

SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002
{http://services.delhigovt.nic.in}

F.10(306)/Coord/2018/Vol-V/081584592/
To

Dated:

All HODs/Pr. Secretaries/Secretaries,
Govt. of NCT of Delhi and
Autonomous Bodies of Delhi,

Sir/Madam

I am directed to upload the following letters/vacancy circulars/ Office Memorandums received from Ministries/Departments for circulation. This is for your kind information

S. No	Departments	Letter No. & Date	Subject
1	O/o the Director, Indira Gandhi National Forest Academy, M/o Environment and Forests, GOI	No.140/2020/-NFA/40.18/UDC dated 26.05.2020	Filling up of 01 (one) post of Upper Division Clerk on deputation basis in Indira Gandhi National Forest Academy, Dehradun.
2	Department of Financial Services, M/o Finance, GOI	F.No.7/3/2020-DRT dated 23.06.2020	Filling up the posts of Presiding Officer in Debts Recovery Tribunals
3	Ministry of Power, Govt. of India,	No.01/04/2020-DVC dated 22.06.2020	Appointment to the post of Chairman and Member (Technical) in Damodar Valley Corporation (DVC) on deputation basis through Search-cum-Selection Committee (SCSC)
4	NIDM, M/o Home Affairs, GOI.	NIDM/ Admin/ Recruitment Southern Campus/247/ 2018 dated 08.06.2020	Filling up of group "A" posts in NIDM, Southern Campus, Andhra Pradesh on deputation (ISTC) basis

Yours faithfully

Encl: As above.

F.10(306)/Coord/2018/Vol-V/081584592/1754-60

Copy for information to:

1. PS to. Addl. Chief Secretary (Services), Govt. of NCT of Delhi.
2. PA to Special Secretary-I/II, Govt. of NCT of Delhi
3. DS-I/II/III/IV, Services Department, Govt. of NCT of Delhi

SECTION OFFICER (COORD.) /L.O
Dated: 14/07/2020

SECTION OFFICER (COORD.) /L.O

NIDM/Admin/Recruitment Southern Campus/247/2018

Date: 08.06.2020

To,

- The Secretaries of Ministries/Departments of Government of India
- Chief Secretaries of State Governments/Union Territories
- Relief Commissioners of all States/SDMA of all States
- MHA/NDMA/NDRF/DGCD

Subject: Filling up of Group 'A' posts in National Institute of Disaster Management, Southern Campus, Andhra Pradesh on deputation (ISTC) basis

Madam/Sir,

The National Institute of Disaster Management require the services of suitable officers for filling up following Group 'A' posts at its Southern Campus which is presently functional at NH-16, Acharya Nagaxjuna University Campus, Nagarjuna Nagar, Guntur, Andhra Pradesh on deputation (including short term contract) basis. Southern Campus, NIDM is under construction at Kondapavuluru Village, Gannavaram Mandai, Krishna District, Andhra Pradesh and shall be functional on completion of the work soon.

Sl.No.	Classification	Name of the post	No. of posts	Pay Level as per 7CPC	Eligibility criteria & Application Format
1.	Group 'A'	Professor	1	14	Annexure-1
2.	Group 'A'	Joint Director	1	13	Annexure-2
3.	Group 'A'	Associate Professor	2	12	Annexure-3
4.	Group 'A'	Assistant Professor	3	10	Annexure-4
5.	Group 'A'	Accounts Officer	1	10	Annexure-5
6.	Group 'A'	Administrative Officer	1	10	Annexure-6

2. A copy of the existing Recruitment Rules for the above posts in NIDM under the Ministry of Home Affairs is enclosed as **Annexure-7**. The same are required to be referred for applying for the above posts.

3. Officers who volunteer and are sponsored by their Ministry/Department/State Government/UT Administration etc. for the post will not be permitted to withdraw their names later.

