



NIDM/Admin/129(A)/2016

Date: 18.10.2019

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 one post of Professor in National Institute of Disaster Management, Southern Campus, Andhra Pradesh

Madam/Sir,

The National Institute of Disaster Management require the services of suitable officers for filling up one post of Professors at its Southern Campus at NH-16, Acharya Nagarjuna University Campus, Nagarjuna Nagar, Guntur, Andhra Pradesh on deputation (including short term contract) basis.

2. This post is classified as Group 'A' post in the pre-revised scale of pay Rs. 37400 - 67000 plus Grade Pay of Rs. 10000 (Level 14 as per pay matrix of 7th CPC).

3. The grades from which deputation (including short term contract) to the post of Professor is to be made is as under:

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:

(i) Essential qualification:

- (a). 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
- (b). Ph.D with a consistently good academic record; and
- (c). 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;
- (d). A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.
- (e). Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.

(ii) Desirable qualification:

- (a). Experience of guiding candidates for research at Doctoral level.

- (b). 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 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 organization 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.

Note 3: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.

4. A copy of the existing Recruitment Rules for the post of Professor in NIDM under the Ministry of Home Affairs is enclosed.

5. Officers who volunteer and are sponsored by their Ministry/Department/State Government/UTs Administration etc. for the post will not be permitted to withdraw their names later.

6. It is requested to give wide circulation to this vacancy 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 event of his selection, may be sent to **The Executive Director, National Institute of Disaster Management (Ministry of Home Affairs), A wing, 4th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001** within 45 days of date of issue of this circular. 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.

7. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 6 above will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service record.

Encl: As above.

Yours faithfully



(Surendra Thakur) 18.10.2019

Consultant & I/C (HR & Admin)

Expenditure on salaries shall not exceed five years in the field of Disaster Management related training/ administration.

Note: In general, all deputations shall normally be for five years or less, up to five years. However, the period of deputation including period of deputation in another capacity post shall immediately preceding the appointment in the same or some other organisation or department of the Central Government shall not exceed five years.

Note: The maximum period for appointment by deputation shall be five years.

Note: The period for the period of deputation shall be 24 July of the year of appointment.

Sl. No.	Department/Section/Committee/Consideration/appointment/conservation:-	Designation:-
01.	Secretary (Biodiversity Management) and Special Secretary on Additional Secretary (In-Charge of Biodiversity Management Division, Ministry of Environment & Forests.	Chairman
02.	Secretary, Special Secretary / Additional Secretary / Joint Secretary (Administration), National Biodiversity Management Authority	Member
03.	Joint Secretary, Biodiversity Management and the Ministry, In-Charge of Biodiversity Management	Member
04.	Executive Director, National Biodiversity Management Authority	

(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 st July of the year of advertisement.
(7)		(8)	(9)	(10)	(11)
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		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

<p>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;</p> <p>(iv) A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.</p> <p>(v) Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.</p> <p>Desirable qualification:</p> <p>(i) Experience of guiding candidates for research at Doctoral level.</p> <p>(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.</p>				<p>funded by the Central Government or State Government holding analogous post on regular basis in the parent cadre or department; or</p> <p>Associate Professor with eight years of service in the Grade on regular basis and having the qualifications specified in column (7)</p> <p>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 organization or department of the Central Government shall not exceed five years.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be 56 years as on 1st July of the year of advertisement.</p> <p>Note 3 : The crucial date for deciding the age limit shall be 1st July of the year of advertisement.</p>
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(12)	(13)
<p>Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p> <p>1. Union Secretaries/Secretary (Public Management) - Chairman</p> <p>2. Secretary/Under Secretary/Additional Secretary - Member</p> <p>3. National Disaster Management Authority - Member</p> <p>4. Joint Secretary/DMA/Ministry of Home Affairs - Member</p> <p>5. Three members representing Government of India/States/Union Territories - Member</p> <p>6. Executive Director, National Institute of Disaster Management - Member</p>	<p>Qualification:-</p>

(14)	(15)	(16)	(17)	(18)	(19)
<p>14. Associate Professor</p>	<p>14. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>14. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>14. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>14. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>

(20)	(21)	(22)	(23)	(24)
<p>20. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>20. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>20. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>20. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>	<p>20. Group 'A' Departmental Promotion Committee for assessing qualifications and experience of:-</p>

Proforma:

- (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
<p>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:</p> <p>Essential qualification:</p> <p>(a).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</p> <p>(b).Ph.D with a consistently good academic record; and</p> <p>(c).Published work of high quality, actively</p>	<p>Essential</p> <p>(a) Qualification</p> <p>(b) Experience</p>

<p>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;</p> <p>(d).A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.</p> <p>(e).Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.</p>	
<p>Desirable:</p> <p>(a).Experience of guiding candidates for research at Doctoral level.</p> <p>(b).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.</p>	<p>Desirable</p> <p>(a) Qualification</p> <p>(b) Experience</p>

(Add Additional Sheet if necessary)

(6)	<p>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.</p>	
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(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
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Institution	on regular basis			and Grade Pay / Pay Scale of the post held on regular basis	duties (in detail) highlighting experience required for the post 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	To

(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	
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	application in the past, date of return from the last deputation and other details.	
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(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	
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(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 of the rank of Under Secretary to the Government of India or above, 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: