

4731C

**Proforma for the post of Administrative Officer 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>Officer of the Central Government or State Government or Union territory Administrations-</p> <p>(i) holding post analogous on regular basis; or (ii) has worked for at least two years in the pay band of Rs.9300- 34800 with grade pay of Rs.4800; or (iii) has worked for at least three years in the pay band-2 of Rs.9300-34800 with grade pay of Rs.4600 and possessing the following qualification and experience :-</p> <p>Essential: Degree of a recognized University or equivalent; and Experience of administration and</p>	

establishment related work for more than one year in a Government office or Public Body or Autonomous Body or Universities funded by the Central Government.	
Desirable : Knowledge of rules and regulations related to establishment matters.	

(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.	
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- (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:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

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(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.	
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(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
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- (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).

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

2.	Secretary, (Border Management) or Special Secretary or Additional Secretary, In-charge of Disaster Management, Ministry of Home Affairs	-Member	
3.	Secretary, National Disaster Management Authority	-Member	
4.	Additional Secretary and Establishment Officer, Department of Personnel and Training	-Member	

(1)	(2)	(3)	(4)	(5)	(6)
2. Joint Director	1 (One)* *Subject to variation dependent on workload.	Group 'A'	Pay Band 4 Rs. 37400-67000 plus Grade Pay of Rs. 8700	Not applicable	Not applicable

(7)	(8)	(9)	(10)	(11)
Not applicable	Not applicable	Not applicable	By deputation (Including Short-Term Contract).	<p><b>By deputation (Including Short-Term Contract)</b> 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><b>Essential:</b></p> <p>(i) Master's Degree in any subject.</p> <p>and</p> <p>(ii) Five years' experience in Grade Pay of Rs. 7600 in PB-3, or five years administrative experience in an analogues post or minimum ten years of administrative experience in the Grade Pay of Rs. 6600 in PB-3 (Rs. 15600 - 39100) or</p> <p><b>Desirable:</b></p>



				<p>Experience of not less than five years in the field of Disaster Management related training/ administration.</p> <p><b>Note 1:</b> Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be 56 years.</p> <p><b>Note 3 :</b> The crucial date for deciding the age limit shall be 1<sup>st</sup> July of the year of advertisement.</p>
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12	13
<p>Group 'A' Departmental Selection Committee (for considering appointment) consisting of :-</p> <ol style="list-style-type: none"> <li>1. Secretary (Border Management) or Special Secretary or Additional Secretary, In-charge of Disaster Management Division, Ministry of Home Affairs -Chairman</li> <li>2. Secretary / Special Secretary / Additional Secretary / Joint Secretary (Administration), National Disaster Management Authority -Member</li> <li>3. Joint Secretary, (Disaster Management) of the Ministry, In-charge of Disaster Management -Member</li> <li>4. Executive Director, National Institute of Disaster Management -Member</li> </ol>	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
3. Professor	3 (Three)* *Subject to variation dependent on workload	Group 'A'	Pay Band 4 Rs. 37400-67000 plus Grade Pay of Rs.10000	Not applicable	Not exceeding 55 years. Note : The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.
(7)	(8)	(9)	(10)	(11)	
<b>Essential qualification:</b> (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 (ii) Ph.D with a consistently good academic record; and (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	Yes	One year for direct recruits	50% by promotion and 50% by deputation (Including Short-Term Contract) failing which by direct recruitment.	<b>By Promotion:</b> With eight years of service in the grade on regular basis and fulfilling the essential qualifications for the post as given in column (7). <b>By deputation (Including Short-Term Contract):</b> 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	



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;				funded by the Central Government or State Government holding analogous post on regular basis in the parent cadre or department; or
(iv) A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.				Associate Professor with eight years of service in the Grade on regular basis and having the qualifications specified in column (7)
(v) Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.				<b>Note 1:</b> Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed five years.
<b>Desirable qualification:</b>				<b>Note 2:</b> The maximum age-limit for appointment by deputation shall be 56 years as on 1 <sup>st</sup> July of the year of advertisement.
(i) Experience of guiding candidates for research at Doctoral level.				<b>Note 3 :</b> The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.
(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.				

(12)	(13)
<b>Group 'A' Departmental Promotion Committee (for considering confirmation and promotion) consisting of :-</b>	Not applicable
1. Union Home Secretary: or Secretary (Border Management) -Chairman	
2. Secretary / Special Secretary / Additional Secretary, National Disaster Management Authority -Member	
3. Joint Secretary (DM), Ministry of Home Affairs -Member	
4. Three eminent external experts in the field of disaster management to be nominated by Union Home Minister -Member	
5. Executive Director, National Institute of Disaster Management -Member	

(1)	(2)	(3)	(4)	(5)	(6)
4. Associate Professor	4 (Four)* Subject to variation dependent on workload	Group 'A'	Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 7600	Not applicable	50 years as on 1 <sup>st</sup> July of the year in which the advertisement is issued. <b>Note :</b> The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.

(7)	(8)	(9)	(10)	(11)
(i) Essential qualification : (a) Masters Degree in Social Sciences /Environmental/Earth Science/ Engineering/Disaster Management or allied subjects with at least 55% of the	Yes	One year for direct recruitment	50% by promotion and 50% by deputation (Including Short-	<b>By Promotion:</b> Promotion from amongst the Assistant Professors having ten years of service (or equivalent) or sixteen year

<p>marks or its equivalent grade; and</p> <p>(b) Good academic record with Ph.D. degree in the concerned or allied disciplines.</p> <p>(ii) Essential Experience :-</p> <p>(a) The faculty of Universities/Post Graduate Colleges holding analogous post on regular basis in the parent cadre; or</p> <p>(b) A minimum of 10 years of experience of teaching or of research in a regular position equivalent to that of Assistant Professor; and</p> <p>(c) With evidence of published work with a minimum of five publications as books or research or policy papers in indexed or International Standard Book Number or International Standard Serial Number or numbered journals and as International Standard Book Number or International Standard Serial Number numbered books;.</p> <p>(iii) Desirable experience: Contribution to innovation educational, design of new curricula, courses and developing training modules, and technology-mediated teaching learning process.</p>			<p>Term Contract) failing which by direct recruitment</p>	<p>service at the level of Research Associate (or equivalent) in the grade on regular basis with good academic record and fulfilling essential qualifications for the post as given in Col. (7).</p> <p>By deputation (Including Short-Term Contract):</p> <p>From amongst the officers / faculty members 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>Assistant Professor with ten years of service in the Grade and having the qualifications specified in Column (7)</p> <p><b>Note 1:</b> Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.</p> <p><b>Note 2:</b> The maximum age-limit for appointment by deputation shall be 56 years as on 1<sup>st</sup> July of the year of advertisement.</p>
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(12)	(13)
<p><b>Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :-</b></p> <ol style="list-style-type: none"> <li>1. Secretary (Border Management) or Special Secretary or Additional Secretary, In-charge of DM Division, Ministry of Home Affairs -Chairman</li> <li>2. Joint Secretary (Disaster Management), Ministry of Home Affairs - Member</li> <li>3. Executive Director, National Institute of Disaster Management - Member</li> <li>4. Advisor/ Joint Secretary , National Disaster Management Authority (to be nominated by Secretary, National Disaster Management Authority) -Member</li> <li>5. One eminent external expert in the field of disaster management to be nominated by Home Minister -Member</li> </ol>	<p>Not applicable</p>



(12)	(13)
<p><b>Group 'A' Departmental Selection Committee (for considering appointment) consisting of :-</b></p> <ol style="list-style-type: none"> <li>1. Secretary (Border Management) or Special Secretary or Additional Secretary, In-charge of DM Division, Ministry of Home Affairs -Chairman</li> <li>2. Joint Secretary(Disaster Management), Ministry of Home Affairs -Member</li> <li>3. Executive Director, National Institute of Disaster Management -Member</li> <li>4. Advisor/ Joint Secretary , National Disaster Management Authority (to be nominated by Secretary, National Disaster Management Authority) -Member</li> <li>5. One eminent external expert in the field of disaster management to be nominated by Home Minister -Member</li> </ol>	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
6. Assistant Professor	8 (Eight)* subject to variation dependent on workload.	Group 'A'	Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	Not applicable	35 years as on 1 <sup>st</sup> July of the year in which the advertisement is issued. Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government. <b>Note :</b> The crucial date for deciding the age limit shall be 1 <sup>st</sup> July of the year of advertisement.
(7)	(8)	(9)	(10)	(11)	
<b>Qualification :</b> <b>Essential :</b> Masters Degree with 55% marks in Social Sciences / Environmental / Earth Science / Engineering / Disaster Management or allied subjects with at least 55% of the marks or its equivalent in Masters Degree with consistent good academic record. <b>Desirable :</b> (i) M.Phil or Ph.D. in the concerned or allied disciplines. Contribution to innovation educational, design of new curricula and courses, developing training modules, and technology-mediated teaching learning process.	Yes	One year for direct recruitment	50% by promotion and 50% by direct recruitment or deputation (Including Short-Term Contract)	<b>By promotion</b> From amongst the Research Associates with eight year experience on regular basis in the Institute and fulfilling the educational qualification specified in column (7). Provided that in case of those with Ph.D the minimum service period will be six years. <b>By deputation:</b> 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 and possessing the education qualifications specified in column (7) <b>Note 1:</b> Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or	

			some other organisation or department of the Central Government shall not exceed five years. Note 2: The maximum age-limit for appointment by deputation shall be 56 years as on 1 <sup>st</sup> July of the year of advertisement.
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(12)	(13)
Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :- 1. Executive Director, National Institute of Disaster Management 2. Director / Deputy Secretary, DM Division dealing with the subject Ministry of Home Affairs 3. Director / Joint Advisor / Deputy Secretary, National Disaster Management Authority (to be nominated by Secretary, National Disaster Management Authority) 4. One eminent expert member in the concerned subject/field to be nominated by Home Secretary	Not applicable - Chairman - Member - Member - Member

(1)	(2)	(3)	(4)	(5)	(6)
7. Accounts Officer	1(One)* subject to variation dependent on workload.	Group 'A'	Pay Band-3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	Not applicable	Not applicable
(7)	(8)	(9)	(10)	(11)	
Not applicable	Not applicable	Two Years	Promotion, failing which by deputation (Including Short-Term Contract).	<p><b>Promotion :-</b></p> <p>The Assistants of National Institute of Disaster Management having Bachelor's Degree with at least eight years regular service in pay band-2 of Rs. 9300-34800 plus grade pay of Rs. 4200 and experience of dealing with Budget and Accounts matters for at least six years.</p> <p><b>Deputation (Including Short-Term Contract) :-</b></p> <p>(a) Officers of the Central Government or State Governments or Union territory Administrations -</p> <p>(i) holding analogous post on regular basis; or</p> <p>(ii) worked for at least two years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4800; or</p> <p>(iii) has worked for at least three years in the pay band-2 of Rs.9300-34800 plus grade pay of Rs.4600; and</p>	



				<p>(b) possessing any one of following qualifications:-</p> <p>(i) has qualified the Subordinate Accounts Service or equivalent examination conducted by any of the Organised Accounts Departments of the Central Government; or</p> <p>(ii) successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training (ISTM) and Management or equivalent and one year experience in cash accounts and budget works.</p> <p><b>Note 1 :</b> Period of deputation shall ordinarily be for three years extendable upto five years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.</p> <p><b>Note 2 :</b> The maximum age-limit for appointment by deputation shall be 56 years.</p> <p><b>Note 3 :</b> The crucial date for deciding the age limit shall be 1<sup>st</sup> July of the year of advertisement.</p>
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(12)	(13)
<b>Group 'A' Departmental Selection Committee (for considering appointment and promotion) consisting of :-</b> <ol style="list-style-type: none"> <li>Executive Director, National Institute of Disaster Management - Chairman</li> <li>Director / Deputy Secretary, Disaster Management Division) Ministry of Home Affairs - Member</li> <li>Director /Joint Advisor/ Deputy Secretary, NDMA ( to be nominated by Secretary, NDMA) - Member</li> <li>Joint Director, NIDM/Representative to be nominated by ED, NIDM - Member</li> </ol>	Not applicable

(1)	(2)	(3)	(4)	(5)	(6)
8. Administrative Officer	1(One)(2013)* subject to variation dependent on workload.	Group 'A'	Pay Band -3 Rs. 15600 - 39100 plus Grade Pay of Rs. 5400	Not applicable	Not applicable

(7)	(8)	(9)	(10)	(11)
Not applicable	Not applicable	Two Years	Promotion, failing which by deputation (Including Short-Term Contract)	<b>Promotion :-</b> The Assistant of National Institute of Disaster Management having Bachelor's Degree with at least eight years regular service in pay