4. It is requested to give wide publicity to these vacancies among all Statutory/Autonomous organizations/Universities or Institutes, fully funded by the Central Government or State Governments, under your administrative control. The nominations of eligible officers alongwith their applications (in duplicate) duly countersigned by the

competent authority in the enclosed proforma alongwith Annual Confidential Reports/APARs in original or their attested copies duly attested with rubber stamp on each page by an officer not below the rank of Under Secretary for the last five years of the officer, who could be spared immediately in the event of his selection, may be sent to **The Executive Director, National Institute of Disaster Management (Ministry of Home Affairs), A wing, 4th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001** within 60 days of date of issue of this communication. While forwarding the names, an integrity certificate and a certificate that no disciplinary action/proceedings, vigilance case is either pending or being contemplated against the officer may also be attached. Applicants may send an advance copy to the above address/ email at **admofficer.nidm@nic.in**.

5. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 4 above will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service records.

Yours faithfully



(Surendra Thakur)

Consultant & I/C (HR & Admin)

Encl: As above.

488/c

Annexure-1

Proforma for the post of Professor on deputation (ISTC) basis

(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:

Paste latest
passport size
photograph

(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>From amongst the officers or employees of the Central Government or State Government or Union Territories or Statutory or Autonomous Bodies or Universities or Institute fully funded by the Central Government or State Government holding analogous post on regular basis in the parent cadre or department; or</p> <p>Associate Professor with eight years of service in the Grade on regular basis and having the following qualifications:-</p> <p>Essential qualification:</p> <p>(i) Master's Degree in Social Sciences / Environmental / Earth Science / Engineering / Disaster Management or allied subjects with at least 55% of the marks or its equivalent grade; and</p>	

<p>(ii) Ph.D with a consistently good academic record; and</p> <p>(iii) Published work of high quality, actively engaged in research and training with evidence of published work with a minimum of 10 publications as books and or research or policy papers in indexed or International Standard Book Number/ International Standard Serial Number numbered journals and as International Standard Book Number/ International Standard Serial Number numbered books;</p> <p>(iv) A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.</p> <p>(v) Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.</p>	
<p>Desirable qualification:</p> <p>(i) Experience of guiding candidates for research at Doctoral level.</p> <p>(ii) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned or allied or relevant discipline, to be substantiated by credentials.</p>	

(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/	Post Held	From	To	* Pay Band	Nature of
---------	-----------	------	----	------------	-----------

Institution	on regular basis			and Grade Pay / Pay Scale of the post held on regular basis	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 such 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. Adhoc 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	
------	---------------------------------------	--

	application in the past, date of return from the last deputation and other details.	
--	---	--

(11) Additional details about present employment:

- (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

48

professional training, work experience over and above prescribed in the Vacancy Circular/ Advertisement).

(16)	<p>Achievements:</p> <p>The Candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none">(i) Research publication and reports and special projects.(ii) Awards/ Scholarships / Official appreciation(iii) Affiliation with the professional bodies/ institutions / societies(iv) Patents registered in own name or achieved for the organization(v) Any research / innovative measure involving official recognition and;(vi) Any other information	
------	--	--

(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.

Signature of the candidate
Name: _____

Office Address: _____

Telephone/Fax/Email: _____

Date: _____

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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Kum. _____
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary to the Government of India 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:
Office Seal:
Email:

Proforma for the post of Joint Director on deputation (ISTC) basis

(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:

Paste latest
passport size
photograph

(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>From amongst the officers of the Central Government or State Governments or Union territories or Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central Government or State Government,-</p> <p>(a) (i) holding analogous post on regular basis in pay band – 4, (Rs. 37400 – 67400 plus Grade Pay Rs. 8700) in the parent cadre; or</p> <p>(ii) five year regular service in Pay Band – 3 with Grade pay Rs. 7600, or</p> <p>(iii) ten year regular service in Pay Band – 3 with Grade pay Rs. 6600, and</p> <p>(b) possessing the following essential educational qualifications and experience except in the case of candidates from All India Services:-</p>	

<p>Essential:</p> <p>(i) Master's Degree in any subject. and</p> <p>(ii) Five years' experience in Grade Pay of Rs. 7600 in PB-3, or five years administrative experience in an analogous post or minimum ten years of administrative experience in the Grade Pay of Rs. 6600 in PB-3 (Rs. 15600 – 39100) or</p>	
<p>Desirable:</p> <p>Experience of not less than five years in the field of Disaster Management related training/administration.</p>	

(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 such benefits have been drawn by the Candidate, may be indicated as below: