

Government of India  
Ministry of Home Affairs  
**Disaster Management Division**  
C Wing, 3<sup>rd</sup> Floor, NDCC II Tower  
Jai Singh Road, New Delhi -01

**Subject:-** Applications invited for the post of Executive Director, NIDM-reg.

The Post of ED, NIDM is proposed to be filled up on regular basis on deputation. Accordingly, applications from eligible persons are invited for the post of Executive Director in National Institute of Disaster Management (NIDM), an Institute constituted under Disaster Management Act, 2005 on deputation (including short term contract) basis in the pre-revised scale of pay Rs. 37,400- 67,000 plus Grade pay of Rs. 10,000/- (Level 14 as per pay matrix of 7<sup>th</sup> CPC).

**Job requirements:** National Institute of Disaster Management vide Section 42(8) of the Disaster Management Act, 2005, is responsible for planning and promoting training and research in the area of disaster management, documentation and development of national level information base relating to disaster management policies, prevention mechanisms and mitigation measures. The Executive Director is responsible for implementation of the decisions of the institute, its governing body and the broad policies and guidelines of the National Disaster Management Authority and to perform such other functions as may be assigned by the Central Government. He/She shall be in charge of the administration of the institute and functions as Head of the Department.

**Eligibility:**

From amongst officers of the Central Government or the State Governments or Union Territories or Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central Government or State Government -

- (a) Holding analogous post on regular basis in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience except in the case of candidates from All India Services.

**Essential:**

- (i) Eighteen years administrative and academic experience in the Central Government or the State Governments or Union territories or Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central Government or State Government with at least five years of holding an administrative/statutory or managerial position.

(ii) Master's Degree in any subject.

(iii) Knowledge and experience of not less than five years in fields related to disaster management.

**Desirable :**

Ph.D or M.Phil. in any subject related to disaster management.

**Note 1:** Period of deputation shall ordinarily be for five years extendable upto seven 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 organization or department of the Central Government shall not exceed seven years.

**Note 2:** The maximum age limit for appointment by deputation (including Short Term Contract) shall be 56 years as on the 1st July, 2018.

Eligible persons may submit their applications through proper channel accompanied by the vigilance clearance and photocopies of ACRs for last 5 years duly attested by the officer not below the rank of Under Secretary to the Government of India or equivalent. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties immediately. Officer once selected will not be allowed to withdraw his/her name. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

Application along with the above documents in the prescribed proforma (Annexure I) for the above post may be forwarded through proper channel to Under Secretary DM-II, Disaster Management Division, 3<sup>rd</sup> Floor, NDCC II Tower, Jai Singh Road, New Delhi-110001 latest by 21/12/2018. Applicants may send an advance copy to the above address/email at [bk.biswas65@nic.in](mailto:bk.biswas65@nic.in).



(S.K.Rai )  
Director (DM)

Tel.no.23438123

To,

1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries of all the State Governments
3. Relief commissioners of all States/SDMA of all States
4. Vice Chancellors of all Central/ State Universities
5. Directors of all autonomous/statutory organizations/Institutes
6. DGCD/NDMA/NIDM/NDRF

**Proforma:**

- (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	Qualifications/Experience possessed by the Officer
<p>Essential</p> <p>a) Qualification } *</p> <p>b) Experience } *</p> <p>(i) Eighteen years administrative and academic experience in the Central Government or the State Governments or Union territories or Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central Government or State Government with at least five years of holding an administrative/statutory or managerial position.</p> <p>(ii) Master's Degree in any subject.</p> <p>(iii) Knowledge and experience of not less than five years in fields related to disaster management.</p>	<p>Essential</p> <p>a) Qualification</p> <p>b) Experience</p>
<p>Desirable</p> <p>a) Qualification } @</p> <p>b) Experience } @</p> <p>@ Ph.D or M.Phil. in any subject</p>	<p>Desirable</p> <p>a) Qualification</p> <p>b) Experience</p>

related to disaster management.

(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.

(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 subh 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. Ad:hoc 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 applicant in the past, date of return from the last deputation and other details.	
--	--

(11) Additional details about present employment:

Please state whether working under:-

- (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)

<p>(16) Achievements:  The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> <li>(i) Research publications 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>	
--	--

(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.

Date:

Signature of the candidate

Name

Office Address (with Telephone/Fax numbers/Email):

**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.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. \_\_\_\_\_

- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. 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:  
Official Seal:  
Email