

Nationai Disaster Management Authority, Group C Posts Recruitment Rules, 2009

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SCHEDULE 1 :- SCHEDULE 1

Nationai Disaster Management Authority, Group C Posts Recruitment Rules, 2009

1. Short title and commencement :-

(1) These rules may be called the National Disaster Management Authority, Group C posts Recruitment Rules, 2009.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application :-

These rules shall apply to the posts specified in column 1 of the Shedule annexed thereto.

3. Number of posts, classification and scale of pay :-

The number of posts, their classification and the scale of pay attached thereto shall be as

specified in columns (2) to (4) of the said Schedule.

4. Method of recruitment, age-limit, qualifications, etc :-

The method of recruitment, sge-timit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

<u>5.</u> Liability of persons appointed as Peons to undergo training as Home Guards :-

Notwithstanding anything contained in these rules, every person appointed as a Peon under these rules excepting those who are physically handicapped shall undergo training as a Home Guard for a period of three years.

Provided that the Commandant General, Home Guards, may having regard to the performance of and standard of training achieved by any person during the period of training reduce such period to two years for reasons to be recorded in writing.

6. Disqualification.-No person :-

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any of the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

<u>7.</u> Rule 7 :-

Power to relax.-Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by orders and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

<u>8.</u> Rule 8 :-

Saving.-Nothing in these rules shall affect reservations, relaxation of agelimit, and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, the the Other Backward Classes, the Ex-servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from lime to time in this regard.

SCHEDULE 1

SCHEDULE 1

			SCHE	DULE		
Name		Classification		Whether	Whether	Age limit for
of the Post	Posts		Рау	Selection post or	benefit of added	direct recruits
1030				non-	years of	
				selection	service	

				post	admissible under rule 30 of the Central Civil Service (Pension) Rules, 1972	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.Peon	3(2009)* *Subject to variation dependent on workload.	General Central Service Group C Non- Ministerial	Rs.5,200- 20,200 Plus Grade Pay Rs. 1,800	Not applicable	Not applicable	Between 18 and 25 years, (Relaxable for Government servants up to the age of 40 years in the case of General candidates and up to 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time). Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed fo those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti

	District and Pangi Sub- Division of Chamba District
	of Himachal Pradesh, Andaman and
	Nicobar Islands or Lakshadweep

		(7)
		Note 2 : in case or recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.
Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(8)	(9)	(10)
Essential: Middle School Standard Pass Desirable: Training in Basic and Refresher course in Home Guard, Civil Defence, etc.	Not applicable	Two years for direct recruits
Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	on promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	
(11)	(12)	
By direct recruitment.	Not applicable	
If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	
(13)	1	(14)
Recruitment will be made with the a authority on the recommendations c consisting of:		Not applicable.

1.	Under Secretary (Admn.)	-Chairman			
2.	SO (Admn.)	-Member			
3.	SO (General and Coord.)	-Member			
Notes	1				
(1) Th	e Selection Committee shall mal	ke its recommendations on			
the ba	sis of personal interviews with the	ne candidates, giving			
	priate weightage, as may be det				
	nittee, to the educational qualific	-			
	ndidates as well as to their perfo				
. ,	nen the number of applications r	U ,			
	ion Committee reserves the righ				
candidates to be called for interview, based on the criteria to be					
decided by the Committee.					
. ,	e cases of confirmation of direct				
	ered by the above Committee, 1				
	mmittee shall be put up to the c	competent authority for			
appro	val.				

(13)

(4) Initial Constitution : Peons already working in the National Disaster Management Authority, having been recruited through an open advertisement, will deem to have been appointed as Peons as direct recruits in terms of these recruitment rules from the date of their joining the National Disaster Management Authority, subject to their suitability for the post being assessed by the Selection Committee, with reference to the requirements of educational and other qualifications, as laid down in Column 8.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Messen-	2(009)*	General	Rs.5,200-	Not	Not	Between 18
ger/Despatch	*Subject to	Central	20,200	applicable	applicable	and 25 years.
Rider	variation	Service	Plus Grade			(Relaxable for
	dependent	Group C	Рау			Government
	on workload.	Non-	Rs. 1,800			servants up to
		Ministerial				the age o
						40 years ir
						the case o
						Genera
						candidate
						and up
						to 45 years ii
						the case o
						candidate
						belonging to
						the Scheduled
						Castes or the
						Scheduled
						Tribes i
						accordance
						with the
						instructions
						or order
						issued by
						the Centra
						Government
						from time to

time).		
Note 1: The		
crucial date		
for		
determining		
the age limit		
shall be the		
closing date		
for receipt of		
applications		
from		
candidates in		
India (and not		
the closing		
date		
prescribed		
for those		
in Assam,		
Meghalaya,		
Arunachal		
Pradesh,		
Mizoram,		
Manipur,		
Nagaland,		
Tripura,		
Sikkim,		
Ladakh		
Division of		
Jammu and		
Kashmir		
State, Lahaul		
and Spiti		
District and		
Pangi Sub-		
Division of		
Chamba		
District of		
Himachal		
Pradesh,		
Andaman		
and Nicobar		
Islands or		
Lakshadweep.		
Note 2 :		
In case of		
recruitment		
made through		
the		
Employment		
Exchange,		
the crucial		
date for		
determining		
the age limit		
shall be the		
last date upto		

1				which the
				Employment
				Employment Exchange is
				asked to
				submit the
_				names.

(8)	(9)	(10)
Essential: (i) Possession of a valid driving licence for Motor Cycles or Three Wheelers.	Not applicable	Two years for direct recruits

(8)	
(ii)Two years experience in driving Motor Cycle or Three Wheelers.	
(iii) Knowledge of Motor Cycles or Three Wheelers mechanism.	
(The candidate should be able to resolve minor defects in the	
vehicles).	
(iv) Ability to read English and Hindi or Regional language of the	
area in which the concerned office is situated.	
Desirable:	
(i) Pass in the 8th standard.	
(ii) 3 years service as Home Guard or Civil Volunteers.	
Note : The qualification regarding experience is relaxable at the	
discretion of the competent authority in the case of candidates	
belonging to the Scheduled Castes or Scheduled Tribes if at any	
stage of selection the competent authority is of the opinion that the	
sufficient number of candidates with requisite experience are not	
likely to be available to fill up the vacancy reserved for them.	

(11)	(12)
By direct recruitment. For ExServIcemen: Deputation or re- employment.	Direct recruitment-From amongst the regular Peons of the National Disaster Management Authority subject to their fulfilling the essential qualifications prescribed in Col. 8 of the Schedule. For Ex-Servicemen: The Armed Forces Personnel due to retire or who are to he transferred to reserve within a period of one year and fulfilling the essential qualifications prescribed in Col. 8 of the Schedule shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on reemployment. The ex-servicemen, who are otherwise eligible for the post, will be considered for re- empioyment.

(13)		(14)
Recruitment will be made w	with the approval of the	Not applicable
competent authority on the	e recommendations of a	
Selection Committee consis	sting of:	
1 Under Secretary		
(Admn.)	-Chairman	
2. SO		
(Admn.)	-	
Member		
3. SO (General and		
Coord.)	-Member	
Notes:		
(1) The Selection Committe	ee shall make its	
recommendations on the b	asis of personal	
interviews with the candida	ates, giving appropriate	
weightage, as may be dete	-	
Committee, to the educati		
experience of the candidate		
performance in the intervie		
(2) When the number of ap		
Iarge, the Selection Comm		
to shortlist the candidates		
interview, based on the cri	teria to be decided by	
the Committee.		
(3) The cases of confirma	ation of direct recruits	
shall also be		
considered by the above C	ommittee. The	
recommendations of the		
Committee shall be put up	to the competent	
authority for approval.		
(4) Initial Constitution : N	Messengers/Despatch	
Riders already	+ - · · · · · · · · · · · · · · · ·	
working in the National Dis	aster Management	
Authority, having		
been recruited through an	open advertisement,	
will deem to have		

(13)

been appointed as Messengers/Despatch Riders as direct recruits in terms of these recruitment rules from the date of their joining the National Disaster Management Authority, subject to their suitability for the post being assessed by the Selection Committee, with reference to the requirements of educational and other qualification, as laid down In Column 8.

(1)	(2)	(3)	(4)	(5)	(6)	(7}
3. Hindi Typist	One (2009)* *Subject to variation dependent on workload.	General Central Service Group C Ministerial	Rs. 5,200- 20,200 Plus Grade Pay Rs. 1,900	Not applicable	Not applicable	Not applicable

Not applicable	Not applic	able	Not applicable		
(11)		(12)			
By deputation		Deputation-From amongst the officials of the Central Government- (i) holding the post of Lower Division			
For Ex-Servicemen : Depre	utation or re-	Rs. 5200 on regul organiza (ii) havin words per (iii) havin compute For Ex-S Personner retire or reserve knowing compute also be of be giver on which Armed F continue servicen for the p employr Notes: (1) ordinaril which m maximu two yea Compete (2) appointr shall not	ng typing speed (in Hindi) of 30 er minute; ing basic knowledge to work on er. Servicemen: The Armed Forces el due to r who are to be transferred to within a period of one year and g Hindi typing and having basic er knowledge as prescribed shall considered. Such persons would n deputation terms up to the date h they are due to release from th Forces; thereafter they may be ed on re-employment. The ex- nen, who are otherwise eligible post, will be considered for re-		
(13)			(14)		

(13)	(14)	
Recruitment will be made when the approval of the competent authority on the recommendations of Selection Committee consisting og:1.Director (Admn. and Coord.)Chairman 2.Under Secretary (Admn.)Member-	Not applicable	
 3. Under Secretary (General and Coord.) - Member Notes:- (1) The Selection Committee shall make its recommendations on the basis of personal interviews with 	h	

(13)

educational qualifications and experience and computer knowledge of the candidates their service record as well as to their performance in the interview.

