

राष्ट्रीय आपदा प्रबंधन संस्थान (गृह मंत्रालय, भारत सरकार) National Institute of Disaster Management (Ministry of Home Affairs, Govt. of India) Plot No-15, Block-B, Pocket-3, Sector 29, Rohini, Delhi-110042

#### NIDM/Admin/rect. on deputation basis/2022 Dated: 06.06.2023

To,

- The Secretaries of Ministries/Departments of Government of India
- Chief Secretaries of the State Governments/Union Territories
- Relief Commissioners of all States/SDMAs of all States
- MHA/NDMA/NDRF/DGCDFS & HG

Subject: - Filling up of Group 'A' posts in National Institute of Disaster Management, Delhi and Southern Campus on deputation (ISTC) basis

Madam/Sir,

Please refer to NIDM's letter of even no. dated 03.10.2022, 02.12.2022, 01.02.2023 and 06.04.2023 on the above cited subject. Copy of the letter is available online at <a href="https://nidm.gov.in/pdf/recruitment/NIDMVacancyCircular\_031022.pdf">https://nidm.gov.in/pdf/recruitment/NIDMVacancyCircular\_031022.pdf</a>.

2. In this regard, it is informed that the last date for receipt of applications complete in all respects has been extended by another 30 days i.e., till 01.07.2023. All other things remain unchanged.

3. This issues with the approval of Executive Director, NIDM.

Yours faithfully,

(Surendra Thakur) Joint Director



राष्ट्रीय आपदा प्रबंधन संस्थान (गृह मंत्रालय, भारत सरकार) National Institute of Disaster Management (Ministry of Home Affairs, Govt. of India) Plot No-15, Block-B, Pocket-3, Sector 29, Rohini, Delhi-110042

NIDM/Admin/rect. on deputation basis/2022 Dated: 06.04.2023

To,

- The Secretaries of Ministries/Departments of Government of India
- Chief Secretaries of the State Governments/Union Territories
- Relief Commissioners of all States/SDMAs of all States
- MHA/NDMA/NDRF/DGCDFS & HG

Subject: - Filling up of Group 'A' posts in National Institute of Disaster Management, Delhi and Southern Campus on deputation (ISTC) basis

Madam/Sir,

Please refer to NIDM's letter of even no. dated 03.10.2022, 02.12.2022 and 01.02.2023 on the above cited subject. Copy of the letter is available online at <a href="https://nidm.gov.in/pdf/recruitment/NIDMVacancyCircular\_031022.pdf">https://nidm.gov.in/pdf/recruitment/NIDMVacancyCircular\_031022.pdf</a>.

2. In this regard, it is informed that the last date for receipt of applications complete in all respects has been extended by another 60 days i.e., till 01.06.2023. All other things remain unchanged.

3. This issues with the approval of Executive Director, NIDM.

Yours faithfully,

(Surendra Thakur) Joint Director



### NIDM/Admin/rect. on deputation basis/2022 Dated: 03.10.2022

To,

- The Secretaries of Ministries/Departments of Government of India
- Chief Secretaries of the State Governments/Union Territories
- Relief Commissioners of all States/SDMAs of all States
- MHA/NDMA/NDRF/DGCDFS & HG

## Subject: - Filling up of Group 'A' posts in National Institute of Disaster Management, Delhi and Southern Campus on deputation (ISTC) basis

Madam/Sir,

The National Institute of Disaster Management require the services of suitable officers for filling up following Group 'A' posts at its Delhi Campus at Plot No-15, Block-B, Pocket-3, Sector 29, Rohini, Delhi-110042 and Southern campusat Kondapavuluru Village, Gannavaram Mandal, Krishna District, Vijaywada, Andhra Pradeshon deputation (including short term contract) basis:-

S.No.	· · ·		sts	l -	Eligibility criteria	
	po	post	Delhi Campus	Southern Campus	as per 7 <sup>th</sup> CPC	& Application Format
1.	Group 'A'	Professor	2	1	14	Annexure-1
<b>2</b> .	Group 'A'	Associate Professor	2	4	12	Annexure-2
3.	Group 'A'	Assistant Professor	2	3	10	Annexure-3
4.	Group 'A'	Administrative Officer	-	1	10	Annexure-4
5.	Group 'A'	Accounts Officer	-	1	10	Annexure-5

\* the number of posts may be increased or decreased without any notice.

2. A copy of the relevant extract of existing NIDM Employees (Recruitment and other conditions of Service) Rules, 2014 for the above posts in NIDM under the Ministry of Home Affairs is enclosed at **Annexure-6**. The same are required to be referred before applying for the above posts. The NIDM Employees (Recruitment and other conditions of Service) Rules, 2014 are also available at https://nidm.gov.in/PDF/laws/NIDMServiceRuleGazette\_081014.pdf.

3. Officers who volunteer and are sponsored by their Ministries/Department/s State Governments/UTs Administration etc. for the above posts will not be permitted to withdraw their names later.

It is requested to give wide circulation to these vacancies among all 4. Statutory/Autonomous organizations/Universities or Institutes, fully funded by the Central Government or State Governments, under your administrative control. The nominations of eligible officers alongwith their applications (in duplicate) duly countersigned by the competent authority in the enclosed proforma alongwith 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 to the Govt. of India for the last five years of the officer, who could be spared immediately in the event of selection, may be sent to "The Executive Director, National Institute of Disaster Management, (NIDM), (Ministry of Home Affairs), Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042 within 60 days of date of issue of this circular i.e., till 02.12.2022". 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 forwarded. Applicants may send an advance copy of the application at the above address/ email at admofficer.nidm@nic.in.

#### 5. Separate application may be forwarded for separate category of posts.

6. Applications received after the last date or application incomplete in any respect or those not accompanied by the requisite document(s)/information will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service records.

Yours faithfully,

(Surendra Thakur) Consultant & I/C (HR & Admin)

Encl: as above

#### Proforma for the post of Professor on deputation (ISTC) basis in Delhi and Southern Campus

- (1) Please indicate campus for posting:
- (2) Name and Address in Block Letters:
- (3) Date of Birth (in Christian Era):
- (4) (i) Present Post Held:
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (5) Educational Qualifications:
- (6) 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	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
From amongst the officers or employees of	
the Central Government or State Government	
or Union Territories or Statutory or	
Autonomous Bodies or Universities or Institute	
fully funded by the Central Government or	
State Government holding analogous post on	
regular basis in the parent cadre or	
department; or	
Associate Professor with eight years of	
service in the Grade on regular basis and	
having the following qualifications:-	
Essential qualification:	
(i) Master's Degree in Social Sciences /	
Environmental / Earth Science / Engineering /	

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Disaster Management or allied subjects with	
at least 55% of the marks or its equivalent	
grade; and	
(ii) Ph.D with a consistently good academic	
record; and	
(iii) Published work of high quality, actively	
engaged in research and training with	
evidence of published work with a minimum of	
10 publications as books and or research or	
policy papers in indexed or International	
Standard Book Number/ International	
Standard Serial Number numbered journals	
and as International Standard Book Number/	
International Standard Serial Number	
numbered books;	
(iv) A minimum ten years' experience in Post	
Graduate teaching or training and research at	
the University or National level Institution.	
(v) Contribution to innovation in training or	
education, design of new curriculum and	
courses, developing training modules and	
technology.	
Desirable qualification:	
(i) Experience of guiding candidates for	
research at Doctoral level.	
(ii) An outstanding professional, with	
established reputation in the relevant field,	
who has made significant contributions to the	
knowledge in the concerned or allied or	
relevant discipline, to be substantiated by	
credentials.	<u> </u>
(Add Additional Sheet if necessary)	

(Add Additional Sheet if necessary)

(7)	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.	

(8) Details of Employment, in chronological order. Enclose a separate sheet,

duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	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	То

- (9) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (10) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

1	

(11)	If any post held on deputation by the application in the past, date of return	
	form the last deputation and other	
	details.	

- (12) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (13) Are you in the 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

Basic pay in the pay Band	Grade Pay	Total Emoluments

(15) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances (with break-up details)	

(16) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(17)	Achievements:	
	The Candidates are requested to	
	indicate information with regard to :	
	(i) Research publication and	
	reports and special projects.	
	(ii) Awards/ Scholarships / Official	
	appreciation	
	(iii) Affiliation with the professional	
	bodies/ institutions / societies	
	(iv) Patents registered in own	
	name or achieved for the	
	organization	
	(v) Any research / innovative	
	measure involving official	
	recognition and;	
	(vi) Any other information	

(18) Whether belongs to SC/ST.

