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/NIDM/NDRF/DGCD

Subject: Filling up of two posts of Associate Professor in National Institute of Disaster Management, New Delhi

Madam/Sir,

The National Institute of Disaster Management require the services of suitable officers for filling up two posts of Associate Professor at its New Delhi campus on deputation (including short term contract) basis.

2. This post is classified as Group 'A' post in the pre-revised scale of pay Rs. 15600 - 39100 plus Grade Pay of Rs. 7600 (Level 12 as per pay matrix of 7th CPC).

3. The grades from which deputation (including short term contract) to the post of Associate Professor is to be made is as under:

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 Assistant Professor with ten years of service in the Grade and having the following qualifications:

(i) **Essential qualification** :
- Masters 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
- Good academic record with Ph.D. degree in the concerned or allied disciplines.

(ii) **Essential Experience** :-
- The faculty of Universities/Post Graduate Colleges holding analogous post on regular basis in the parent cadre; or
(b) A minimum of 10 years of experience of teaching or of research in a regular position equivalent to that of Assistant Professor; and
(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;

(iii) Desirable experience:
Contribution to innovation educational, design of new curricula, courses and developing training modules, and technology-mediated teaching learning process.

Note 1: 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 agelimit for appointment by deputation shall be 56 years as on 1st July of the year of advertisement.

4. A copy of the existing Recruitment Rules for the post of Associate Professor in NIDM under the Ministry of Home Affairs is enclosed. The same are required to be referred for applying for the above posts.

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

6. It is requested to give wide circulation to this vacancy 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 Delhi1-110001 within 60 days of date of issue of this circular. 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.

7. Applications received after the last date or application incomplete in any respect or those not accompanied by the document/information mentioned in para 6 above will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service record.

Yours faithfully

(Surendra Thakur)
Consultant & I/C (HR & Admin)

Encl: As above.
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;
(iv) A minimum ten years’ experience in Post Graduate teaching or training and research at the University or National level Institution.
(v) Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.

Desirable qualification:
(i) Experience of guiding candidates for research at Doctoral level.
(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.

### Note:
1: 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.

Note 2: The maximum age-limit for appointment by deputation shall be 56 years as on 1st July of the year of advertisement.

Note 3: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.

### Group ‘A’ Departmental Promotion Committee (for considering confirmation and promotion) consisting of :-
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

### Pay and Grade

<table>
<thead>
<tr>
<th>Essential qualification</th>
<th>Yes</th>
<th>One year for direct promotion and direct recruitment</th>
<th>50% by promotion and 50% by deputation (Including Short-</th>
<th>By Promotion: Promotion from amongst the Assistant Professors having ten years of service (or equivalent) or sixteen years</th>
</tr>
</thead>
</table>
| Subject to variation dependent on workload | 4 (Four)* | Group ‘A’ | Pay Band 3 Rs. 15600 - 39100 plus Grade Pay of Rs. 7600 | Not applicable | 50 years as on 1st July of the year in which the advertisement is issued.

Note: The crucial date for deciding the age limit shall be 1st July of the year of advertisement.
marks or its equivalent grade; and
(b) Good academic record with Ph.D.
degree in the concerned or allied
disciplines.

(ii) Essential Experience:
(a) The faculty of Universities/Post
Graduate Colleges holding analogous
post on regular basis in the parent
cadre; or
(b) A minimum of 10 years of
experience of teaching or of research
in a regular position equivalent to that
of Assistant Professor; and
(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;

(iii) Desirable experience:
Contribution to innovation
educational, design of new curricula,
courses and developing training
modules, and technology-mediated
teaching learning process.

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).

By deputation (Including
Short-Term Contract):
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
Assistant Professor with ten
years of service in the Grade
and having the qualifications
specified in Column (7)

Note 1: 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 1st July of the year of
advertisement.

Group ‘A’ Departmental Selection Committee (for considering appointment and
promotion) consisting of :-

1. Secretary (Border Management) or Special Secretary or
   Additional Secretary, In-charge of DM Division, Ministry
   of Home Affairs -Chairman
2. Joint Secretary (Disaster Management), Ministry of Home
   Affairs - Member
3. Executive Director, National Institute of Disaster
   Management - Member
4. Advisor/ Joint Secretary, National Disaster Management
   Authority (to be nominated by Secretary, National
   Disaster Management Authority) - Member
5. One eminent external expert in the field of disaster
   management to be nominated by Home Minister - Member

Not applicable
**Proforma for the post of Associate Professor on deputation (ISTC basis) 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:  

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)  

<table>
<thead>
<tr>
<th>Qualifications / Experience required as mentioned in the advertisement / vacancy circular/ RRs</th>
<th>Qualifications / Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 Assistant Professor with ten years of service in the Grade and having the following qualifications:</td>
<td>(a)</td>
</tr>
</tbody>
</table>
| (i) Essential qualification :  
  (a) Masters 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  
  (b) Good academic record with Ph.D. degree in the concerned or allied disciplines. |
(ii) Essential Experience :-
(a) The faculty of Universities/Post Graduate Colleges holding analogous post on regular basis in the parent cadre; or
(b) A minimum of 10 years of experience of teaching or of research in a regular position equivalent to that of Assistant Professor; and
(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;

(iii) Desirable experience:
Contribution to innovation educational, design of new curricula, courses and developing training modules, and technology-mediated teaching learning process.

(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.

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post Held on regular basis</th>
<th>From</th>
<th>To</th>
<th>* Pay Band and Grade Pay / Pay Scale of the post held on regular basis</th>
<th>Nature of duties (in detail) highlighting experience required for the post applied for</th>
</tr>
</thead>
</table>
* 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:

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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:

<table>
<thead>
<tr>
<th>Date of Initial appointment</th>
<th>Period of appointment on deputation / contract</th>
<th>Name of the parent office/organization to which the applicant belongs</th>
<th>Name of the post and pay of the post held in substantive capacity in the present organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(10) If any post held on deputation by the application in the past, date of return form 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

<table>
<thead>
<tr>
<th>Basic pay in the pay Band</th>
<th>Grade Pay</th>
<th>Total Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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:-

<table>
<thead>
<tr>
<th>Basic Pay with scale of pay and rate of increment</th>
<th>Dearness Pay/ interim relief/ other allowances (with break-up details)</th>
<th>Total emoluments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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) Achievements:
The Candidates are requested to indicate information with regard to:
(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 of the rank of Under Secretary to the Government 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:
Office Seal:
Email: