

No.45-22/2012-NDM-II
Government of India
Ministry of Home Affairs
(DM Division)

**

C-90207/20
08/10/11
'C' Wing, 3rd Floor,
NDCC-II Building,
Jai Singh Road, New Delhi .
Dated the 24th September, 2012

CIRCULAR

Sub:- Selection of the post of Director, SAARC Disaster Management Centre, New Delhi –
Inviting applications regarding.

The undersigned is directed to forward herewith the details of the post of Director, SAARC Disaster Management Centre, New Delhi alongwith the application proforma for its wide circulation in the Central Govt. Ministry/Department, State Governments/UTs etc., and forwarding the applications of suitable officers in this regard to this Ministry within the stipulated time.

Encl: As above.

Ashish Panda
24.05.12
(Ashish Kumar Panda)
Under Secretary(DM-II-A)
Tel: 23438177

To:

1. Secretaries, All Ministries/Departments of Govt. of India.
2. All Chief Secretaries, State Governments/UTs
3. Section Officer (IT), MHA, North Block, New Delhi – With a request to upload the circular along with the details of the post and application form in the MHA website.

Government of India
Ministry of Home Affairs
Disaster Management Division
Hall No. 308-311, "C" Wing, 3rd Floor, NDCC-II Towers,
Jai Singh Road, New Delhi -110 001.

SAARC Disaster Management Centre (SDMC) was set up in October 2006 at the premises of National Institute of Disaster Management in New Delhi. The Centre has the mandate to serve eight Member Countries of South Asia Association of Regional Cooperation (SAARC) - Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka - by providing policy advice and facilitating capacity building services including strategic learning, research, training, system development and exchange of information for effective disaster risk reduction and management in South Asia. The Centre conducts studies and research, organizes workshops and training programmes, publishes its reports and documents provides various policy advisory services to the Member Countries. The Centre has the Vision to be recognized as a vibrant Centre of Excellence for knowledge, research and capacity building on disaster management in South Asia and in the rest of the world.

2. **Salary and Allowances:** Applications from eligible persons are invited for the post of Director, SDMC on deputation basis in the scale of pay Rs. 37400-67000 plus Grade Pay of Rs. 10,000/-. [Payment of salary will have to be borne by the parent cadre organization and SDMC will pay only the honorarium/facilities as admissible as per SAARC guidelines.] The Director, SDMC, in addition to their entitlements from the respective host governments, are entitled to the following allowances out of the Institutional Cost Budget of the Centres:-

- i. Honorarium of US\$ 600.00 per month, payable in local currency.
- ii. Entertainment Allowance: US\$ 100.00 per month, payable in local currency. The Directors shall maintain record of their entertainment expenditure.
- iii. Actual cost of telephone call charges from the office, subject to availability of budgetary provision. A register, however, would be maintained to record all long distance calls.
- iv. Use of telephone at their residences: except for private long distance calls within and outside respective host countries. The Centres will, however, cover an expenditure to a maximum ceiling of US\$ 50.00 per month. A register for long distance calls would be maintained.
- v. Use of car for official purpose: subject to a ceiling of 250 liters of fuel per month. A log book recording details of the journeys, time, etc. would be maintained.

Provided that any duplication of other entitlements / facilities provided by the Host Government would not be admissible to the Directors of the Regional Centres.

3. **Job Requirement :** Director, SDMC shall be the overall in charge of the functioning of SDMC. The detailed functioning of SDMC may be seen as under :

- a. to collect, compile, document and disseminate data, information, case studies, indigenous knowledge and good practices relating to disaster management particularly from the Member Countries;
- b. to analyze information, undertake research and disseminate research findings on disaster management among the Member Countries;
- c. to develop educational materials and conduct academic and professional courses on disaster management;
- d. to organize training and awareness programmes for various stakeholders on disaster management for the Member Countries;
- e. to develop training modules on various aspects on disaster management and conduct programmes of Training for Trainers including simulation exercises;
- f. to provide assistance in the formulation of policies, strategies, disaster management framework and any other assistance as may be required by the Member Countries or organizations and institutions nominated by the Member Countries;

- g. to undertake, organize, facilitate and participate in workshops, conferences, seminars, lectures etc on various aspects of disaster management in the Member Countries;
- h. to undertake publication of journals, research papers and books and establish and maintain online resource centre in furtherance of the aforesaid objects;
- i. to collaborate with other SAARC Centres, particularly SMRC, SCZMC and SAARC Forestry Centre to achieve synergies in programmes and activities

Eligibility: From amongst the officers of Central Government / State Governments / UTs / Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central / State Government.

- a) holding analogous post on regular basis in the parent cadre or department.
- b) possessing following essential / desirable educational qualification and experience:

(i) Essential educational qualifications:

Master's Degree in any subject with atleast 55% of the marks or its equivalent grades.

(ii) Desirable educational qualification:

Ph.D or M.Phil.

(iii) Essential Experience:

Atleast 18 years experience in Administration/Academics with special knowledge or adequate experience in the field of disaster management for a minimum period of 5 years.

(iv) Desirable Experience:

Experience of service in any international organisation.

Note 1: 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 not exceed fifty-five years.

Method of recruitment – On deputation basis.

Period of deputation – 3 Years (extendable by another 2 years)

Eligible persons may submit their applications through proper channel accompanied by the Vigilance Clearance and photocopies of ACRs for the last five 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. Officers 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.

Applications for the above post may be addressed to the **Under Secretary (DM-II-A), Disaster Management Division, Ministry of Home Affairs, C-Wing, 3rd Floor, NDCC-II, Jai Singh Road, New Delhi – 110001**, within 30 days from the date of issue of Circular/ uploading on the website of MHA whichever is later.

APPLICATION PROFORMA

1. Name and Address in Block Letters: _____
2. Date of Birth(in Christian era): _____
3. Date of Retirement under Central/State Govt Rules: _____
4. Educational Qualification: _____
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	Qualifications / Experience possessed by the Officer
Essential (1)	
(2)	
Desirable (1)	
(2)	

(Add additional sheet if necessary)

6. Please state clearly whether in the light of entries made above, the applicant meets the requirement 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.

Office/Instt./Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of duties

8. Details of present employment: _____
- (i) Please state whether currently working under: _____

- (a) Central Government
- (b) State Government
- (c) Union Territories
- (d) Statutory or Autonomous bodies or Universities or Institutes fully funded by the Central State Government : _____

- (ii) Whether working on ad hoc or temporary or permanent: _____
- (a) The date of initial appointment: _____
- (b) Period of appointment on deputation / contract: _____
- (c) Name of the parent office / organization to which you belong: _____

9. Details of pay in present employment : _____
- (i) Scale of Pay: _____
- (ii. in Revised Scale of Pay, give the date from which the revision took place and also indicate the pre-revised scale)

- (ii) Total emoluments per month now drawn : _____
10. Additional information, if any, which applicant would like to mention in support to his suitability for the post (Enclose a separate sheet, if the space is insufficient): _____

Date: _____

Signature of the Candidate
Name: _____
Office Address (with Telephone / Fax No.) _____

Countersigned
(Employer)
Name in Block Letters: _____
Designation: _____
Office Seal: _____