

ACS (DMR) / Pr. Secy DOP

Bo [Signature] 15/07

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/DGCDIFS & HG

कायलिये मुख्य सचिव  
राजधानी, जयपुर  
C80/24/3149776 (DMR)  
3150020 (DOP)  
दिनांक 16/7/24

**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,

A handwritten signature in black ink, appearing to read 'Ritu Sood', positioned above the printed name.

(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> <p>(Add Additional Sheet if necessary)</p>	
<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>

