

F.No.41-14/2019-NDM-I/ AD(Part-I)
Government of India
Ministry of Home Affairs
(Disaster Management Division)

3rd Floor NDCC-II Building
Jai Singh Road, New Delhi-01.
Dated the 10th October, 2024

CIRCULAR

Subject: Notice inviting applications for one (01) post of Under Secretary in Pay Level 11 -reg.

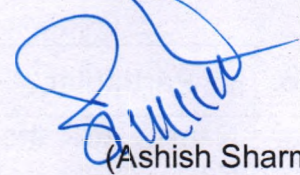
It is proposed to engage retired personnel (Under Secretary Level) who served in Central/State Government/Autonomous Bodies/PSUs and held a post at level of Under Secretary (Pay Level-11) or equivalent to render their services as Under Secretary in Integrated Control Room for Emergency Response (ICR-ER) on contractual basis for an initial period not exceeding three (03) years, which may be extendable by another year.

Sl. No.	Particular	Details
1	Name of the Post	Under Secretary
2	Total Vacancies	One (01)
3	Period of engagement	For an initial period not exceeding one year, which may be extendable by another year.
4	Job Location	New Delhi
5	Age Eligibility	Not more than 65 years as on the last date of receipt of application
6	Eligibility Criterion	Retired at Under Secretary Level (Pay Level-11)
7	Scope of work	<ul style="list-style-type: none">• Day to day running of ICR-ER.• To initiate necessary actions in all administrative matters.• Procurement and supply of stores, stationery, computer consumables etc.• To undertake the issues for proper functioning of ICR-ER like management of facilities, vehicles catering, security, manpower, AMCs for various subsystem of ICR-ER etc.
8	Remuneration	Last Pay Drawn at retirement minus Pension Drawn.
9	Leave	8 Leaves annually at pro-rata basis.
10	Working Hours	<ul style="list-style-type: none">• Normal office timing from 09:00 am to 05:30 pm.• May also have to devote more time than usual to meet the exigencies of work, if required.

11	Terms of Engagement	The engagement will be purely dependent on their work performance.
12	How to apply	The application in the prescribed format (complete in all respect) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhaar Card & PAN Card to the following address: - Under Secretary (DM-I) Ministry of Home Affairs, 3 rd Floor, NDCC-II Building, New Delhi – 110001.
13	Last date of receipt of application	21 days from the date of issue of this Circular.

2. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma (Annexure), alongwith a copy of PPO & Last Pay Drawn.

Encl: As Above



(Ashish Sharma)

Under Secretary to the Government of India

Tel No. 011-23438103

Email: us-dm1@mha.gov.in

To,

1. All Ministries/Departments of the Government of India.
2. Director (CS Division), Department of Personnel and Training, Lok Nayak Bhawan, New Delhi.
3. NIC, MHA with a request to upload this circular on the website of the Ministry.
4. NIC, Department of Personnel and Training with a request to upload this circular on the website of the DoPT.

Annexure

Application proforma

A recent
passport
size
photograph

1	Name (in block letters)			
2	Date of Birth			
3	Date of retirement			
4	Education Qualification			
5	Post at retirement			
6	Last office address			
7	Brief about posting in Government service during last 10 years before retirement			
	Post held (Ministry/Department)	Period	Pay level PB/GP	Area of Experience
		From		
8	Details of Last Pay drawn and basic pension (enclose a copy)			
9	Aadhar No. (enclose a copy)			
10	PAN No. (enclose a copy)			
11	PPO No. (enclose a copy)			
12	Complete residential address			
13	Mobile No.			
14	Email ID			
15	Additional relevant information, if any. Attach a separate sheet, if necessary.			

16	Time required for joining	
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I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms & conditions for the said post.

Place:

Date:

(Signature of Candidate)