

No.A-35014/20 /2016-Ad.V
Bharat Sarkar / Government of India
Grih Mantralaya / Ministry of Home Affairs

** * * * *

North Block, New Delhi.
Dated: the 24th January, 2017

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 Assistant Director (Disaster Management) in the Disaster Management Division of MHA on deputation basis.

Sir.

I am directed to refer to this Ministry's Letter of even no. dated 26.09.2016 on the subject mentioned above and published in the Employment News issue dated 22-28 October, 2016 may be treated as cancelled. A fresh circular for filling up the post of Assistant Director (Disaster Management) in Ministry of Home Affairs is enclosed herewith.

2. Further, Candidate who have applied earlier in response to advertisement given in Para 1 above may apply afresh according to eligible condition of the said vacancy circular.

3. 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.

4. 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 6 need not apply.

5. 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.

6. 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 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 **30 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,

(Amarendra Singh)

Under Secretary to the Government of India
Tel : 2309 2085

No.A-35014/20/2016-Ad.V

New Delhi, dated 24th January, 2017

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 pro-forma within a period of **30 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).
4. Leader and all Members of the office Council (Staff side), Ministry of Home Affairs.
- ✓ 5. SO (IT). Ministry of Home Affairs for uploading on Ministry's Website.




(Amarendra Singh)

Under Secretary to the Government of India

Tel. No.: 2309 2085

ANNEXURE-I

1. Name of the Post : Assistant Director (Disaster Management)
2. No. of post : 1 (One)
3. Pay Scale : Level-10 in the Pay Matrix (₹56100-177500)
(pre-revised Pay Band- 3, ₹15600-39100 with
Grade Pay ₹5400/-)
4. Mode of Recruitment : By Promotion/ Transfer on Deputation (ISTC)
failing which by Direct Recruitment
5. Duties and Responsibilities
of the post :
 - I. Supervision of NDM-I Section of DM
Division.
 - II. Processing the requests of state/UT
Governments for central assistance - both
financial and logistic - in the wake of natural
calamities as per the laid down procedure.
 - III. Matters relating to constitution and
deputation of Inter-Ministerial Central
Teams to states for on the spot assessment
of the situation and requirement of funds
for managing the situation effectively.
 - IV. Analyzing the reports of the Inter
Ministerial central teams in the context
of approved items and norms of assistance
and provisions under various GOI Schemes /
Programmes for placing before Inter
Ministerial group and High Level
Ministerial Committee for consideration
and approval of quantum of assistance.
 - V. Field visits as a member of the central
team for on the spot assessment
 - VI. Keeping close liaison with State
Governments and the concerned central
Ministries /Departments on the other hand
for providing immediate relief and logistic
support as a part of emergency response.
 - VII. Preparation of situation reports based on
the feedback of the affected states and
central Ministries in the event of a
natural calamity of severer magnitude.
 - VIII. Compilation and analysis of data/
information relating to various
aspects of disaster management as well
as preparation of briefs/ notes/ presentations.


(अमरेन्द्र सिंह)
(AMARENDRA SINGH)
अवर सचिव
Under Secretary
गृह मंत्रालय
Ministry of Home Affairs
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

- IX. Matter relating to various committees/ expert group constituted for emergency response mechanism-agenda, proceedings and follow up.
- X. International cooperation including bilateral agreement in the field of emergency response.
- XI. Organization of national and international events viz. conferences, seminars, meetings related to Disaster Management.
- XII. Analytical processing of various proposals on various aspects of disaster preparedness and mitigation received from various agencies.
- XIII. All other matters relating to response to disaster situation and early warning.
- XIV. To work as a resource person in the National Institute for Disaster Management and faculty on NDM in state ATIs.

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

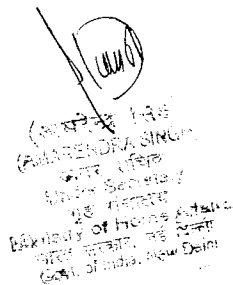
(ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in Level-8 in the Pay Matrix (pre-revised Pay Band- 2, 9300-34800 with Grade Pay ₹4800/-) or equivalent in the parent cadre or department; and

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

Essential:

- (i) Master's Degree in Economics/ Commerce/ Mathematic Statistics/ Operation Research from a recognized University;
- (ii) Five years' experience in compilation, presentation and analysis of statistical data;

and


AMARENDRA SINGH
Joint Secretary
Ministry of Home Affairs
Government of India, New Delhi


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

[The Departmental Technical Officer (Monitoring) with 2 years' regular service in Level-8 in the Pay Matrix(₹47600-151100) (pre-revised Pay Band- 2, 9300-34800 with Grade Pay ₹4800/-) will also be considered and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 1:- The period of deputation/contract including period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other department / organization of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 2:- For the purpose of appointment on deputation 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 be service rendered in the corresponding Grade Pay / Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more 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 in the normal replacement grade without any upgradation.]


(अमरेंद्र सिंह)
(AMARENDR SINGH)
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.)
 - g) Central Government

 - h) State Government

 - i) Autonomous Organisation

 - j) Government Undertaking

 - k) Universities

 - l) 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: