms.
No of vacancies	UR-01
Additional Benefits offered:	-
Last date to received names:	05 Aug 2023.
<b>Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to <a href="mailto:dgrddemp@desw.gov.in">dgrddemp@desw.gov.in</a>) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.</b>	
<b>Note 2: <u>PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.</u></b>	