

F. No. NIDM/Admin/Jt.Dir./408/2024

Date: 05.07.2024

To,

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

**Subject: Filling up of Group 'A' (Joint Director) post in National Institute of Disaster Management, Delhi Campus on deputation (Including Short-Term Contract) basis**

Madam/Sir,

The National Institute of Disaster Management requires the service of a suitable officer for filling up the following Group 'A' (Joint Director) post at its Delhi Campus on deputation (Including Short-Term Contract) basis:-

S. No.	Classification	Name of the post	No. of posts	Pay Level as per 7 CPC	Eligibility criteria & Application Format
1.	Group 'A'	Joint Director	1	13	<b>Annexure - 1</b>

2. A copy of the existing Recruitment Rules for the above post in NIDM under the Ministry of Home Affairs is enclosed at **Annexure – 2**. The same are required to be referred for applying for the above post.

3. NIDM, a premier Training Institute for disaster management under Ministry of Home Affairs, has shifted to its newly built state of the art campus at Sector-29, Rohini, Delhi recently. The campus is spread over an area of 2.87 Hectares and is equipped with all modern facilities for imparting training. The campus is well connected with public transport with all parts of Delhi. The Institute also provides pick-up and drop facility to its staff members from nearest Metro Stations at Rithala and Samaypur Badli. The campus has also facility of accommodation for its regular employees under the campus.

4. 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.

5. It is requested to give wide circulation 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 or equivalent 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 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 – 110 042 within 30 days of date of issue of advertisement in The Employment News**. 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 at the above address/e-mail at [ed.nidm@nic.in](mailto:ed.nidm@nic.in)

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



Yours faithfully,

*Ritu Sood*

(Ritu Sood)

Administrative officer

Encls: as above

**Proforma for the post of Joint Director on deputation (Including Short-Term Contract) basis in Delhi 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/ RRs	Qualifications / Experience possessed by the officer
<p>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,-</p> <p>(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</p>	



<p>except in the case of candidates from All India Services:-</p> <p><b>Qualification :-</b></p> <p>(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</p>	
<p><b>Desirable:</b></p> <p>Experience of not less than five years in the field of Disaster Management related training/administration.</p>	

(Add Additional Sheet if necessary)

<p>(6)</p>	<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/ institution	Post Held on regular basis	From	To	* 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

\* 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 appointment	Initial	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 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)	<p>Achievements:</p> <p>The Candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> <li>(i) Research publication and reports and special projects.</li> <li>(ii) Awards/ Scholarships / Official appreciation</li> <li>(iii) Affiliation with the professional bodies/ institutions / societies</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research / innovative measure involving official recognition and;</li> <li>(vi) Any other information</li> </ul>	
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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 possesses 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:

2.	Secretary, (Border Management) or Special Secretary or Additional Secretary, In-charge of Disaster Management, Ministry of Home Affairs	-Member	
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).	<p><b>By deputation (Including Short-Term Contract)</b> 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,-</p> <p>(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</p> <p>(ii) five year regular service in Pay Band - 3 with Grade pay Rs. 7600, or</p> <p>(iii) ten year regular service in Pay Band - 3 with Grade pay Rs. 6600, and</p> <p>(b) possessing the following essential educational qualifications and experience except in the case of candidates from All India Services:-</p> <p><b>Essential:</b></p> <p>(i) Master's Degree in any subject.</p> <p>and</p> <p>(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</p> <p><b>Desirable:</b></p>

				<p>Experience of not less than five years in the field of Disaster Management related training/ administration.</p> <p><b>Note 1:</b> 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.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be 56 years.</p> <p><b>Note 3 :</b> The crucial date for deciding the age limit shall be 1<sup>st</sup> July of the year of advertisement.</p>
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12	13
<p>Group 'A' Departmental Selection Committee (for considering appointment) consisting of :-</p> <ol style="list-style-type: none"> <li>Secretary (Border Management) or Special Secretary or Additional Secretary, In-charge of Disaster Management Division, Ministry of Home Affairs -Chairman</li> <li>Secretary / Special Secretary / Additional Secretary / Joint Secretary (Administration), National Disaster Management Authority -Member</li> <li>Joint Secretary, (Disaster Management) of the Ministry, In-charge of Disaster Management -Member</li> <li>Executive Director, National Institute of Disaster Management -Member</li> </ol>	Not applicable

(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)	
<p><b>Essential qualification:</b></p> <p>(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</p> <p>(ii) Ph.D with a consistently good academic record; and</p> <p>(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</p>	Yes	One year for direct recruits	50% by promotion and 50% by deputation (Including Short-Term Contract) failing which by direct recruitment.	<p><b>By Promotion:</b></p> <p>With eight years of service in the grade on regular basis and fulfilling the essential qualifications for the post as given in column (7).</p> <p><b>By deputation (Including Short-Term Contract):</b></p> <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</p>	