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

Date: 7th September, 2022

Subject: Applications invited for the post of Executive Director, National Institute of Disaster Management (NIDM)- reg.

The post of ED, NIDM is vacant since 30th January, 2022. The vacancy arises on occasion of superannuation of present incumbent on 30th January, 2022. At present the post is managed by additional charge basis. Therefore, 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 7th 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

Annexure-I

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>

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)

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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