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 Name:

Date:

#### 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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum.\_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv)No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> 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) Name in Block Letters: Designation: Office Seal: Email:

#### Proforma for the post of Associate Professor on deputation (ISTC) basis in Delhi and Southern Campus

- (1) Please indicate campus for posting:
- (2) Name and Address in Block Letters:
- (3) Date of Birth (in Christian Era):
- (4) (i) Present Post Held:
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (5) Educational Qualifications:
- (6) 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	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
From amongst the officers / faculty members	
of the Central Government or State	
Government or Union Territories or Statutory	
or Autonomous Bodies or Universities or	
Institute fully funded by the Central	
Government or State Government holding	
analogous post on regular basis in the parent	
cadre or department; or	
Assistant Professor with ten years of service	
in the Grade and having the following	
qualifications:	
(i) Essential qualification :	
(a) Masters Degree in Social Sciences	
/Environmental/Earth Science/ Engineering/	

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Disaster Management or allied subjects with	
at least 55% of the marks or its equivalent	
grade; and	
(b) Good academic record with Ph.D. degree	
in the concerned or allied disciplines.	
(ii) Essential Experience :-	
(a) The faculty of Universities/Post Graduate	
Colleges holding analogous post on regular	
basis in the parent cadre; or	
(b) A minimum of 10 years of experience of	
teaching or of research in a regular position	
equivalent to that of Assistant Professor; and	
(c) With evidence of published work with a	
minimum of five publications as books or	
research or policy papers in indexed or	
International Standard Book Number or	
International Standard Serial Number or	
numbered journals and as International	
Standard Book Number or International	
Standard Serial Number numbered books;.	
(iii) Desirable experience:	
Contribution to innovation educational, design	
of new curricula, courses and developing	
training modules, and technology-mediated	
teaching learning process.	
(Add Additional Sheet if necessary)	

(Add Additional Sheet if necessary)

(7)	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.	

(8) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)

		Scale of	highlighting
		the post	experience
		held on	required for
		regular	the post
		basis	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	То

- (9) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (10) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

(11)	If any post held on deputation by the	
	application in the past, date of return	
	form the last deputation and other	

details.			

- (12) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (13) Are you in the 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

Grade Pay	Total Emoluments
	Grade Pay

(15) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances	
	(with break-up details)	

(16) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(17)	Achievements:	
	The Candidates are requested to	
	indicate information with regard to :	
	(i) Research publication an	t l
	reports and special projects.	
	(ii) Awards/ Scholarships / Officia	1
	appreciation	
	(iii) Affiliation with the professiona	1
	bodies/ institutions / societies	
	(iv) Patents registered in ow	1
	name or achieved for th	9
	organization	
	(v) Any research / innovativ	9
	measure involving officia	1
	recognition and;	
	(vi) Any other information	

(18) Whether belongs to SC/ST.

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 Name:\_\_\_\_\_

\_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone/Fax/Email:\_\_\_\_\_

Date:

#### 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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum.\_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv)No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> 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) Name in Block Letters: Designation: Office Seal: Email:

#### Proforma for the post of Assistant Professor on deputation (ISTC) basis in Delhi and Southern Campus

- (1) Please indicate campus for posting:
- (2) Name and Address in Block Letters:
- (3) Date of Birth (in Christian Era):
- (4) (i) Present Post Held:
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (5) Educational Qualifications:
- (6) 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	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
From amongst the officers or employees of	
the Central Government or State Government	
or Union Territories or Statutory or	
Autonomous Bodies or Universities or Institute	
fully funded by the Central Government or	
State Government holding analogous post on	
regular basis in the parent cadre and	
possessing the following education	
qualifications:	
Qualification :	
Essential :	
Masters Degree with 55% marks in Social	
Sciences / Environmental / Earth Science /	
Engineering / Disaster Management or allied	

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subjects with at least 55% of the marks or its	
equivalent in Masters Degree with consistent	
good academic record.	
Desirable :	
(i) M.Phil or Ph.D. in the concerned or allied	
disciplines.	
Contribution to innovation educational, design	
of new curricula and courses, developing	
training modules, and technology-mediated	
teaching learning process.	
	1

(Add Additional Sheet if necessary)

(7)	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.	

(8) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	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	From	То
	Grade Pay drawn		
	under ACP/ MACP		
	Scheme		

- (9) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (10) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

(11)	If any post held on deputation by the	
	application in the past, date of return	
	form the last deputation and other	
	details.	

- (12) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (13) Are you in the 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

Basic pay in the pay Band	Grade Pay	Total Emoluments

(15) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances	
	(with break-up details)	

(16) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(17)	Achievements:	
	The Candidates are requested to	
	indicate information with regard to :	
	(i) Research publication and	
	reports and special projects.	
	(ii) Awards/ Scholarships / Official	
	appreciation	
	(iii) Affiliation with the professional	
	bodies/ institutions / societies	
	(iv) Patents registered in own	
	name or achieved for the	
	organization	
	(v) Any research / innovative	
	measure involving official	

	recognition and;	
(vi)	Any other information	

(18) Whether belongs to SC/ST.

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 Name:\_\_\_\_\_

Office Address:

Telephone/Fax/Email:\_\_\_\_\_

Date:

#### 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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum.\_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv)No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> 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) Name in Block Letters: Designation: Office Seal: Email:

#### Proforma for the post of Accounts Officer on deputation (ISTC) basis in NIDM Southern Campus

- (1) Name and Address in Block Letters:
- (2) Date of Birth (in Christian Era):
- (3) (i) Present Post Held:
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (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
(a) Officers of the Central Government or	
State Governments or Union territory	
Administrations -	
(i) holding analogous post on regular basis;	
or	
(ii) worked for at least two years in the pay	
band-2 of Rs.9300-34800 plus grade pay of	
Rs.4800;	
or	
(iii) has worked for at least three years in the	
pay band-2 of Rs.9300-34800 plus grade pay	
of Rs.4600; and	
(b) possessing any one of following	
qualifications:-	
(i) has qualified the Subordinate Accounts	
Service or equivalent examination conducted	
by any of the Organised Accounts	

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Departments of the Central Government; or	
(ii) successful completion of training in the	
Cash and Accounts Work in the Institute of	
Secretariat Training (ISTM) and Management	
or equivalent and one year experience in cash	
accounts and budget works.	

(Add Additional Sheet if necessary)

(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.	

(7) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	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	From	То
	Grade Pay drawn		
	under ACP/ MACP		
	Scheme		

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- (8) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (9) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

(10)	If any post held on deputation by the application in the past, date of return	
	form the last deputation and other details.	

- (11) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (12) Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
- (13) Total emoluments per month now drawn

Basic pay in the pay Band	Grade Pay	Total Emoluments

(14) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay	Dearness Pay/ interim	Total emoluments
and rate of increment	relief/ other allowances	
	(with break-up details)	

(15) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(16)	Achievements:	
	The Candidates are requested to	
	indicate information with regard to	:
	(i) Research publication	and
	reports and special projects	5.
	(ii) Awards/ Scholarships / Of	ficial
	appreciation	
	(iii) Affiliation with the profess	ional
	bodies/ institutions / societi	es
	(iv) Patents registered in	own
	name or achieved for	the
	organization	
	(v) Any research / innov	ative
	measure involving of	ficial
	recognition and;	
	(vi) Any other information	

(17) Whether belongs to SC/ST.

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	Э
Name:	

Office Address: \_\_\_\_\_

Telephone/Fax/Email:\_\_\_\_\_

Date:

#### 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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum.\_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv)No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> 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) Name in Block Letters: Designation: Office Seal: Email:

#### Proforma for the post of Administrative Officer on deputation (ISTC) basis in NIDM Southern Campus

- (1) Name and Address in Block Letters:
- (2) Date of Birth (in Christian Era):
- (3) (i) Present Post Held:
  - (ii) Name of the Organisation where posted:
  - (iii) Date of entry into regular service:
  - (iv) Date of Superannuation:
- (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	· · · · · ·
Officer of the Central Government or State Government or Union territory Administrations- (i) holding post analogous on regular basis;	
or (ii) has worked for at least two years in the pay band of Rs.9300- 34800 with grade pay of Rs.4800;	
or (iii) has worked for at least three years in the pay band-2 of Rs.9300-34800 with grade pay of Rs.4600 and possessing the following qualification and experience :-	
Essential: Degree of a recognized University or equivalent; and	

Paste latest passport size photograph

Experience	of	administration	and		
Experience	OI	administration	and		
establishmen	related	l work for more tha	n one		
year in a Gov	year in a Government office or Public Body or				
Autonomous Body or Universities funded by					
the Central Government.					
Desirable :					
Knowledge of rules and regulations related to					
establishment matters.					

(Add Additional Sheet if necessary)

(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.	

