RECRUITMENT AND TRAINING OF FIRE SERVICE PERSONNEL

Manpower is one of the basic resources of Fire Service Organisation. But Fire Services in India are yet to recognise manpower planning as a management tool for optimising the utilisation of manpower resource of an organisation. The Department's personnel requirement is based on pump appliances and duty system. Traditionally the recruitment has been made under para military style of management albeit the department is subject to civil service regulations. Department recruits through normal procedure such as advertising or from the list maintained by the Department of interested persons. Once the applicants are identified, the selection is made by reviewing applications, interviewing applicants, testing to determine capabilities and physical fitness, analysing the interview results and selecting the most suitable candidates. The Educational qualifications and physical requirements for appointment are as per the regulations laid down by the Standing Fire Advisory Council, Government of India, but the
responsibility of recruitment and training lies with the individual Fire Service Organisation. Several young men apply, on their own, to the Fire Service Director. A list of such interested persons is maintained by most Fire Services.

RECRUITMENT:

A good recruitment programme should consist of the following steps:

(i) Conducting an active search for the best qualified persons available for joining the Dept. and encouraging them to apply.

(ii) Rejecting such candidates who do not fulfill the standards for entrance.

(iii) Interviewing eligible candidates and giving tests for measuring aptitudes, physical ability and achievement motivation characteristics.

(iv) Subjecting candidates to thorough physical and medical examinations which they should pass in order to fully perform fire department work.

(v) Investigating the antecedents of candidates from former employers, personal references, neighbours...
and others familiar with candidate's past record.

(vi) Requiring applicants to complete an intensive programme of work and training in the Departments operations with a satisfactory rating. A satisfactory rating should include passing an examination to discover the extent to which they have assimilated information on fire department practices.

A two tier entry system prevails in the fire service. A candidate may seek entry into the Service at the lowest rank as Line Fireman or he may seek entry directly as a Junior Officer. The Fire Authority/Department has to satisfy itself that the candidates meet the conditions of eligibility as per the regulations laid down by the standing Fire Advisory Council.

Age : In case of the line-Fireman the age prescribed for joining the service is between 18 and 23 years. For those joining as Junior Officers by passing competitive examinations conducted by the Ministry of Home Affairs, Government of India, the
prescribed age is also between 18 and 23 years. A maximum age is necessary since it ensures that the service personnel possess acceptable physical qualities and the requisite mental flexibility. Likewise a minimum age limit is also specified to ensure that candidates possess the requisite physical and mental maturity.

Education: A high School Education (passing Matriculation) is prescribed as the minimum educational qualifications for a Line Fireman. The wide variety of activities in which firefighters need to participate have made it desirable that recruits have higher level of training and preparation than that which can be secured in elementary schools. It would be desirable that the High School education requirement include technical courses in Science. It is not practical to recognise experience in lieu of education because personnel for the Fire Service is recruited at an early age, which may limit their experience.

The educational qualification for entry
into Officer's cadre is a University Degree from any recognised University in the country or abroad. Officers are both directly recruited by competitive examinations (minimum qualifications for sitting for competitive examination conducted by the Ministry of Home Affairs, Govt. of India, being a University Degree.) or by departmental promotion. A Departmental promotee has to at least be a matriculate pass with a minimum experience of 5 years in the service as Line Fireman and between the age group of 18 to 35 years.

**Physical Requirements**: Job related physical requirements have been prescribed for line firemen and Officers, with a view to eliminate candidates who are physically deficient. A minimum standard of height, weight, and chest is prescribed. One should not be less than 165 cms. in height, 50 Kgs. in weight and 81 to 86.5 cms. in chest with a minimum expansion of 5.5 cms. A series of tests are given after medical examination to determine the applicants' strength, co-ordination, agility, dexterity, and endurance. With a view to testing job related physical requirements, candidates are asked to
perform sample fire service tasks. One of the compulsory tests as per Indian Standards for recruitment in fire Service is that one must have the ability to run a distance of 100 meters with a load of 10 stones in one minute (One stone approximately is 15 lb) and capable of climbing a rope or a vertical pipe to a height of 3 meters from the ground.

