

NIDM/Admin/recruitmentondeputationbasis/2022/327

Dated:- 08.04.2025

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

Subject:- Filling up of Accounts Officer (Group 'A') post in National Institute of Disaster Management, Southern Campus on deputation (ISTC) basis

Madam/Sir,

NIDM, a premier Training Institute for disaster management under Ministry of Home Affairs, having its newly built state of the art campus in Krishna District of Andhra Pradesh. The campus is equipped with all modern facilities for imparting training. The campus has also facility of accommodation for its regular employees within the campus.

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 Southern 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'	Accounts Officer	1	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 07.06.2025**. 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,



(Col P.S. Reddy)

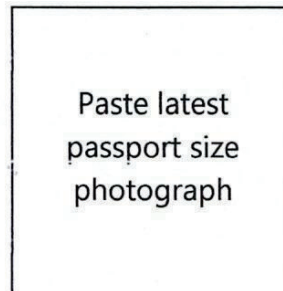
Joint Director

Encl: as above

Annexure-1

Proforma for the post of Accounts Officer on deputation (ISTC basis) basis

- (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>(a) Officer of the Central Government or State Government or Union territory Administrations-</p> <p>(i) holding post analogous on regular basis;</p> <p>or</p> <p>(ii) has worked for at least two years in the pay band -2 of Rs.9300- 34800 with grade pay of Rs.4800;</p> <p>or</p> <p>(iii) has worked for at least three years in the pay band-2 of Rs.9300-34800 with grade pay of Rs.4600 and possessing the following qualification and experience :-</p> <p>(b) possessing any one of following qualifications:-</p> <p>(i) Has qualified the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government; or</p> <p>(ii) Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training (ISTM) and Management or equivalent</p>	

and one year experience in cash accounts and budget works.	
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(Add Additional Sheet if necessary)

(6)	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.	
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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 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 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

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- (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: The Candidates are requested to indicate information with regard to :</p> <p>(i) Research publication and reports and special projects.</p> <p>(ii) Awards/ Scholarships / Official appreciation</p> <p>(iii) Affiliation with the professional bodies/ institutions / societies</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research / innovative measure involving official recognition and;</p> <p>(vi) Any other information</p>	
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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:

Date:

			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.
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(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) :- (a) Officers of the Central Government or State Governments or Union territory Administrations - (i) holding analogous post on regular basis; or (ii) worked for at least two years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4800; or (iii) has worked for at least three years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4600; and	

				<p>(b) possessing any one of following qualifications:-</p> <p>(i) has qualified the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government; or</p> <p>(ii) successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training (ISTM) and Management or equivalent and one year experience in cash accounts and budget works.</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 organisation 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.</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)
Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :- <ol style="list-style-type: none"> Executive Director, National Institute of Disaster Management - Chairman Director / Deputy Secretary, Disaster Management Division) Ministry of Home Affairs - Member Director /Joint Advisor/ Deputy Secretary, NDMA (to be nominated by Secretary, NDMA) - Member Joint Director, NIDM/Representative to be nominated by ED, NIDM - Member 	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
8. Administrative Officer	1(One)(2013)* 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 Assistant of National Institute of Disaster Management having Bachelor's Degree with at least eight years regular service in pay