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No.A-35014/10/2019-Ad.V-Vol.(2)
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs

1/8

मुख्य सचिव कार्यालय
राजस्थान, जयपुर

प्रा. संख्या

3116089/ao
12/7/24

दिनांक

North Block, New Delhi.
Dated: the 5th July, 2024

8 JUL 2024

To,

1. The Secretary General, Lok Sabha Secretariat/ Rajya Sabha Secretariat, New Delhi.
2. The Secretary, President's Secretariat/ Vice-President's Secretariat/ NITI Aayog/ Election Commission of India/ Union Public Service Commission/ Central Vigilance Commission.
3. The Registrar (Administration), Supreme Court of India.
4. The Chairman, University Grants Commission.
5. All State Governments / Union Territories / Resident Commissioners in New Delhi.

Subject: Filling up of four (04) posts of Assistant Director (Disaster Management) in Disaster Management Division of Ministry of Home Affairs-reg.

Sir,

I am directed to say that it is proposed to fill up four (04) posts of Assistant Director (Disaster Management) in Level-10 in the Pay Matrix in Disaster Management Division of Ministry of Home Affairs on Deputation (including short-term contract) basis. The particulars of the post, eligibility conditions etc. are given in Annexure-I.

2. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.
3. The maximum age limit for appointment on deputation (including short-term contract) shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications as indicated in para-4 need not apply.
4. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and, applications, in duplicate, in the enclosed pro-forma (Annexure-II) **along with vigilance & cadre clearance, attested copies of certificates of educational qualification and attested copies of complete and up-to-date ACRs/APARs of last five years (with rubber stamp on each page)** of the officers who can be spared in the event of their selection, may be sent to **Under Secretary (Ad.V), Ministry of Home Affairs, Room No. 81-D, North Block, New Delhi-110001**, within a period of **60 days** from the date of publication of the vacancy circular in the Employment News. **Applications received after the last date or without the copies of certificates of educational qualification and ACRs/APARs or otherwise found incomplete will not be considered.** While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/ her. The integrity of the Officer may also be certified and it may be confirmed that no major/minor penalties have been imposed on him/her during the last ten years.
5. Incomplete applications and applications forwarded without set of essential documents as mentioned in para 4 above, shall be rejected. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,


(Vishvajeet Kumar Gupta)

Under Secretary to the Government of India
Tel. No. 2309 3666

No.A-35014/10/2019-Ad.V-Vol.(2)

New Delhi, dated 5th July, 2024

Copy to:-

1. All Ministries / Departments of the Central Government including CAPFs with the request that wide publicity may be given to the vacancy circular in their Ministry / Department and in their attached / subordinate offices. Applications of the eligible candidates may be forwarded to this Ministry in the prescribed pro-forma within a period of **60 days** from the date of publication of the circular in Employment News.
2. All Sections / Desks in the Ministry of Home Affairs (including Department of Official Language and Department of Justice).
3. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
4. SO (IT), Ministry of Home Affairs for uploading on Ministry's Website under the link mha.gov.in → Notifications → Vacancies and on e-office portal.


(Vishvajeet Kumar Gupta)
Under Secretary to the Government of India
Tel. No. 2309 3666

3

1. Name of the Post : Assistant Director (Disaster Management)
2. Number of Post : 04 (Four)
3. Pay Scale : Level-10 in the Pay Matrix (₹56100-177500)
4. Mode of Recruitment: Deputation (including short-term contract)
5. Duties and Responsibilities of the post:
 - (i) Supervision of NDM-I Section of Disaster Management (DM) Division.
 - (ii) Processing the requests of State/UT Governments for Central assistance – both financial and logistic – in the wake of natural calamities as per the laid down procedure.
 - (iii) Matters relating to constitution and deputation of Inter-Ministerial Central Teams to States for an on the spot assessment of the situation and requirement of funds for managing the situation effectively.
 - (iv) Analyzing the reports of the Inter-Ministerial Central Teams in the context of approved items and norms of assistance and provisions under various GoI Plan Schemes/Programmes, for placing before Inter-Ministerial Group and High Level Ministerial Committee for consideration and approval of quantum of assistance.
 - (v) Field visits as member of the Central Teams deputed to States for an on the spot assessment of the situation and requirement of funds and assisting the team leader in preparation of report of the Team.
 - (vi) Keeping close liaison with State Governments on the one hand and the concerned Central Ministries/Departments on the other hand for providing immediate relief and logistic support as a part of emergency response.
 - (vii) Preparation of SITREP (situation report) based on the feedback from affected States and Central Ministries in the event of a natural calamity of severe magnitude.
 - (viii) Compilation and analysis of data/information relating to various aspects of disaster management as well as preparation of briefs/notes/presentations.
 - (ix) Matter relating to various Committees/Expert Group constituted for emergency response mechanism – agenda, proceedings and follow up.
 - (x) International cooperation including bilateral agreement in the field of emergency response.
 - (xi) Organization of national events viz. conferences, seminars, meetings etc. including international events in the country relating to disaster management.
 - (xii) Analytical processing of various proposals on various aspects of disaster preparedness and mitigation received from various agencies.
 - (xiii) All other matters relating to response to disaster situation and early warning.
 - (xiv) To work as a resource person in the National Institute for Disaster Management and Faculty on NDM in State ATIs.

6. Eligibility:

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognised Research Institutions or Universities or Semi Government Organisations or Statutory Organisations or Autonomous Organisations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; OR
(ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in Level-8 in the Pay Matrix or equivalent in the parent cadre or department;

AND