Medical Examination: All Applicants (firemen as well as Officers) are required to pass a medical examination to reveal any handicaps, deformities, diseases or organic deficiencies, which would prevent satisfactory performance of the duties of the specific position.

Eye: An examination for determining the acuteness of vision includes two tests, one for distant, the other for near vision.

Standard I:

<table>
<thead>
<tr>
<th>Right eye</th>
<th>Left eye</th>
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<tr>
<td>Distant Vision v-6/6</td>
<td>V-6/6</td>
</tr>
<tr>
<td>Near Vision Reads 0/6</td>
<td>Reads 0/6</td>
</tr>
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</table>
Standard II:
Better eye
Distant Vision V-6/6

Worse eye
V. Without glasses not below 6/60 and after correction with glasses not below 6/24.

Near Vision Reads 0.6

Reads I

Standard III:
Better eye
Distant Vision V.
Without glasses not below 6/24 and after correction not below 6/6.

Worse eye
V. Without glasses not below 6/24 and after correction with glasses not below 6/12.

Near Vision Reads 0.8

Reads I

Aptitude Testing: Candidates are required to give job related oral and performance tests for aptitude and intelligence. Aptitude is generally determined in a preliminary way, at the time the candidate is interviewed. Candidates have also to pass tests for intelligence (IQ), reading, comprehension, logical thinking and decision-making.

Character: The candidate is required, along with his application to provide a complete history of previous employment and also provide references. The
references are checked with a view to eliminating irresponsible and undesirable candidates. A Police report is also obtained before finalising the selection.

Before joining the profession, the candidates are thus required to undergo intensive and demanding physical examinations, medical and security checks, in addition to facing the Interview Board. The general selection ratio of firemen is about 20%.

Adaptability: For a period of at least 12 months to 24 months before permanent absorption in the department, the applicant is assigned probationary training. Completion of recruit training and passing the same is necessary before permanent absorption. A part of this training period is assigned on actual fire duty on appliances to test how well they fit into fire department activities and routines. Written reports from their supervisors during this period and from the Department Training Officer is used to evaluate the co-operation and ability of the individual to be successful member of the Department.
Every day of a fire-fighter is a group life and members must have a high degree of ability to get along with other people since fire-fighting is a team function. Selected eligible candidates are kept on probation until they successfully complete their probationary training. The department can dismiss any candidate at any point during the period of probationary training for unsatisfactory performances after reasonable written warning and notice.

TRAINING

It is important that all members within a fire department are imparted standardized instruction and training. The types of training programmes conducted by the National Fire Service College, Ministry of Home Affairs are as follows:

1) Recruit Training.
2) In-service Training.
3) Specialised Training.
4) Officers Training.
5) Advanced Training.

Training schedules are prepared for all
field and classroom sessions. A balance between imparting manipulative skills and classroom sessions is considered in the preparation of training schedules. Training schedules generally include all the topics necessary to satisfy the job and knowledge requirements and to impart and improve requisite skills. The schedule of training is also influenced by the time of year in regard to weather conditions, seasonal needs, new equipment and specific training.

RECRUIT TRAINING

The recruits have to go through an intensive, prolonged and often isolated training specially designed for the purpose. The candidates have to undergo residential training for a period of six months. The Recruits during this time of training go through an intensive socialisation process, besides acquisition of particular knowledge and skill which are required for execution of their role. The basic aim of Recruit Training is to make the fresh recruits absorb the dominant values and
norms of the organisation and transform them from civilians into disciplined professionals.

The socialization process begins no sooner the recruits are selected. There are many practices and activities organised by the officials or by the recruits themselves through which values and role expectations are transmitted to the new entrants. The objectives of the six months residential training, which is a pre-requisite to become a professional Fireman are teaching of professional knowledge and imparting skills in fire fighting. The principal aim of the training programme is to transform raw recruits into disciplined personnel, quick to obey and carry out orders. Conventionally, strict discipline is the main characteristic of a Military Organisation. The Training School is the place where the new members are first encountered with military-type discipline and converted from civilians to "Obedient Soldiers". Under the concept of strict discipline, the candidates are expected to obey orders unquestioningly. This style of functioning is best
depicted in Tennyson's poem "The Charge of the Light Brigade" - "Their's not to reason why, their's but to do and die." This characteristic reflects the primary objectives of a disciplined organisation like the Fire Services and differentiate it from other civilian type of organisations.

In order to impart the requisite knowledge and skill, a well defined schedule or programme is drawn for both class-room lectures and field training through various explicit and implicit practices. An average recruit is a bachelor between 18-23 years of age. Most of them are inexperienced. They look like any other man found on the street, but when they step out after six months training, they will be transformed into disciplined fire personnel. The transformation is a continuous process and it begins from the Recruit's first day with an official orientation. This practice is very effective in introducing knowledge and experience of institutional life to trainees. During their orientation the various staff facilities available at the institute are introduced to the recruit side by
side the relevant norms and role expectation from new-comers are also conveyed. Afterwards, the recruits are ordered to read and memorise all rules and regulations on conduct and behaviour. Soon after the completion of this official or formal orientation, an informal orientation programme begins with the active assistance and involvement of Senior staff.

For the first month of his stay, the recruit is not allowed to leave the training centre. On the first day of the stay, the recruits are asked to cut their hair in accordance with the norms in order to have uniformity and uniforms are also issued on the very first day, which should be worn at all times during their stay. This step brings a heterogeneous collectivity of the individuals into homogeneous cohesive group. After the first month, the recruit is allowed to have only short leave from 17.00 hrs to 22.00 hours on alternate week days and over-night leave per week. This practice helps to isolate the recruits from his previous role and social settings and enhance recruit acceptance of his
role in the training centre.

The essence of discipline is strict subordination to one's Senior Officers without questioning. This can be achieved only by enforcing a strong sense of rank/class consciousness on the members concerned. It is with this goal in view that rules require trainees always to salute their Senior Officers. It is with the same objective in view that a strict differentiation is maintained between staff and trainees. Training in discipline is specifically apparent in the drill yard. Squad drill is the first drill taught to a recruit to instil a sense of discipline for group-working activities. Squad drill is known therefore as the bed-rock of discipline. The aim of the drill is to transform the recruits into passive tools at the will of the superiors. As such it is often conducted in a physically exhaustive manner. Behaviour, which is rational to the normal person outside becomes taboo in the drill yard.

During the course of Recruit Training the following subjects are taught:
1. GENERAL FIRE DEPARTMENT INFORMATION:
   (a) Organisation and administration
   (b) Duties and responsibilities
   (c) Elements of fire Extinguishment
   (d) Communication
   (e) Standard operating procedure
   (f) Public relation
   (g) Preventive maintenance

2. FIRE DEPARTMENT APPARATUS:
   Candidates are acquainted with use of:
   (a) Fire pumps, primers, turn table ladder, Elevating platform and other ladders.

3. TOOLS AND EQUIPMENT:
   Candidates are acquainted with use of:
   (a) Extinguishers
   (b) Ladders
   (c) Hose and Hose fittings
   (d) Breathing apparatus
   (e) Special and other minor equipment.

4. OPERATION AND PROCEDURES:
   The candidates are acquainted with
following operations and procedures:

(a) Ventilation;
(b) Salvage;
(c) Basics of Hydraulics;
(d) Automatic sprinklers and piping systems;
(e) Relaying;
(f) Rescue and First Aid;
(g) Size up and extinguishment;
(h) Fire problems.

5. FIRE ALARM SYSTEM

6. WATER SUPPLY

7. FIRE SAFETY CONTROL:

(a) Fire Prevention regulations;
(b) Hazardous materials;
(c) Inspection procedure;
(d) National Building Code.

8. PRE-FIRE PLANNING:

(a) Inspection and Report;
(b) Fire problems;
(c) Investigation and arson detection.
Before a Recruit Trainee is confirmed, he is subjected to practical tests on the following 13 subjects:

Oral:-

(i) Chemical Extinguishers - types, use and types of fires on which each one can be used and care and maintenance.
(ii) Ladders - types used with limitations of each, care and maintenance.
(iii) Duties of each member of crew in Standard drills.
(iv) First Aid - treatment in case of shock, wounds, burns, bleeding, fractures and respiratory failures.
(v) Hose and Hose drill - types of delivery and suction hose, construction, care and maintenance, methods of testing, cleaning, drying, repairing and storing.
(vi) Foam and Foam equipment - types of foam and foam making appliances and uses, care and maintenance.
(vii) Hydrant and Hose fitting - types and sizes of hydrant, hose fittings like couplings, breacnings, collecting head, strainers, stand
pipes, hose wrappers, branch holders - care and maintenance.

(viii) Knots and Lines - types of lines, method of testing, care and maintenance along with practice and uses of knots and lines.

(a) Overhand knot or thumb knot;
(b) Reef knot;
(c) Figure of eight;
(d) Round turn two half hitch;
(e) Fisherman's hitch;
(f) Single sheet bend;
(g) Ship shank;
(h) Cat's paw;
(i) Bowline;
(j) Running bowline;
(k) Bowline on the bight;
(l) Chair-knot

(ix) Pumps and pump drill - types of pumps and priming system. Identification of parts, care and maintenance, duties of each member of crew in standard drills.

(x) Practical Firemanship - method of entry into and
searching a building or locating a fire. Precautions to be observed when working in smoke-ladden place.

(xi) Small gears - usage of special gears like door openers, persuaders, breaking in tools, access preventers, racks, scoops, cutting sheers, hand pump, etc.

(xii) Watch Room procedure - methods of dealing with calls of fire and other emergency, standard messages.

(xiii) Water supply and relays - types of water supply and essential requirement for making their use for fire fighting, taping and relaying system by collector and series pumping, normal relay distance.

In the practicals, they have to carry out the following drills:


2. Chemical Extinguisher - method of operating and recharging after use.

3. Ladders - Pitching, ascending and descending.
4. Handling hook ladder with pompier belt and performing one man and two men drills.

5. First Aid - bandages of different types, parts of body, artificial respiration.

6. Hydrant, Hose and Hose drill - operating hydrant, lifting, laying, making, replacement and removing by hose ladders, carrying lines to upper floors or on ladders.

7. Practical tying of fire service knots.

8. Pumps - Operation of pumps with different priming systems.

9. Rescue drills - Picking up, lowering and carrying down unconscious persons by Firemen's lift and lines rescue.

10. Squad drill - performance of Squad drill, marching in steps, various movements in the drill and forming squad.

The candidates who undergo and pass the above tests are confirmed as Firemen after 15 probationary period of two years.

IN-SERVICE TRAINING

The in-service training is to cater to
the requirement of the personnel already in service, in order to update their skill and to keep them abreast of new developments and new techniques in handling various types of new equipments and gadgets. In-service trainees are given a 3 months refreshner course in all the subjects taught in the recruit course. The in-service training course is restricted to Leading Firemen and Departmental Sub-officers who are not eligible to get admission in the National Fire Service College due to age restrictions specified for the course.

SPECIALIZED TRAINING

Specialized courses are conducted for those entrusted with specialized duties. The aim of such courses is to train select firemen for handling specific types of equipment and gears like Breathing Apparatus, Aerial ladders, Hydraulic equipment and Platform for conducting rescue and fire fighting. Such courses are in the nature of on-job training. Such specialized courses are necessary because there are many important skills which can only be imparted
by specialist staff and cannot be acquired through a leisurely self-study approach. There are four steps in the on-job training programme:

(i) Knowledge Acquisition - preparing the trainee to understand the task.
(ii) Demonstration - which covers illustrating how to practically apply the skill.
(iii) Personal application - where the trainee repeatedly performs the task until it is mastered.
(iv) Follow up - It assures correction of any remaining deficiencies.

These type of courses are conducted in order to impart intensive training for specialisation in operation, upkeep and maintenance of special gadgets and life saving equipment.

OFFICERS' TRAINING

There is a two tier entry system for fire services in India as we mentioned earlier. A person who joins Officer's cadre has to undergo and
Every Officer is required to undergo training for three courses conducted by this college, in the course of his career as Fire Officer. The three Courses, in order of succession/passing, are:

a) Sub-Officer's Course
b) Station Officer's and Instructor's Course
c) Divisional Officer's Course

**SUB-OFFICERS COURSE**

The sub-officer's training course is of 22 weeks duration. In order to pass the Sub-Officer's course, a candidate has to pass four theory papers comprising of the following subjects:

1. **FIRE PREVENTION**:
   
   (a) Building construction;
   
   (b) Chemical extinguishers;
(c) Fixed fire fighting installation for gas fires;
(d) Rural fire risk.

2. FIRE EXTINCTION:
   (a) Foam and foam making equipment;
   (b) Hose, Hose fitting and small gears;
   (c) Ladders (Escape, Extension, Hook and Turn Table);
   (d) Pumps and primers;
   (e) Practical Firemanship;
   (f) Watch Room procedure.

3. FIRE SCIENCE:
   (a) Chemistry and heat;
   (b) Electricity;
   (c) Hydrants and water problems, hydraulic and relay system;
   (d) First aid to the injured.

4. GENERAL PAPER:
   (a) Breathing apparatus and resuscitation;
   (b) Discipline;
(c) Fire Service Administration;
(d) Salvage;
(e) Special Services.

Besides the above four papers each comprising of 50 marks, they have to pass oral and 20 practical tests on the following subjects.

(i) Ladder and rescue work on escape, extension, hook and turn table.
(ii) Pumps, operation of primers with or without foam equipment.
(iii) Breathing apparatus, resuscitation and First Aid.
(iv) Chemical Extinguisher, Knots and Lines.
(v) Hose, Hose fittings, Hydrants and small gears.
(vi) Standard test on equipment and appliances.

Each of the above tests comprises of 25 marks plus 5 marks in each group for trainee’s personality, presentation and ability for practical work. In addition thirty marks are assigned for performance and another 20 marks are assigned for proper maintenance of equipment and appliances during
the course of training at the college. The overall 200 marks are allotted for orals and practical tests and 200 marks for the theory papers. The candidate is thus assessed out of a total of 400 marks.

The Sub-Officer's training course aims at equipping the trainee to man a fire station with regard to all its operational and functional requirements. The course also equips him for leadership and capability to withstand stress. The candidate who passes this course are awarded certificate by Ministry of Home Affairs. The Sub-Officer's course is considered as induction level training for junior officers of Fire Services in India.

STATION OFFICERS AND INSTRUCTORS COURSE

These are middle level management course meant for the in-service junior officers, who have already undergone and passed Sub-Officers course and have got working experience of at least three years in the capacity of Sub-Officer in an established Fire Service approved by the National
Fire Service College. The candidate should possess heavy motor vehicle driving licence. In case he does not possess the licence, he should acquire the same before the Diploma of the College is awarded to him. Physical standards and educational qualifications remain the same as for Sub-Officers' course. However, age should not be more than 45 years. This course is of 22 weeks duration inclusive of 10 days visit to an industrial establishment in an important industrial city or major port-town in the country. The candidate has to undergo practical work and classroom lectures and is required to pass 4 theory papers, each of 2 1/2 hours duration of 50 marks each on the following subjects:

1. FIRE PREVENTION:
   (a) Building construction and structural fire protection;
   (b) Chemical Extinguishers;
   (c) Fixed fire fighting installations;
   (d) Sprinklers and drenchers;
   (e) Gas fires;
   (f) Plan drawing and reading;
(g) Rural and forest fires;
(h) Storage of hazardous goods.

2. FIRE EXTINCTION:
(a) Air craft fires and rescue;
(b) Foam and foam making equipment;
(c) Hose and hose fittings and small gears;
(d) Ladders (Extension, Escape, Hook and Turn Table);
(e) Pumps and primers;
(f) Practical firemanship;
(g) Watch Room procedure.

3. FIRE SCIENCE:
(a) Air conditioning and refrigeration;
(b) Physics and chemistry of combustion;
(c) Electricity;
(d) Explosives;
(e) Hydrants;
(f) Water problems;
(g) Water supply and relays;
(h) Transmission of fluids under pressure;
(i) Internal combustion engine;
(j) Ships and dock risk.

4. **GENERAL**: 
   
   (a) Breathing apparatus and resuscitation; 
   (b) Discipline; 
   (c) Fire Service Administration; 
   (d) First Aid; 
   (e) Investigation of fire and arson; 
   (f) Special appliances and salvage; 
   (g) Special services.

Besides the above 4 theory papers, the candidates also have to pass the following oral and practical tests of 25 marks each, totalling 150 marks.

1. Ladder and rescue work (Escape, Extension, Hook and Turn Table)
2. Pump operation with primers with or without foam making equipment;
3. Breathing apparatus resuscitation and first aid to the injured;
4. Chemical extinguishers, Knots and lines and special appliances;
5. Hose and hose fitting, hydrants and small gears;
6. Standard tests on all equipment.
Five marks in each of the above mentioned tests are reserved for trainee officer's personality, presentation and ability to work. Thus a candidate who undergoes the Station Officer's Course is assessed for a total of 350 marks for theory papers, orals and practicals. In addition, candidates have to submit a dissertation on any one of the subjects on fire technology from among those given to them by the College. The dissertation carries 100 marks. Further, the trainee Station Officer has the option to pass an additional test on "lecturatte", carrying 100 marks. This test requires the candidate to deliver a class-room lecture and conduct out-door demonstrations. The trainee is judged on the following areas of performance:

i) Preparation - 20 marks
ii) Presentation - 20 marks
iii) Delivery - 20 marks
iv) Power of expression - 20 marks
v) Command on Drill - 20 marks

In order to pass the Station Officer's
course, a trainee has to score minimum 40% marks in theory paper and 60% marks in oral and practical papers, subject to the condition that the examinee will be deemed to have failed if he scores less than 33% marks in any of the subjects. For lecture examination, an examinee scoring less than 50% marks, or not appearing in it at all will be deemed to have not qualified for this course.

A trainee Officer who qualifies for the Station Officer's Course is awarded a certificate for successfully completing the Station Officer's Course; while the trainee officer who, in addition, passes the test of "lecturette" is awarded the certificate for having successfully completed the "Station Officer's and Instructor's Course". Only those Officers who pass the additional "lecturette" test and obtain the "Station Officer's and Instructor's Course Certificate" are qualified and eligible to become Fire Instructors and teach. All Officers who have passed either the Station Officer's Course or the Station Officer and Instructor's Course, and work for at least 2 years in a well established service
organisation approved by the National Fire Service College, and who obtain a heavy vehicle driving licence, are awarded the Diploma in Fire Engineering.

DIVISIONAL OFFICERS' COURSE (Advanced Training)

This course is of 22 weeks duration including 10 days visit to industrial establishments in important industrial cities/port-towns in the country. Prior to his admission, the candidate is given a medical check-up or test. In order to secure admission—to-the Divisional Officer's (or Advanced) Course, the candidate should have obtained the Diploma in Fire Engineering and have served in a well established Fire Service Organisation approved by the National Fire Service college for a period of not less than three years in the capacity of station officer. The age should be between 23 to 45 years. The candidates have to pass six theory papers each of 3 hours duration and of 50 marks each in the following subjects:

1. FIRE PREVENTION:
   (a) Building construction and structural fire
protection.

(b) Fire protection survey of various risks and inspection of cinema theatres and places of public entertainment and assembly.

(c) Means of escape and plan drawing and reading.

2. FIRE PROTECTION:

(a) Airport protection and Aircraft Rescue.

(b) Fire drills in hospitals, schools and Industries, etc.

(c) Special Fires.

(d) Hydraulics.

(e) Salvage.

3. FIRE ENGINEERING:

(a) Automatic fire detection system including built-in Public Address system.

(b) Fixed fire protection installations.

(c) Appliance design.

(d) Lifts.

(e) Evaluation techniques of fire fighting appliances and equipment.
4. **FIRE AND LAW:**
   (a) Fire safety legislation and inspection.
   (b) Fire Service legislation.
   (c) Investigation of fires and arson.
   (d) Legal aspects of inspection.
   (e) Court of Laws.

5. **FIRE SCIENCE:**
   (a) Air Conditioning and refrigeration, Heating and Ventilation system.
   (b) Chemistry of Fire.
   (c) Electricity and fire risk.
   (d) Mechanical principles.
   (e) Communication, mobilisation and computer application.

6. **GENERAL PAPER:**
   (a) Explosives and Radio active materials.
   (b) Gas and dust explosion.
   (c) Fire Service Organisation and management.
   (d) Leadership - management control and command of fire service.
   (e) Rescue from crashed aircraft.
(f) Storage and transportation of hazardous materials.

(g) Method of instruction.

Besides passing the above six theory papers the Advanced Trainee Officer will have to address a conference on the subject of fire prevention and fire engineering assigned to him, or to analyse any particular incident as narrated to him for deducing vital inference from the point of view of effecting improvement in Fire Service techniques and will be judged on the following:

(i) Understanding and grasping - 20 marks
(ii) Manner of approach - 20 marks
(iii) Power of expression - 20 marks
(iv) Quality of analysing Results - 20 marks
(v) Command - 20 marks.

Thus an Advanced Trainee Officer gives an examination, totalling 400 marks which include 100 marks for lecturatte. In addition the Trainee Officer is required to submit a dissertation on two subjects for 200 marks. The subject is given to the trainee by
the Course Director at the beginning of the course. The candidate has to prepare and submit the dissertation with the help of a Guide. The same is assessed by external experts invited by the college authority as Examiners. In order to pass the Advanced course (Divisional Officers Course), a candidate has to obtain minimum 50% marks in theory and 50% and above separately in lecture. Those who secure 65 - 70% are graded in Honour's class, provided they secure pass marks in every subject. Similarly, those who get more than 70% marks in the aggregate are placed in Distinction, subject to passing in each paper. A trainee who has successfully passed the Divisional Officers Course is awarded the Advanced Diploma, and is entitled to add "Advanced Diploma National Fire Service College" after his name.

Training records are maintained for all personnel receiving training. The record shows their present status and progress made during service. The records are maintained and preserved by the National Fire Service College, as a valuable reference and guide.
REFERENCES:


5. Ibid p.33.


7. Ibid

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<th>No.</th>
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<td>Directorate of Fire Service, Govt of Goa.</td>
<td>Terms and conditions of appointment to the post of Fireman.</td>
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<tr>
<td>17.</td>
<td>Ibid.</td>
<td>p.15.</td>
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<tr>
<td>19.</td>
<td>Ibid.</td>
<td>p.38.</td>
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20. Ibid. p. 39.
21. Ibid. p. 42.
22. Ibid. pp. 43-44.
23. Ibid. p. 45.
24. Ibid. p. 43-45.
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26. Ibid p. 47.
27. Ibid p. 51.
28. Ibid p. 15.

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