No. 1-1/2019-NDRF/DM-I (Part-I)
Government of India
Ministry of Home Affairs
(Disaster Management Division)

3rd Floor, NDCC-II Building,
Jai Singh Road, New Delhi.
Dated the 12th February, 2024.

To,

Director General,
National Disaster Response Force,
6th Floor, NDCC-II Building,
Jai Singh Road, New Delhi.

Subject: Filling up the post of Director, National Disaster Response Force Academy, Nagpur-reg.

Sir,

I am directed to refer to subject mentioned above and to enclose herewith a copy of circular calling for applications for filling up the post of Director, National Disaster Response Force Academy, Nagpur under Ministry of Home Affairs for placing the same on website of NDRF. It is also requested to give wider circulation of the vacancy amongst all Central Government/State Governments/ Statutory/ Autonomous Organizations and Universities or Institutes fully funded by the Central Governments and State Governments.

Encl: As above

(Ashish Sharma)
Under Secretary to the Govt. of India
Tel: 011-23438103
Email: us-dm1@mha.gov.in

Government of India

Ministry of Home Affairs

Disaster Management Division

C Wing, 3rd Floor, NDCC II Tower

Jai Singh Road, New Delhi -01

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Date: 5th February, 2024

Subject: Applications invited for the post of Director, National Disaster Response Force (NDRF) Academy - reg.

The post of the Director, NDRF Academy, created with the approval of the Union Cabinet in May, 2021, is proposed to be filled up on deputation basis (including short-term contract). Accordingly, applications from eligible persons are invited for the post on deputation (including short term contract) basis in the Pay Level-14(Rs144200-218200).

2. **Job requirements**: National Disaster Response Force (NDRF) has been constituted under Section 44 of the Disaster Management Act, 2005, for the purpose of specialist response to threatening disaster situation or disaster. In order to train and keep forces updated for handling of natural disasters including Chemical, Biological, Radiological and Nuclear disasters or disaster like situation in the country; NDRF Academy Nagpur has been created by merger of National Civil Defence College (NCDC) Nagpur in 2018. The Director will be administrative head of NDRF Academy and will perform the duties as may be required to channelize functions of the Academy under the direct supervision of the Director General, NDRF. Director, NDRF Academy will be responsible for implementation of policies relating to training issues and will also look after financial issues and also facilitate the Academy to attain its desired goal of synergized training to NDRF, SDRF, Civil Defence personnel and other first responders to disaster situation. He will coordinate the work of administration, welfare, discipline and other issues concerning with the Academy, with stakeholders.

3. **Eligibility:**

Officers of All India Service including Indian Police Service, Armed Forces, Central Armed Police Forces, Central Government, State Government, Union Territory, Autonomous or Statutory Organizations, Public Sector Undertakings, recognized Universities/Institutes /Research Institutions:

(a) (i) Holding analogous posts on regular basis in parent cadre or department; or

(ii) with two years' service rendered after appointment thereto on regular basis in Level-13A in the Pay Matrix(Rs. 131100-216600) or equivalent in the parent cadre/ department; or

(iii) with three years' service rendered after appointment thereto on regular basis in Level-13 in the Pay Matrix(Rs. 131100-215900) or equivalent in the parent cadre/ department; and

(b) Possessing the following educational qualification and experience:

Essential:

(i) Master's Degree in any discipline from a recognized University/Institute.

(ii) Fifteen years administrative/academic experience in the Central Government or the State Government or Union Territory Administration or Statutory or Autonomous organization or Public Sector Undertaking or recognized University or Institute out of which five years experience should be in the field of disaster management.

Desirable: At least 2 years experience of working in a recognized training institution.

Note 1: The period of deputation including the 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 ordinarily not exceed five years.

Note 2: The maximum age-limit for appointment by deputation (including Short Term Contract) shall be "Not exceeding fifty-eight years" as on the closing date of receipt of applications.

Note 3: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed may also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment for an overall tenure of a maximum five years or till the attaining the age of sixty years, whichever is earlier, from the date of their appointment to the post of Director.

4. Eligible persons may submit their applications through proper channel accompanied by the vigilance clearance and photocopies of APARs for last 5 years duly attested by the officer not below the rank of Under Secretary to the Government of India or equivalent. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties immediately. Officer once selected

will not be allowed to withdraw his/her name. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

5. Application along with above mentioned documents in the prescribed proforma (Annexure-A) for the above post may be forwarded through proper channel to Mr. Ashish Sharma, Under Secretary (DM-I), Disaster Management Division, 3rd Floor, NDCC II Tower, Jai Singh Road, New Delhi-110001 **latest by 23rd March, 2024**. Applicants may send an advance copy to the above address/ email at us-dm1@mha.gov.in.

Encl: As above

(Ashish Sharma)
Under Secretary to the Govt. of India
Tel: 011-23438103

To

1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries of all the State Governments
3. Relief Commissioners of all States/SDMA of all States
4. Vice Chancellors of all Central/State Universities
5. Directors of all autonomous/statutory organizations/Institutes
6. DG (FS, CD & HG)/ NDMA/NIDM/NDRF.

Annexure-A

BIO DATA PROFORMA

1. Name of Address in Block Letters
2. Date of Birth (In Christian era)
3. Date of retirement under Central/State Govt. rules
4. Educational Qualifications
5. Whether Educational and other qualifications required for posts are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)
6.

Qualifications/experience required as mentioned in the advertisement/vacancy circular.	Qualification/Experience possessed by the Officer.
Officers of All India Service including Indian Police Service, Armed Forces, Central Armed Police Forces, Central Government, State Government, Union Territory, Autonomous or Statutory Organization, Public Sector Undertaking, recognized University/Institute /Research Institution: (a) (i) Holding analogous posts on regular basis in parent cadre or department; OR (ii) with two years' service rendered after appointment thereto on regular basis in Level-13A in the Pay Matrix(Rs. 131100-216600) or equivalent in the parent cadre/ department; OR (iii) with three years' service rendered after appointment thereto on regular basis in Level-13 in the Pay Matrix(Rs. 131100-215900) or equivalent on in the parent cadre/ department; AND (b) Possessing the following educational qualification and experience: **Essential:** (iii) Master's Degree in any discipline from a recognized	Essential: (a) (b)

University/Institute. (iv) Fifteen years administrative/academic experience in the Central Government or the State Government or Union Territory Administration or Statutory or Autonomous organization or Public Sector Undertaking or recognized University or Institute out of which five years experience should be in the field of disaster management.	
Desirable: At least 2 years experience of working in a recognized training institution. Note 1: The period of deputation including the 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 ordinarily not exceed five years. Note 2: The maximum age-limit for appointment by deputation (including Short Term Contract) shall be "Not exceeding fifty-eight years" as on the closing date of receipt of applications. Note 3: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed may also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment for an overall tenure of a maximum five years or till the attaining the age of sixty years, whichever is earlier, from the date of their appointment to the post of Director.	

(Add additional sheet if necessary)

7. 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. : **Yes/No**

8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if space below is insufficient.

Office/Instt./Orgn.	Post held on regular basis	From	To	Pay in the Pay Matrix Level of the post held on regular basis.	Nature of duties(in detail)highlighting experience required for the post applied for

9. Nature of present employment(i.e. adhoc or temporary or quasi-permanent or permanent):

10. 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 & Pay in the Pay Matrix held in substantive capacity in the present organisation.

11.

If any post held on deputation by the applicant in the past, date of return from the last deputation and other details.	

12. 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

13. 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.

14. Total emoluments per month now drawn

Pay in the Pay Matrix	Total emoluments

15. In the case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organisation showing the following details may be enclosed:-

Basic Pay/Scale and rate of increment	Dearness pay/interim relief/other allowances(With break-up details)	Total emoluments

16. 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.) Enclose separate sheet, if the space is insufficient.

17. Whether belongs to SC/ST:

Declaration

I have gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae dully 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.

Date:

Signature of the Candidate
Name:

Office Address:

Email:

Tel No.

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 possesses educational qualifications and experience in the vacancy circular. If selected, he/she will be relived immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....

(ii) His/her integrity is certified.

(iii) His/Her APARs 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 to the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during 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:

Tel No.: