

NIDM/Admin/Deputation-AssistantProfessor/380/2024(partfileof327)
Dated:- 28.04.2025

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/DGCD & HG

Subject:- Filling up of Assistant Professor (Group 'A') post in National Institute of Disaster Management, Delhi and Southern Campus on deputation (Including Short-Term Contract) basis

Madam/Sir,

NIDM, a premier Training Institute for disaster management under Ministry of Home Affairs, requires the services of suitable officers for filling up the following Group 'A' post at its Delhi Campus at Plot No.15, Block-B, Pocket-3, Sector-29, Rohini, Delhi-110042 and Southern campus at Krishna District of Andhra Pradesh. The campuses has also facility of accommodation for its regular employees within the campuses.

2. Working with the Institute provides a distinctive opportunity for professional growth and development, offering national and international exposure. By contributing to the Institute's mission, individuals can play a role in creating a disaster-resilient nation. The experience and expertise gained at the Institute can also pave the way for future prospects, both within the country and on global scale.

3. The National Institute of Disaster Management require the services of a suitable officer for filling up following Group 'A' post at its Delhi and Southern Campus on deputation (including short term contract) basis:-

| S.No. | Classification | Name of the post | No. of vacancies | | Pay Level as per 7 th CPC | Eligibility criteria & Application Format |
|-------|----------------|---------------------|------------------|-----------------|--------------------------------------|---|
| | | | Delhi Campus | Southern Campus | | |
| 1. | Group 'A' | Assistant Professor | 1 | 3 | 10 | Annexure-1 |

4. A copy of relevant extract of the existing Recruitment Rules for the above post in NIDM under the Ministry of Home Affairs is at **Annexure-2**. The National Institute of Disaster Management Employees (Recruitment and Other Conditions of Service) Rules, 2014 are required to be referred for applying for the above post.

5. It is requested to give wide circulation to this vacancy amongst all Statutory/Autonomous organizations/Universities or Institutes, fully funded by the Central

Government or State Government, under your administrative control. The nominations of eligible officers along with their applications (in duplicate) duly countersigned by the competent authority in the enclosed proforma along with 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/her selection, may be sent to **The Executive Director, National Institute of Disaster Management, (NIDM), (Ministry of Home Affairs), Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042 within 60 days of date of issue of this letter i.e., till 26.06.2025.** 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 of their application at the above address/ email at jd.nidm@nic.in.

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

Yours faithfully,


(S.S. Bisht)

Account Officer

Encl: as above

Annexure-1

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

- 1 Please indicate campus for posting:
- 2 Name and Address in Block Letters:
- 3 Date of Birth (in Christian Era):
- 4
 - i. Present Post Held:
 - ii. Name of the Organisation where posted:
 - iii. Date of entry into regular service:
 - iv. Date of Superannuation:
- 5 Educational Qualifications:
- 6 Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

Paste latest
passport
size
photograph

| Qualifications / Experience required as mentioned in the advertisement / vacancy circular/ RRs | 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 and possession the following education qualifications:</p> <p>Qualification.</p> <p>Essential:</p> <p>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 Master Degree with consistent good academic record.</p> | |

| | |
|---|--|
| 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)

| | | |
|----|--|--|
| 7. | Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post. | |
|----|--|--|

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

| Office/ 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 | From | To |
|--------------------|--------------------------------------|------|----|
|--------------------|--------------------------------------|------|----|

| | | | |
|--|------------------------|--|--|
| | under ACP/ MACP Scheme | | |
| | | | |

9. Nature of present employment (i.e. Adhoc or temporary or quasi – permanent or permanent)

10. In case the present employment is held on deputation / contract basis, please state:

| Date of Initial 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 |
|-----------------------------|--|--|---|
| | | | |

| | | |
|-----|---|--|
| 11. | If any post held on deputation by the application in the past, date of return from the last deputation and other details. | |
|-----|---|--|

12. Additional details about present employment:

- a. Central Government
- b. State Government
- c. Autonomous Organization
- d. Government undertaking
- e. Universities
- f. Others

13. Are you in the revised scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

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

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

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

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

| | | |
|-----|--|--|
| 17. | Achievements: The Candidates are requested to indicate information with regard to : | |
|-----|--|--|

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> i. Research publication and reports and special projects. ii. Awards/ Scholarships / Official appreciation iii. Affiliation with the professional bodies/ institutions / societies iv. Patents registered in own name or achieved for the organization v. Any research / innovative measure involving official recognition and; vi. Any other information | |
|--|--|--|

18. Whether belongs to SC/ST.

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate

Name: _____

Office Address: _____

Telephone/Fax/Email: _____

Date:

Certification by the Employer/Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum. _____
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer 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:

| (12) | (13) |
|---|----------------|
| Group 'A' Departmental Selection Committee (for considering appointment) consisting of :- <ol style="list-style-type: none"> 1. Secretary (Border Management) or Special Secretary or Additional Secretary, In-charge of DM Division, Ministry of Home Affairs 2. Joint Secretary (Disaster Management), Ministry of Home Affairs 3. Executive Director, National Institute of Disaster Management 4. Advisor/ Joint Secretary, National Disaster Management Authority (to be nominated by Secretary, National Disaster Management Authority) 5. One eminent external expert in the field of disaster management to be nominated by Home Minister | Not applicable |
| -Chairman | |
| -Member | |
| -Member | |
| -Member | |
| -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 st 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 st July of the year of advertisement. |
| (7) | (8) | (9) | (10) | (11) | |
| 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. 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. | 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 st July of the year of advertisement. |
|--|--|--|--|

| (12) | (13) |
|--|----------------|
| Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :- 1. Executive Director, National Institute of Disaster Management - Chairman 2. Director / Deputy Secretary, DM Division dealing with the subject Ministry of Home Affairs - Member 3. Director / Joint Advisor / Deputy Secretary, National Disaster Management Authority (to be nominated by Secretary, National Disaster Management Authority) - Member 4. One eminent expert member in the concerned subject/field to be nominated by Home Secretary - Member | Not applicable |

| (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, failing which by deputation (Including Short-Term Contract). | 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) :- <ol style="list-style-type: none"> Officers of the Central Government or State Governments or Union territory Administrations - <ol style="list-style-type: none"> holding analogous post on regular basis; or worked for at least two years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4800; or has worked for at least three years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4600; and | |