(7) Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/	Post Held	From	То	* Pay Band	Nature of
Institution	on regular			and Grade	duties (in
	basis			Pay / Pay	detail)
				Scale of	highlighting
				the post	experience
				held on	required for
				regular	the post
				basis	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	From	То
	Grade Pay drawn		
	under ACP/ MACP		

Scheme	

- (8) Nature of present employment (i.e. Adhoc or temporary or quasi permanent or permanent)
- (9) In case the present employment is held on deputation / contract basis, please state:

Date of Initial	Period of	Name of the	Name of the post
appointment	appointment on	parent office/	and pay of the
	deputation /	organization to	post held in
	contract	which the	substantive
		applicant belongs	capacity in the
			present
			organization

(10)	If any post held on deputation by the application in the past, date of return form the last deputation and other details.	

- (11) Additional details about present employment:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government undertaking
  - (e) Universities
  - (f) Others
- (12) Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
- (13) Total emoluments per month now drawn

Basic pay in the pay Band	Grade Pay	Total Emoluments

(14) In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:-

Basic Pay with scale of pay and rate of increment	Dearness Pay/ interim relief/ other allowances (with break-up details)	Total emoluments

(15) Additional Information, if any, relevant to the post you applied for in support of your suitability for the post (Additional Academic qualifications professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(16)	Achievements:	
	The Candidates are requested to	
	indicate information with regard to :	
	(i) Research publication and	
	reports and special projects.	
	(ii) Awards/ Scholarships / Official	
	appreciation	
(iii) Affiliation with the profession		
	bodies/ institutions / societies	
(iv) Patents registered in own name or achieved for the		
	organization	
	(v) Any research / innovative	
	measure involving official	
	recognition and;	
	(vi) Any other information	

#### (17) Whether belongs to SC/ST.

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 Name:\_\_\_\_\_

\_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone/Fax/Email:\_\_\_\_\_

Date:

#### 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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum.\_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India are enclosed.
- (iv)No major/minor penalty has been imposed on him/her during the last 10 years <u>or</u> 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) Name in Block Letters: Designation: Office Seal: Email:

#### 44 THE GAZETTE OF INDIA: EXTRAORDINARY [PART II-SEC. 3(i)] Experience of not less than five years in the field of Disaster Management petated training/ administration. Note J. Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years. Note 2: The maximum age-limit for appointment by deputation shall be 56 years. Note 3 : The crucial date for deciding the age limit shall be $1^{st}$ July of the year of advertisement.

ANNIEXURE - 6

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12		13
Group 'A' Departmental Selection Committee (for consider consisting of :-	Not applicable	
1. Secretary (Border Management) or Special Secreta	ry or	
Additional Secretary, In-charge of Disaster Manage		
Ministry of Home Affairs		
<ol><li>Secretary / Special Secretary / Additional Secretary</li></ol>		
Joint Secretary (Administration),		
National Disaster Management Authority	-Member	
3. Joint Secretary, (Disaster Management) of the Min	istry,	
In-charge of Disaster Management		
4. Executive Director, National Institute of Disaster N		

(1)	(2)	(3)	(4)	(5)	(6)
3. Professor	3 (Three)* *Subject to variation dependent on workload	Group 'A'	Pay Band 4 Rs. 37400- 67000 plus Grade Pay of Rs.10000	Not applicable	Not exceeding 55 years. Note : The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.
	(7)	(8)	(9)	(10)	(11)
Sciences / Envi Science / Engin Management o with at least 55	Degree in Social ronmental / Earth neering / Disaster or allied subjects % of the marks or	Ycs	One year for direct recruits	50% by promotion and 50% by deputation (Including Short-Term Contract) failing which by direct recruitment.	By Promotion: With eight years of service in the grade on regular basis and fulfilling the essential qualifications for the post as given in column (7).
5	th a consistently				By deputation (Including Short-Term Contract):
quality, active research and evidence of put a minimum of 1	work of high cly engaged in d training with plished work with 10 publications as escarch or policy				From amongst the officers or employees of the Central Government or State Government or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully

[भाग II-खण्ड 3 (i)]

papers in indexed or International Standard Book Number/ International Standard Serial Number numbered journals and as International Standard Book Number/ International Standard Serial Number numbered books; (iv) A minimum ten years' experience in Post Graduate teaching or training and research at the University or National	funded by the Central Government or State Government or State Government holding analogous post on regular basis in the parent cadre or department; or Associate Professor with eight years of service in the Grade on regular basis and having the qualifications specified in column (7) Note 1: Period of deputation
<ul> <li>level Institution.</li> <li>(v) Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.</li> <li>Desirable qualification: <ul> <li>(i) Experience of guiding candidates for research at Doctoral level.</li> </ul> </li> </ul>	shall ordinarily be for three years extendable upto five years. However, the period of deputation including 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 not exceed five years.
(ii) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned or allied or relevant discipline, to be substantiated by credentials.	Note 2: The maximum age- limit for appointment by deputation shall be 56 years as on 1 <sup>st</sup> July of the year of advertisement. Note 3 : The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.

	(12)					
Grou	p 'A' Departmental Promotion Committee (for considering notion) consisting of :-	confirmation and	Not applicable			
ì.	Union Home Secretary: or Secretary (Border Management)	-Chairman				
2.	Secretary / Special Secretary / Additional Secretary,					
	National Disaster Management Authority	-Member				
3.	Joint Secretary (DM), Ministry of Home Affairs	-Member				
4.	Three eminent external experts in the field of disaster					
	management to be nominated by Union Home Minister	-Member				
5.	Executive Director, National Institute of Disaster Management	-Member				

	(1)	(2)	(3)	(4)	(5)	(6)
4.	Associate Professor	4 (Four)* Subject to variation dependent on workload	1 1	Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 7600	Not applicable	50 years as on 1 <sup>st</sup> July of the year in which the advertisement is issued. <b>Note</b> : The crucial date for deciding the age limit shall be 1st July of the year of advertisement.

(7)	(8)	(9)	(10)	(11)
(i) Essential qualification :	Yes	One year for	50% by	By Promotion:
(a) Masters Degree in Social Sciences		direct	promotion and	Promotion from amongst the
/Environmental/Earth Science/		recruitment	50% by	Assistant Professors having
Engineering/Disaster Management or			deputation	ten years of service (or
allied subjects with at least 55% of the			(Including Short-	equivalent) or sixteen year

#### THE GAZETTE OF INDIA: EXTRAORDINARY

[PART	11-	-SEC.	36	D1
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46 THE GAZETTE	OF INDIA : EXTRAORDINARY	[PART II—SEC. 3(
marks or its equivalent grade; and	Term Contract)	service at the level
(b) Good academic record with Ph.D.	failing which by	Research Associate (
degree in the concerned or allied	direct	equivalent) in the grade
disciplines.	recruitment	regular hasis with go
(ii) Essential Experience :-		academic record and fulfilli
(a) The faculty of Universities/Post		essential qualifications for
Graduate Colleges holding analogous		post as given in Col. (7).
post on regular basis in the parent		By deputation (Includi
cadre; or		Short-Term Contract):
(b) A minimum of 10 years of		From amongst the officer
experience of teaching or of research		faculty members of
in a regular position equivalent to that		Central Government or St
of Assistant Professor; and		Government or Uni
(c) With evidence of published work		Territories or Statutory
with a minimum of five publications		Autonomous Bodies
as books or research or policy papers		Universities or Institute fu
in indexed or International Standard		funded by the Cent
Book Number or International		Government or St
Standard Serial Number or numbered		Government hold
journals and as International Standard		analogous post on regu
Book Number or International		basis in the parent cadre
Standard Serial Number numbered		department; or
books:		Assistant Professor with
(iii) Desirable experience:		years of service in the Gra
Contribution to innovation		and having the qualification
educational, design of new curricula,		specified in Column (7)
courses and developing training		Note 1: Period of deputati
modules, and technology-mediated		shall ordinarily be for th
teaching learning process.		years extendable upto f
c 51		years. However, the period
		deputation including period
		deputation in another ex-ca
		post held immediate
		preceding this appointment
		the same or some of
		organisation or department
		the Central Government sh
		not exceed five years.
		Note 2: The maximum a
		limit for appointment
·		deputation shall be 56 years
1		on 1 <sup>st</sup> July of the year
		advertisement.

(12)			(13)
	p 'A' Departmental Selection Committee (for considering notion) consisting of :-	appointment and	Not applicable
1.	Secretary (Border Management) or Special Secretary or		
	Additional Secretary, In-charge of DM Division, Ministry		
	of Home Affairs	-Chairman	
2.	Joint Secretary (Disaster Management), Ministry of Home	- Member	
	Affairs		
3.	Executive Director, National Institute of Disaster		
	Management	- Member	
4.	Advisor/ Joint Secretary, National Disaster Management		
	Authority (to be nominated by Sceretary, National		
	Disaster Management Authority)	-Member	
5.	One eminent external expert in the field of disaster		
	management to be nominated by Home Minister	-Member	

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[ भाग II–खण्ड 3 (i)]

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(1)         (2)         (3)         (4)         (5)         (6)           5.         2         (Two)*         Group 'A'         Pay Band 3         Yes         Not app           Consultant         Subject         to         Rs.         15600 -         15000 -	
	Incame
variation 39100 plus	
dependent on Grade Pay of Rs.	
workload 7600	
(7) (8) (9) (10) (11	1)
Not Yes Not applicable By Deputation By Deputation (Inc	
applicable (Including Short-Term Contract):	
Contract) From amongst the of	ficers or employees
of the Central Go	
Government or Un	
Statutory or Auton	
Universities or Instit the Central Gove	
Government holding	
rcgular basis in th	
department.	-
or	,
	Central / State
Government / Uni	
Statutory or Auton Universities or Instit	
	ernment or State
Government in t	
(Rs. 15600-39100),	
Rs. 6600 with five	-
officers of the Government in t	Central / State the Pay Band-3
(Rs. 15600-39100)	
Rs. 5400 with ten y	
possessing the follow	ving qualifications:-
Qualification :-	
(i) Essential:-	
55% marks in Mast	
Recognized Universi	uy.
(ii) Desirable :-	at lagat and and
Ph.D or M.Phil or training in the releva	
or international	institution or
organization.	
Note 1: Period of	
ordinarily be for three	
upto five years. How derivation include	
deputation includ deputation in another	
immediately precedin	
in the same or some	
or department	of the Central
Government shall no	•
Note 2: Period of s	
shall ordinarily be extendable upto five	
Note 3 : The maxi	-
appointment by dep	
	ly of the year of

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[PART II-SEC. 3(i)]

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THE GAZETTE OF INDIA: EXTRAORDINARY

- (12)	(13)	
Group 'A' Departmental Selection Committee (for	or considering	Not applicable
appointment) consisting of :-	-	and the second
1. Secretary (Border Management) or Special Secretary		
or Additional Secretary, In-charge of DM Division,		and the second
Ministry of Home Affairs	-Chairman 👘	ал - <sup>сан</sup>
2. Joint Secretary(Disaster Management), Ministry of	and and and an a second second	
Home Affairs	Member	
3. Executive Director, National Institute of		
Disaster Management	-Member	
4. Advisor/ Joint Secretary, National Disaster Management		
Authority (to be nominated by Secretary,		
National Disaster Management Authority)	-Member	
5. One eminent external expert in the field of disaster		
management to be nominated by Home Minister	-Member	

(1)	(2)	(3)	(4)	(5)	(6)
6. Assistant Professor	8 (Eight)* subject to variation dependent on workload.	(3) Group 'A'	(4) Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	(5) Not applicable	35 years as on 1 <sup>st</sup> July of the year in which the advertisement is issued. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government. Note : The crucial date for deciding the age limit shall be 1 <sup>st</sup>
				(10)	July of the year of advertisement.
	(7)	(8)	(9)	(10)	(11)
Social Sciences Earth Science Disaster Mana subjects with a marks or its eq Degree with academic record. Desirable : (i) M.Phil or Ph or allied disciplin Contribution educational, desi and courses, or	D. in the concerned nes. to innovation ign of new curricula developing training technology-mediated	Yes	One year for direct recruitment	50% by promotion and 50% by direct recruitment or deputation (Including Short-Term Contract)	<b>By promotion</b> From amongst the Research Associates with eight year experience on regular basis in the Institute and fulfilling the educational qualification specified in column (7). Provided that in case of those with Ph.D the minimum service period will be six years. By deputation: From amongst the officers or employees of the Central Government or State Government or Union Territorics or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government holding analogous post on regular basis in the parent cadre and possessing the education qualifications specified in column (7) Note 1:Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or

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[भाग II-खण्ड 3 (i)]

	department of the Central Government shall not exceed five years. Note 2: The maximum age-limit for appointment by deputation shall be 56 years as on 1 <sup>st</sup> July of the year of advertisement.
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(12)		(13)	
Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :-			
1. Executive Director, National Institute of Disaster Management	- Chairman		
2. Director / Deputy Secretary, DM Division dealing with the subject			
Ministry of Home Affairs	- Member		
3. Director / Joint Advisor / Deputy Secretary, National Disaster Management			
Authority (to be nominated by Secretary, National Disaster Management			
Authority)	- Member		
4. One eminent expert member in the concerned subject/field to be nominated			
by Home Secretary	- Member		

(1)	(2)	(3)	(4)	(5)	(6)
7. Accounts Officer	1(One)* subject to variation dependent on workload.	Group 'A'	Pay Band-3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	Not applicable	Not applicable
(7)	(8)	(9)	(10	))	(11)
Not	Not applicable	Two	Promotion, faili		Promotion :-
applicable		Years	deputation (Inc Term Contract).		The Assistants of National Institute of Disaster Management having Bachelor's Degree with at least eight years regular service in pay band-2 of Rs. 9300-34800 plus grade pay of Rs. 4200 and experience of dealing with Budget and Accounts matters for at least six years.
					Deputation (Including Short- Term Contract) :-
					<ul> <li>(a) Officers of the Central Government or State Governments or Union territory Administrations -</li> <li>(i) holding analogous post on regular basis; or</li> <li>(ii) worked for at least two years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4800; or</li> <li>(iii) has worked for at least three years in the pay band-2 of Rs.9300-34800</li> </ul>
					plus grade pay of Rs.4600; and



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A	· · · · · · · · · · · · · · · · · · ·	
-		<ul> <li>(b) possessing any one of following qualifications:-</li> <li>(i) has qualified the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government; or</li> </ul>
		<ul> <li>(ii) successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training (ISTM) and Management or equivalent and one year experience in cash accounts and budget works.</li> </ul>
		Note 1 : Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.
		<b>Note 2:</b> The maximum age-limit for appointment by deputation shall be 56 years.
		Note 3 : The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.

(12)			
Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :-	Not applicable		
<ol> <li>Executive Director, National Institute of Disaster Management</li> <li>Director / Deputy Secretary, Disaster Management Division) Ministry of Home Affairs</li> <li>Member</li> </ol>			
<ol> <li>Director /Joint Advisor/ Deputy Secretary, NDMA ( to be nominated by Secretary, NDMA)</li> <li>Joint Director, NIDM/Representative to be nominated by ED, NIDM</li> <li>Member</li> <li>Member</li> </ol>			

(1)	(2)	(3)	(4)	(5)	(6)
8. Administrative Officer	1(One)(2013)*subjecttovariationdependentdependentonworkload.	Group 'A'	Pay Band -3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	Not applicable	Not applicable

(7)	(8)	(9)	(10)	(11)
Not applicable	Not applicable	Two Ycars	Promotion, failing which by deputation (Including Short- Term Contract)	<b>Promotion :-</b> The Assistant of National Institute of Disaster Management having Bachelor's Degree with at least eight years regular service in pay

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			band-2 of Rs. 9300-34800 plus
			grade pay of Rs. 4200 and
	]		experience of dealing with
			establishment and administrative
			matters for at least six years.
			Deputation (Including Short-Term
			Contract) :-
			(a) Officer of the Central
			Government or State Government
			or Union territory Administrations-
			(i) holding post analogous on
			regular basis;
			or
			(ii) has worked for at least two
			years in the pay band of Rs.9300-
			34800 with grade pay of Rs.4800;
			or (iii) has marked for at least three
			(iii) has worked for at least three
			years in the pay band-2 of Rs.9300-
			34800 with grade pay of Rs.4600
			and possessing the following
			qualification and experience :-
			Essential:
			Degree of a recognized University
			or equivalent; and
			Experience of administration and
			establishment related work for more
			than one year in a Government
			office or Public Body or
			Autonomous Body or Universities
			funded by the Central Government.
			Desirable :
			Knowledge of rules and regulations
			related to establishment matters.
	1		Note 1 : Period of deputation shall
			ordinarily be for three years
	1		extendable upto five years.
			However, the period of deputation
	1	-	including period of deputation in
			another ex-cadre post held
			immediately preceding this
			appointment in the same or some
			other organisation or department of
	ĺ		the Central Government shall not
			exceed five years.
			Note 2: The maximum age-limit
			for appointment by deputation shall
			be 56 years.
	· · · ·		Note 3: The crucial date for
			deciding the age limit shall be 1 <sup>st</sup>
			July of the year of advertisement.
L			sury of the year of advertisement.

(12)	(13)	
Group 'A' Departmental Promotion Committee (for considering con	Not applicable	
promotion) consisting of :-		
1. Executive Director, National Institute of Disaster Management	-Chairman	
2 Director / Deputy Secretary, (Disaster Management)		
Ministry of Home Affairs	-Member	
3 Director /Joint Advisor / Deputy Secretary, NDMA		
(to be nominated by Secretary, NDMA	-Member	
4. Joint Director, NIDM/Representative to be nominated by ED,	-Member	
NIDM		