

No.A-35014/02/2018-Ad.V
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs

North Block, New Delhi,
Dated: the 18th January, 2018

To,

1. The Secretary General,
Lok Sabha Secretariat/ Rajya Sabha Secretariat, New Delhi
2. The Secretary, President's Secretariat/Vice-President's Secretariat/ Planning
Commission/ 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.

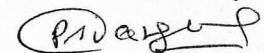
Subject: - Filling up of one post of Technical Officer (Monitoring) in the
Disaster Management Division of Ministry of Home Affairs on
Deputation/Absorption basis-reg.

Sir,

I am directed to say that it is proposed to fill up one post of Technical Officer
(Monitoring) on Deputation/Absorption basis in Disaster Management Division of this
Ministry. 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-5 need not
apply.
4. Officers who volunteer for the post will not be permitted to withdraw their
names later. Only such recommendations as are accompanied by the requisite
personal data as in Annexure-II will be considered.
5. 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 and attested
copies of complete and up-to-date ACRs 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.-15, North
Block, New Delhi-110001**, within a period of **60 days** from the date of publication of
this circular in the Employment News. Applications received after the last date or
without the copies of ACRs or other-wise 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 please
be certified and it may be confirmed that no major/minor penalties have been
imposed on him/her during the last ten years.

Yours faithfully,



(P. S. Dangwal)

Under Secretary to the Government of India

(P. S. DANGWAL)

Tel. No. 2309 2085

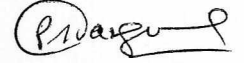
अवर सचिव
Under Secretary
गृह मंत्रालय
Ministry of Home Affairs
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

No.A-35014/02/2018-Ad.V

New Delhi, dated 18th January, 2018

Copy to:-

1. All Ministries / Departments of the Central Government 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 proforma 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 the Ministry's Website.



(P. S. Dangwal)

Under Secretary to the Government of India

Tel. No. 2309 2085

(पी. एस. डंगवाल)

(P. S. DANGWAL)

उत्तर सचिव

Under Secretary

गृह मंत्रालय

Ministry of Home Affairs

भारत सरकार, नई दिल्ली

Govt. of India, New Delhi

ANNEXURE-I

1. Name of the Post : Technical Officer (Monitoring)
2. Number of Post : 1 (One)
3. Pay Scale : Level-8 in the Pay Matrix (₹47600-151100/-).
(pre-revised Pay Band-2, ₹9300-34800 with Grade Pay of ₹4800/-).
4. Mode of Recruitment : By Deputation (ISTC)/Absorption, failing which by Direct Recruitment.
5. Duties & Responsibilities of the Post:
 - (i) Preparation of status report/affidavit for court cases, NHRC cases.
 - (ii) Organizing of National Executive Committee Meetings. Preparing agenda points, issuing minutes/proceedings & follow up.
 - (iii) Processing of public grievances cases received through CPGRAM.
 - (iv) Reply to PMO/Cabinet Sectt./VIP References.
 - (v) Reply to RTI Applications.
 - (vi) Preparation of Answers, Sending inputs to various Ministries/ Departments regarding Parliament Questions, Work related to Departmental related Parliament Standing Committee.
 - (vii) Matter relating to various committees/experts group constituted for emergency response.
 - (viii) Analysis of data and compilation relating to disaster management. Preparation of briefs, notes.
 - (ix) Preparation of situation reports received from the affected States and concerned Ministry/Department.
 - (x) Providing immediate relief and logistic support to the disaster hit states as part of Central Assistance/Emergency Response.
 - (xi) Constitution and sending of Inter-Ministerial Central Teams to the disaster hit states.
 - (xii) Organizing meeting of Sub-Committee of NEC and High Level Committee.
 - (xiii) Analyzing the Memorandum received from States for Central Assistance in the wake of natural disaster.

6. Eligibility : Officers under the Central Government/State Government/ Union Territories/Public Sector Undertakings/ Universities/ Recognised Research Institutions/Semi Government/Statutory or Autonomous Organisations:-

(a) (i) holding analogous posts on regular basis;

or

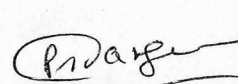
(ii) with three years' regular service in posts in Level-7 in the Pay Matrix (pre-revised Pay Band-2, Scale of Pay of ₹9300-34800/- plus Grade Pay of ₹4600/-);

or

(iii) with six years' regular service in posts in Level-6 in the Pay Matrix (pre-revised Pay Band-2, Scale of Pay of ₹9300-34800/- plus Grade Pay of ₹4200/-);

AND

(b) Possessing the following educational qualifications and experiences :-


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Essential:

- (i) Master's Degree in Economics/Commerce/ Mathematics/ Statistics/Operation Research from a recognized University.
- (ii) 3 years' experience in compilation, presentation and analysis of Statistical data.

Desirable:

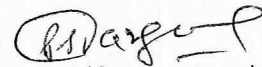
- (i) Diploma of one year in Disaster Management from a recognized University or Institution.
- (ii) Experience of handling matters connected with relief/flood/ scarcity relief operations.

Note-1: Qualifications are relaxable at the discretion of the Union Public Service Commission in the case of candidates otherwise well qualified.

Note-2: The Qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission in case of candidates belonging to the Scheduled Castes and Scheduled Tribes if at any stage of selection the Union Public Service Commission are of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note-3: Period of deputation (ISTC) including period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisations/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (ISTC) shall not exceed 56 years as on the closing date of receipt of application.

Note-4: For the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 01.01.2016 (the date from which the revised pay structure based on 7th Central Pay Commission has been extended) shall be deemed to than one pre-revised scale of pay into one grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.



(पी. एस. डंगवाल)
(P. S. DANGWAL)

अवर सचिव

Under Secretary

गृह मंत्रालय

Ministry of Home Affairs

भारत सरकार, नई दिल्ली

Govt. of India, New Delhi

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)
2. Date of Birth
(in Christian era)
3. Date of retirement under Central /
State Government Rules
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, state the
authority for the same).

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Others	(1)	
	(2)	

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signatures, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay / Pay Band & Grade Pay and Basic Pay / Pay in PB + Grade Pay	Nature of duties (in detail)

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 :
 - a) The date of initial appointment
 - b) Period of appointment on deputation / contract.
 - c) Name of the parent office / organization to which you belong.
10. Additional details about present employment
Please state whether working under (indicate the name of your employer against the relevant column.)
 - a) Central Government
 - b) State Government
 - c) Autonomous Organisation
 - d) Government Undertaking
 - e) Universities
 - f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Additional information, if any, which you would like to mention in support of your suitability for the post regarding (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient).

13. Please state whether you are applying for Deputation (ISTC). (Candidates of non-Government Organisations are eligible only for Short Term Contract.).

14. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date :

Address _____

CERTIFICATE

1. Certified that particulars furnished by Shri/Smt./Km. _____ have been verified from his/her record and found correct.

2. No Vigilance case is either pending or contemplated against Shri/Smt./Km. _____. His/her integrity is certified.

3. No major/minor penalty was imposed on Shri/Smt./Km. _____ during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Deptt.

With seal.....

Place:

Date: