

No. 6/35/2013-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Office of the Establishment Officer

\*\*\*\*  
North Block, New Delhi-110001, the 5<sup>th</sup> August, 2013

To

1. The Chief Secretaries,  
All State Governments.
2. All Secretaries,  
Ministries/Departments of Government of India

Subject: Filling up of the post of JS(Admn.) (Joint Secretary level), National Disaster Management Authority (NDMA) under the Ministry of Home Affairs- regarding.

Sir/Madam,

It is proposed to fill up the post of **JS(Admn.)(Joint Secretary level), National Disaster Management Authority (NDMA)** under the Ministry of Home Affairs on deputation basis, for a period of five years, in the Pay Band of Rs.37400-67000/-(PB-4) and Grade pay of Rs.10,000/-.

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme may be recommended to this Office along with cadre clearance, vigilance clearance, bio-data containing details, viz. Name, DOB, Service, Batch, contact Telephone No., email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years details of debarment & cooling off in respect of past Central deputation. In case the officer is currently under Central deputation the nomination may be forwarded with the approval of Minister-in-charge concerned.
3. The post is a Non-Central Staffing Scheme post to be filled through the Civil Services Board(CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Govt. accommodation would be issued by this office to the officer appointed on the above referred post.
4. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department **within one month** from the date of issue of this circular.

Yours faithfully,

(M. Devara)  
Director

Tel. No.: 011-2309 2187

Copy to:

1. Ministry of Home Affairs, (Shri Anil Goswami, Secretary), New Delhi w.r.to. its OM No.44-22/2012-NDM-II dated 19.6.2013.
2. Technical Director, NIC, Computer Cell, DOPT, North Block, N. Delhi for uploading this vacancy circular on the official website of this Department, immediately.
3. Director(MM), DOPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.