# राष्ट्रीय आपदा प्रबंधन संस्थान

(गृह मंत्रालय, भारत सरकार)



(Ministry of Home Affairs, Govt. of India) A-wing, 4th floor, NDCC-II, Jai Singh Road, New Delhi - 110001



NIDM/Admin/Recruitment Southern Campus/247/2018

Date: 08.06.2020

To,

- The Secretaries of Ministries/Departments of Government of India
- Chief Secretaries of State Governments/Union Territories
- Relief Commissioners of all States/SDMA of all States
- MHA/NDMA/NDRF/DGCD

Subject: Filling up of Group 'A' posts in National Institute of Disaster Management, Southern Campus, Andhra Pradesh 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 Southern Campus which is presently functional at NH-16, Acharya Nagaxjuna University Campus, Nagarjuna Nagar, Guntur, Andhra Pradesh on deputation (including short term contract) basis. Southern Campus, NIDM is under construction at Kondapavuluru Village, Gannavaram Mandai, Krishna District, Andhra Pradesh and shall be functional on completion of the work soon.

Sl.No.	Classification	Name of the post	No. of posts	Pay Level as per 7CPC	Eligibility criteria & Application Format
1.	Group 'A'	Professor	posts 1	14	Annexure-1
2.	Group 'A'	Joint Director	1	13	Annexure-2
3.	Group 'A'	Associate Professor	2	12	Annexure-3
4.	Group 'A'	Assistant Professor	3	10	Annexure-4
5.	Group 'A'	Accounts Officer	1	10	Annexure-5
6.	Group 'A'	Administrative Officer	1	10	Annexure-6

- 2. A copy of the existing Recruitment Rules for the above posts in NIDM under the Ministry of Home Affairs is enclosed as **Annexure-7**. The same are required to be referred for applying for the above posts.
- 3. Officers who volunteer and are sponsored by their Ministry/Department/State Government/UT Administration etc. for the post will not be permitted to withdraw their names later.
- 4. It is requested to give wide publicity to these vacancies among all 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 for the last five years of the officer, who could be spared immediately in the selection, event of his The Executive Director, National Institute of Disaster Management (Ministry of Home Affairs), A wing, 4th Floor, NDCC-II Building, Jai Singh Road, New Delhi1-110001 within 60 days of date of issue of this communication. 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 attached. Applicants may send an advance copy to the above address/email at admofficer.nidm@nic.in.

5. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 4 above will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service records.

Encl: As above.

(Surendra Thakur)

Yours faithfully

Consultant & I/C (HR & Admin)

# Proforma for the post of Professor on deputation (ISTC) basis

- (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	Qualifications / Experience
mentioned in the advertisement / vacancy circular	possessed by the officer
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 / 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.	
(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	To	* 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

<sup>\*</sup> 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

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

(10)	If any post held on deputation by the	

application in the p		
details.		
	4	

- (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
	3:	

(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	Total emoluments
	(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)	Achie	evements:	
	The (	Candidates are requested to	
	indica	ate information with regard to :	
	(i)	Research publication and	
		reports and special projects.	
	(ii)	Awards/ Scholarships / Official	
	1 50 50	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	
	1 12	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:		

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.

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(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	mt./	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 or 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 Joint Director on deputation (ISTC) basis

- (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	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
From amongst the officers of the Central	
Government or State Governments or Union	
territories or Statutory or Autonomous bodies	
or Universities or Institutes fully funded by the	
Central Government or State Government,-	
(a) (i) holding analogous post on regular	
basis in pay band - 4, (Rs. 37400 -	
67400 plus Grade Pay Rs. 8700) in the	
parent cadre; or	
(ii) five year regular service in Pay Band -	
3 with Grade pay Rs. 7600, or	
(iii) ten year regular service in Pay Band –	
3 with Grade pay Rs. 6600, and	× ×
(b) possessing the following essential	
educational qualifications and experience	
except in the case of candidates from All India	
Services:-	

Essential:  (i) Master's Degree in any subject. and  (ii) Five years' experience in Grade Pay of Rs.  7600 in PB-3, or five years administrative experience in an analogues post or minimum ten years of administrative experience in the Grade Pay of Rs. 6600 in PB-3 (Rs. 15600 – 39100) or	
Desirable:  Experience of not less than five years in the	
field of Disaster Management related	
training/administration.	
(Add Additional Chartifornam)	

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

<sup>\*</sup> 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

- (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 appointment	Period of appointment on deputation / contract	Name of the parent office/ organization to which the applicant belongs	Name of the post and pay of the post held in substantive 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 requ	uested to
	indicate information with	regard to :
	Property Transfer and Control of the	ication and
	reports and specia	al projects.
	(ii) Awards/ Scholars appreciation	hips / Official
	(iii) Affiliation with the bodies/ institutions	
	(iv) Patents register name or achievorganization	CONSTRUCTION CONTROL C
	(v) Any research	/ innovative

	measure involving	official	
	recognition and;		
(vi)	Any other information		

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

Date:

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:_	

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.

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(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	mt./	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 or 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

- (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:
  - (iv) Date of Superannuation:

service:

Date of entry into regular

(4) Educational Qualifications:

(iii)

(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	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:	
qualifications.	
(i) Essential qualification :	
(i) Essential qualification :	
(a) Masters Degree in Social Sciences	
/Environmental/Earth Science/ Engineering/	
Disaster Management or allied subjects with	
at least 55% of the marks or its equivalent	
grade; and	

(b) Go	ood academic record with Ph.D. degree	
in the	concerned or allied disciplines.	
(ii) Ess	sential Experience :-	
(a) Th	e faculty of Universities/Post Graduate	
Colleg	es holding analogous post on regular	
basis i	n the parent cadre; or	
(b) A	minimum of 10 years of experience of	
teachi	ng or of research in a regular position	2
equiva	alent to that of Assistant Professor; and	8
	ith evidence of published work with a	
100000000000000000000000000000000000000	um of five publications as books or	
	rch or policy papers in indexed or	
3710707070707	ational Standard Book Number or	
Harvara constitu	ational Standard Serial Number or	
	ered journals and as International	
Stand		
	ard Serial Number numbered books;.	
	esirable experience:	
	bution to innovation educational, design	
Canada	w curricula, courses and developing	
and the second	g modules, and technology-mediated	
	ing learning process.	
(Add /	Additional Sheet if necessary)	
(6)	Places state clearly whether in the	
(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.	
	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 basis	the post applied for

<sup>\*</sup> 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

- (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 deputation / contract	parent office/ organization to which the applicant belongs	and pay of the post held in substantive 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.	

	employment:  (a) Central Govern  (b) State Governm  (c) Autonomous C  (d) Government us  (e) Universities  (f) Others	nent Organization	
(12)		ed scale of Pay? If yes, givend also indicate the pre-revise	
(13)	Total emoluments per	r month now drawn	
Basi	c pay in the pay Band	Grade Pay	Total Emolumen
(14)		belongs to an organization pay scales, the latest s	
(14) Basic	Central Government	belongs to an organization pay scales, the latest s the following details may be	alary slip issued b enclosed:-
Basio	Central Government organization showing	pay scales, the latest s the following details may be	alary slip issued b enclosed:-
Basio	Central Government organization showing C Pay with scale of pay and rate of increment  Additional Information of your suitability	pay scales, the latest s the following details may be  Dearness Pay/ interim relief/ other allowances (with break-up details)  n, if any, relevant to the post for the post (Additional work experience over and	alary slip issued be enclosed:-  Total emolument syou applied for in such a cademic qualification.

indica	ate 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	

### (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 Add	dress:
Telephone/Fax/	/Email:

Date:

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/Sr	mt./	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 or 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:

## Proforma for the post of Assistant Professor on deputation (ISTC) basis

- (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 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 Union Territories or Statutory 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 subjects with at least 55% of the marks or its equivalent in Masters Degree with consistent good academic record.

Paste latest passport size photograph

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.	
(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
		10			

<sup>\*</sup> 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	no d'aliment	
	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 appointment	Period of appointment on deputation / contract	Name of the parent office/ organization to which the applicant belongs	Name of the post and pay of the post held in substantive 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
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(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)	Achie	evements:
	The	Candidates are requested to
	indic	ate 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

### (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:_	

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.

Δ	CO	certified	that.

(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	mt./	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 or 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

(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:

Date of entry into regular

Date of Superannuation:

(4) Educational Qualifications:

service:

(iii)

(iv)

(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	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
circular	
(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:-	Tagrica a r
(i) has qualified the Subordinate Accounts	
Service or equivalent examination conducted	
by any of the Organised Accounts	
Departments of the Central Government; or	
Departments of the Oction Covernment, of	

(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)	

(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

<sup>\*</sup> 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

- (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 appointment	Period of appointment on deputation / contract	Name of the parent office/ organization to which the applicant belongs	Name of the post and pay of the post held in substantive 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 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	

# (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: _	
Date:	Telephone/Fax/Email:_	

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/Sr	mt./	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 or 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

(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:

Date of entry into regular

Date of Superannuation:

(4) Educational Qualifications:

service:

(iii)

(iv)

(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	Qualifications / Experience
mentioned in the advertisement / vacancy	possessed by the officer
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	
Experience of administration and	

establis	shment r	elated work fo	r more than o	one		
year in	a Gover	nment office or	Public Body	or		
Autono	mous B	ody or Univers	sities funded	by		
the Cer	ntral Gov	rernment.				
Desirat	ole :					
Knowle	edge of r	ules and regul	ations related	l to		
establis	shment n	natters.				
(Add A	dditional	Sheet if neces	sary)			
(6)	Please	state clearly w	hether in the			
	light of	entries made b	y you above,	1 1		
	you me	et the requisite	essential			
	qualific	ations and wor	k experience	of		
	the pos	t.				
(7)	Details	of Employme	nt, in chrono	logical order.	Enclose a se	eparate sheet,
	duly au	thenticated by	your signatur	e, if the space	below is insu	ifficient.
Off	ice/	Post Held	From	То	* Pay Band	Nature of
Instit	tution	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
* Impo	rtant: Pa	y-Band and G	rade Pay gra	nted under A	CP/ MACP a	re personal to
		therefore, sh				
		of the post				
		h present Pay				
		andidate, may		the contract of the contract o		
Office	e/Instituti	on Pav. Pa	y Band and	From		То
			Pay drawn			
			CP/ MACP			
			cheme			
			TICHE !			

(8)	Nature of pre		(i.e. Adhoc or temp	porary or quasi -
(9)	In case the p please state:	resent employment	is held on deputation	on / contract basis
Di	ate of Initial	Period of	Name of the	Name of the post
	ppointment	appointment on deputation / contract	parent office/ organization to which the applicant belongs	and pay of the post held in substantive capacity in the present organization
	and the second s	he past, date of reture eputation and other	n	
(11)	employment: (a) Central (b) State G (c) Autonor	Government overnment mous Organization ment undertaking ities		
(12)			ay? If yes, give the o	

Basic pay in the pay Band	Grade Pay	Total Emoluments
---------------------------	-----------	------------------

20	

(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)	Achie	evements:
	The (	Candidates are requested to
	indica	ate 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

### (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: _	
Date:	Telephone/Fax/Email:	

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.

	100000000					
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$\sim$	IOU.		LIII			a

(i)	There	is	no	vigilance	or	disciplinary	case	pending/contemplated	against
	Shri/Sr	mt./	Kum			10.			

- (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 or 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:

2.	Secretary, (Border Management) or Special Secretary or		
	Additional Secretary, In-charge of Disaster Management,	-Member	
	Ministry of Home Affairs		
3.	Secretary, National Disaster Management Authority	-Member	
4.	Additional Secretary and Establishment Officer,		
	Department of Personnel and Training	-Member	

(1)	(2)	(3)	(4)	(5)	(6)
2. Joint Director	1 (One)* *Subject to variation dependent on workload.	Group 'A'	Pay Band 4 Rs. 37400-67000 plus Grade Pay of Rs. 8700	Not applicable	Not applicable

(7)	(8)	(9)	(10)	(11)
Not applicable	Not applicable	Not applicable	By deputation (Including Short-Term Contract).	By deputation (Including Short-Term Contract) From amongst the officers of the Central Government or State Governments or Union territories or Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central Government or State Government,  (a) (i) holding analogous post on regular basis in pay band – 4, (Rs. 37400 – 67400 plus Grade Pay Rs. 8700) in the parent cadre; or  (ii) five year regular service in Pay Band – 3 with Grade pay Rs. 7600, or  (iii) ten year regular service in Pay Band – 3 with Grade pay Rs. 6600, and  (b) possessing the following essential educational qualifications and experience except in the case of candidates from All India Services:-  Essential:  (i) Master's Degree in any subject.  and  (ii) Five years experience in Grade Pay of Rs. 7600 in PB-3, or five years administrative experience in the Grade Pay of Rs. 6600 in PB-3 (Rs. 15600 – 39100) or  Desirable:

	Experience of not less than five years in the field of Disaster Management related training/administration.  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.
	deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.

	12		13
	p 'A' Departmental Selection Committee (for considering of :-	Not applicable	
1.	Secretary (Border Management) or Special Secretary	y or	
	Additional Secretary, In-charge of Disaster Managen	nent Division,	
	Ministry of Home Affairs	-Chairman	
2.	Secretary / Special Secretary / Additional Secretary / Joint Secretary (Administration),	/	
	National Disaster Management Authority	-Member	
3.	Joint Secretary, (Disaster Management) of the Minis	stry,	
	In-charge of Disaster Management	-Member	
4.	Executive Director, National Institute of Disaster Ma	anagement -Member	

(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 1st July of the year of advertisement.
	(7)	(8)	(9)	(10)	(11)
Sciences / Envi Science / Engin Management of with at least 55 its equivalent gradients (ii) Ph.D wi good academic (iii) Published quality, active research an evidence of pul a minimum of	Degree in Social ironmental / Earth neering / Disaster or allied subjects % of the marks or rade; and the a consistently record; and work of high	Yes	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).  By deputation (Including Short-Term Contract):  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

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;	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
(iv) A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.	on regular basis and having the qualifications specified in column (7)  Note 1: Period of deputation shall ordinarily be for three
(v) Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.	years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately
Desirable qualification:  (i) Experience of guiding candidates for research at Doctoral level.	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	Note 2: The maximum agelimit for appointment by deputation shall be 56 years as on 1 <sup>st</sup> July of the year of advertisement.
allied or relevant discipline, to be substantiated by credentials.	Note 3: The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.

	(12)		(13)
	p 'A' Departmental Promotion Committee (for considering of control of consisting of consistency of consist	confirmation and	Not applicable
1.	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		Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 7600	Not applicable	50 years as on 1st July of the year in which the advertisement is issued.  Note: 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: (a) Masters Degree in Social Sciences /Environmental/Earth Science/ Engineering/Disaster Management or allied subjects with at least 55% of the	Yes	One year for direct recruitment	promotion and 50% by deputation	By Promotion: Promotion from amongst the Assistant Professors having ten years of service (or equivalent) or sixteen year

. 11.5	TOTAL TO		[1 AKI II - SEC. 5(1)]
marks or its equivalent grade; and		Term Contract)	service at the level of
(b) Good academic record with Ph.D.		failing which by	Research Associate (or
degree in the concerned or allied		direct	equivalent) in the grade on
disciplines.		recruitment	regular basis with good
(ii) Essential Experience :-			academic record and fulfilling
(a) The faculty of Universities/Post			essential qualifications for the
Graduate Colleges holding analogous			post as given in Col. (7).
post on regular basis in the parent			By deputation (Including
cadre; or			Short-Term Contract):
(b) A minimum of 10 years of			From amongst the officers /
experience of teaching or of research	- 4		faculty members of the
in a regular position equivalent to that			Central Government or State
of Assistant Professor; and			Government or Union
(c) With evidence of published work			Territories or Statutory or
with a minimum of five publications			Autonomous Bodies or
as books or research or policy papers			Universities or Institute fully
in indexed or International Standard			funded by the Central
Book Number or International			Government or State
Standard Serial Number or numbered			Government holding
journals and as International Standard			analogous post on regular
Book Number or International			basis in the parent cadre or
Standard Serial Number numbered			department; or
books;.			Assistant Professor with ten
(iii) Desirable experience:			years of service in the Grade
Contribution to innovation			and having the qualifications
educational, design of new curricula,			specified in Column (7)
courses and developing training			Note 1: Period of deputation
modules, and technology-mediated			shall ordinarily be for three
teaching learning process.			years extendable upto five
			years. However, the period of
	- 1		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 as
			on 1st July of the year of
			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	V	- Member	
2.	Joint Secretary (Disaster Management), Ministry of 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	2000	
	management to be nominated by Home Minister	-Member	

	(12)			(13)
appointment) consi			considering	Not applicable
Ministry of Hon		ision,	-Chairman	
	Disaster Management), Minis	ry of		
Home Affairs		-N	1ember	
<ol><li>Executive Direc</li></ol>	tor, National Institute of			
Disaster Manage	ement		-Member	
Authority (to be	ecretary, National Disaster M nominated by Secretary, r Management Authority)	anagement	-Member	
5. One eminent ext	ternal expert in the field of di be nominated by Home Minist		-Member	

(1)	(2)	(3)	(4)	(5)	(6)
6. Assistant Professor	8 (Eight)* subject to variation dependent on workload.	Group 'A'	Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	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> 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, des and courses,	a.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)	By promotion 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 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 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

	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 as on 1 <sup>st</sup> July of the year of advertisement.
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(12)					
Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of:-					
Executive Director, National Institute of Disaster Management	- Chairman	2.7			
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	THE STREET, ST				
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 applicable	Not applicable	Two Years	Promotion, faili deputation (Inc Term Contract).	ng which by	Promotion:  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):-  (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 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.
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.
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 1st July of the year of advertisement.

Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :-					
2. Director / Deputy Secretary, Disaster Management Division) Ministry	of				
Home Affairs	- Member				
3. Director /Joint Advisor/ Deputy Secretary, NDMA ( to be nominated b	by				
Secretary, NDMA)	- Member	-			
4. Joint Director, NIDM/Representative to be nominated by ED, NIDM	- Member				

(1)	(2)	(3)	(4)	(5)	(6)	
8. Administrative Officer	1(One)(2013)* subject to variation dependent on workload.		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 Years	Promotion, failing which by deputation (Including Short- Term Contract)	Promotion:  The Assistant 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 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 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.
	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.  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 1st
	deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.

(12)	Not applicable	
Group 'A' Departmental Promotion Committee (for considering corpromotion) consisting of :-		
<ol> <li>Executive Director, National Institute of Disaster Management</li> <li>Director / Deputy Secretary, (Disaster Management)</li> </ol>	-Chairman	
Ministry of Home Affairs  3 Director /Joint Advisor / Deputy Secretary, NDMA	-Member	
(to be nominated by Secretary, NDMA	-Member	
<ol> <li>Joint Director, NIDM/Representative to be nominated by ED, NIDM</li> </ol>	-Member	