

Detailed ToR & Application Form placed below

(Advt. publication date : 01-NOV-14)



NATIONAL INSTITUTE OF DISASTER MANAGEMENT (Ministry of Home Affairs, Govt. of India)

VACANCY ANNOUNCEMENT

Applications are invited for appointment to the following vacant post on direct recruitment basis in National Institute of Disaster Management (NIDM):-

1. Personal Assistant/Stenographer: (Pay Scale Rs. 9300-34800 + Grade Pay Rs. 4200/-, Number of Post: 4 (one reserved for OBC).

Age: 30 years (relaxable upto 35 years for SC/ST and 33 years for OBC).
(The crucial date for deciding the age limit shall be 1st July, 2014).

Qualifications: Graduate in any discipline from a recognized University or Institute and possessing a speed of 100 words per minute in shorthand (English or Hindi) and Typing 50 w.p.m.

The detailed Terms of Reference (Qualifications, Age, Duties & Responsibilities etc.) for the above positions are available at www.nidm.gov.in/recruitment.asp

Interested candidates may send their application with superscription "Application for the post of _____" on the prescribed format. Application should be addressed to Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P. Estate, Ring Road, New Delhi-110002, and must reach latest by 15 days from the date of publication of this advertisement.

Executive Director
NIDM

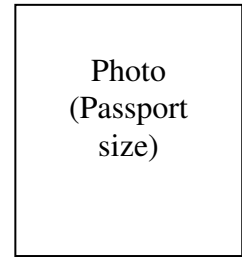
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**National Institute of Disaster Management
(Ministry of Home Affairs)**

- 1) **Educational Qualification:-** Graduate in any discipline from a recognized University or Institute and possessing a speed of 100 words per minute in Shorthand (English or Hindi) and Typing 50 w.p.m.
- 2) **Age:-** Maximum age limit will be 30 years (Relaxable for SC/ST and OBC as per Government Rules)
The crucial date for deciding the age limit will be 1.07.2014
- 3) **Pay Scale:-** PB 2 (9300-34800) + Grade Pay 4200
- 4) **How to Apply:-**

Interested candidates may send their application in the prescribed format (attached) with superscription “Application for the post of _____”. Application should be addressed to Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P.Estate, Ring Road, New Delhi-110002 and must reach within 15 days from the date of publication of advertisement.

Application for Appointment as Personal Assistant/Stenographer in National Institute of Disaster Management



- 1) Post applied for _____
- 2) Category (General/SC/ST/OBC) _____
- 3) Full Name (in Block letters) _____
- 4) Father's Name _____
- 5) Date of Birth _____
- 6) Age as on 1.7.14 _____ years _____ month _____ days _____
- 7) Sex: Male/Female
- 8) Marital Status: Married/Unmarried
- 9) Educational Qualification
- 10) a) Stenography speed (Eng.) _____ Typing speed (Eng.) _____
(b) Stenography speed (Hindi) _____ Typing speed (Hindi) _____
- 11) Past Experience:
- 12) Nationality
- 13) Correspondence Address:
Telephone no.
Mobile no.
Email ID
- 14) Permanent Address:

Signature

* Please attach self-attested copies of all certificates & testimonials.