F.No.6/1/2019 EO(MM-II)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated 24th April, 2019

To,

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

Subject: Filling up the post of Joint Adviser (Mitigation Project) in National Disaster Management Authority (NDMA) under the M/o Home Affairs -regarding.

Sir/Madam,

It is proposed to fill up the post of Joint Adviser (Mitigation Project) in National Disaster Management Authority (NDMA) under M/o Home Affairs on deputation basis.

2. Officers of the rank of Deputy Secretary/Director level from the All India Services or any Organized Services of the Government of India, eligible for appointment under Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years at Deputy Secretary/Director level respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department alongwith **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off' after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation as per instructions.

4. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served at least four years in CSS post and he/she needs to retain Government accommodation for his/her tenure on non-CSS post.

5. It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department by 22.05.2019.

Yours faithfully,

24/4/19
(J. Srinivasan)
Director(MM)
Tel: 23092842

Copy to:

1. Ministry of Home Affairs(Disaster Management Division) [Shri Pradeep Kumar, Deputy Secretary] 'C' Wing, 3rd Floor, NDCC-II, Jai Singh Road, New Delhi 110001 w.r.t. O.M. No 44-30/2014-NDM-II (Pt.) dated 10.04.2019.
2. PS to Dir(MM) for uploading through bulk e-mail system.

Bio-Data

1	Name	:	
2	Date of Birth	:	
3	Service	:	
4	Batch	:	
5	Contact Telephone No.(O) :	(R)	(M)
6	Educational Qualifications	:	
7	Complete Experience / Posting Profile	:	

Sl.No.	Period	Post held/ organization	Cadre post/ deputation post	Place of posting	Brief Description

8	Whether clear from Vigilance angle?	:	YES/NO
9	Whether the officer has been on deputation earlier, if so please provide details of organization, nature of deputation and period(dates) of deputation	:	
10	Whether the officer is debarred from deputation under the Central Staffing Scheme	:	YES/NO

11. Certified that the above particulars are correct and complete.

Signature of the applicant
Date:_____

Signature
Name/Designation & Rubber Stamp
of officer certifying the above particulars

Note:
Columns 1-7 to be filled in by applicant
Columns 8-11 to be filled in by Ministry/Department concerned.