

Publication Date : 16-01-2016

Revised Terms of Reference and Application Form is placed below

SC/ST/Women/Physically Handicapped candidates are exempted from the fee

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**
(Ministry of Home Affairs, Govt. of India)

VACANCY ANNOUNCEMENT

Applications are invited for appointment to the following vacant post on direct recruitment basis in National Institute of Disaster Management (NIDM):

Name of the Post : **Personal Assistant/Stenographer**
Pay Scale : **Rs. 9300-34800 + Grade Pay Rs.4200/-**
Number of Post : 4 (one reserved for OBC)
Age limit : 30 years (relaxable upto 35 years for SC/ST and 33 years for OBC. **The crucial date for deciding the age limit shall be 1st July, 2016**)
Qualification : Graduate in any discipline from a recognized University or Institute and possessing a speed of 100 words per minute in shorthand (English or Hindi) and Typing 50 w.p.m.

The detailed Terms of Reference (Job description) for the above positions and prescribed format of application are available at www.nidm.gov.in

Interested candidates may send their application with superscription **“Application for the post of “_____”** on the prescribed format provided on NIDM's Website alongwith an application fees of Rs. 500/- by Demand Draft in favour of Executive Director, NIDM payable at New Delhi. Fees once paid shall not be refunded. Application should be addressed to **Executive Director, National Institute of Disaster Management , Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P. Estate, Ring Road, New Delhi – 110002 and must reach within 30 days from the date of publication of this advertisement”**.

Executive Director
NIDM

**National Institute of Disaster Management
(Ministry of Home Affairs)**

- 1) **Educational Qualification:-** Graduate in any discipline from a recognized University or Institute and possessing a speed of 100 words per minute in Shorthand (English or Hindi) and Typing 50 w.p.m.
- 2) **Age:-** Maximum age limit will be 30 years (Relaxable for SC/ST and OBC as per Government Rules)
The crucial date for deciding the age limit will be 1.07.2016
- 3) **Pay Scale:-** PB 2 (9300-34800) + Grade Pay 4200
- 4) **How to Apply:-**

Interested candidates may send their application in the prescribed format (attached) with superscription “Application for the post of _____” along with an application fees of Rs. 500/- by Demand Draft in favour of Executive Director, NIDM payable at New Delhi. Fees once paid shall not be refunded. Application should be addressed to Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P.Estate, Ring Road, New Delhi-110002 and must reach within 30 days from the date of publication of advertisement.

SC/ST/Women/Physically Handicapped candidates are exempted from the fee

Application for Appointment as Personal Assistant/Stenographer
in National Institute of Disaster Management

Photo
(Passport
size)

- 1) Post applied for _____
- 2) Category (General/SC/ST/OBC) _____
- 3) Full Name (in Block letters) _____
- 4) Father's Name _____
- 5) Date of Birth _____
- 6) Age as on 1.7.16 _____ years _____ month _____ days _____
- 7) Sex: Male/Female
- 8) Marital Status: Married/Unmarried
- 9) Educational Qualification
- 10) a) Stenography speed (Eng.) _____ Typing speed (Eng.) _____
(b) Stenography speed (Hindi) _____ Typing speed (Hindi) _____
- 11) Past Experience:
- 12) Nationality
- 13) Correspondence Address:
Telephone no.
Mobile no.
Email ID
- 14) Permanent Address:

Signature

* Please attach self-attested copies of all certificates & testimonials.