(2) When the number of applications received is large, the Selection Committee reserves the right to shortlist the candidates to be called for interview, based on the criteria to be decided by the Committee.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4. Cashier	One(2009)* *Subject to variation dependent on workload.	General Central Service Group C Ministerial.	Rs. 5,200- 20,200 Plus Grade Pay Rs. 2,400	Not applicable	Not applicable	Not applicable

		2,100		
(8)		(9)		(10)
Not applicable		Not applica	able	Not applicable
(11)			(12)	
By deputattion For Ex-Servicemen : De employment.	putation or re	2-	Government (a) (i) holdin regular basis organisation or (ii) having at regular servi of pay of Rs. Pay Rs, 1,90 parent organ and (b) (i) having Cash and Acc the Institute Management (ISTM) or eq (ii) having th handling Cas For Ex-Servi Personnel du retire or who reserve with having under possessing e shall also be	g analogous post on s in the parent ; : least eight years of ice in the posts in the scale 5,200-20,200 plus Grade 0 or equivalent in the nisation. g undergone training in counts in of Secretariat training and t uivalent. nee years experience in sh and Accounts. cemen : The Armed Forces

the date on which they are due to release from the Armed Forces: thereafter they may be continued on re-employment. The ex-servicemen,

 who are otherwise eligible for the post, will be considered for re-employment. Notes: (1) The period of deputation will ordinarily be three years, which may be extended further upto a maximum period of two years with the approval of the Competent Authority. (2) The maximum age limit for appointment by deputation shall not exceed 58 years of age as on the closing date for the receipt of applications. 	
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(13)					(14)	
Recruit	ment will be	made with t	Not applicab	le.		
compe	tent authority	on the reco	ommendatior	s of Selection		
Comm	ittee consistir	ng of:-				
1.	Director (Ad	lmn. and Co	ord.)	-		
Chairm	nan					
2.	Under Secre	etary (Admn	.)	-		
Membe	er					
3.	Under Secre	etary (Gener	al and Coord	.) -		
Membe	er					
Notes:						
(1) TI	ne Selection C	Committee s	hall make its			
recom	mendations o	n the				
basis o	f personal int	erviews wit	n the candida	tes, giving		
approp	oriate					
weight	age, as may	be determin	ed by the Co	mmittee, to		
the						
	ional qualifica	itions, expe	rience and co	mputer		
knowle	edge of					
the car	ndidates their	service rec	ord as well as	s to their		
perform	nance in					
the int	erview.					
• •	hen the num	ber of applic	ations receiv	ed is large,		
the Se						
	ittee reserves	s the right to	o shortlist the	candidates		
to be c						
	erview, based	on the crite	eria to be dec	ided by the		
Comm	itte.					
(1)	(2)	(3)	(4)	(5)	(6) (7)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Store	One*	General	Rs.	Not	Not	Not applicable
Keeper	(2009)	Central	9,300-	applicable	applicable	
	*Subject	Service,	34,800-			
	to	(Group C)	Plus			
	variation	Non-	Grade			
	dependent	Ministerial.	Pay Rs.			
	on		4,200.			
	workload.					

(8)	(9)		(10)
Not applicable	Not app	licable	Not applicable
(11)		(12)	
By deputation For Ex-Servicemen Deputation or re-e		From amongst the National Disaster Management Autho the officials of the o organisations:- (a)(i) holding analo parent organisation Or (ii) having atleast fi posts in the scale of Pay Rs. 2,400 or ec organisation; and (b) (i) having (ii) having basic kno For Ex-Servicemen The Armed Forces F are to be transferred to reserve within a experience in handl knowledge as preso Such persons would the date on which t Armed Forces; ther re-employment. Th	ive years of regular service in the f pay of Rs. 5,200-20,200+Grade quivalent in the parent experience in handling Stores; owledge to work on computer. : Personnel due to retire or who

(12)		
Notes: (1) The period of deputation will ordinarily be further upto a maximum period of two years w Authority. (2) The maximum age limit for appointment b age as on the closing date for the receipt of ap	with the approval o by deputation shall	f the Competent
(13)		(14)
Recruitment will be made with the approval or authority on the recommendations of Selection consisting of : 1. Director (Admn. and Coord.) 2. Under Secretary (Admn.) 3. Under Secretary (General and Coord.) Notes: (1) The Selection Committee shall make its on the basis of personal interview with the candidates, giving weightage, as may be determined by the Committee, to the education	n Committee -Chairman -Member -Member recommendations appropriate	Not applicable.

their service record as we (2) When t Selection Col reserves the interview, ba	tores and con Il as their per he number of mmittee right to short	formance in applications list the cand	ledge of the ca the interview. received is la idates to be ca nittee.	rge, the			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
6. Technician (Communi- cations)	One* (2009) *Subject to variation dependent on workload.	General Central Service (Group C) Non- Ministerial	Rs.9,300- 34,800- Plus Grade Pay Rs. 4,200	Not applicable	Not applicable	Not applicable	
(8)		(9)			(10)		
Not applicabl	e	Not applical	ole		Not applicable		
(11)(12)By deputationFrom amongst Government o Territories: (a)(i) holding a the parent org or (ii) having at la the posts in the 20,200+Grade parent organis and (b) possessing qualifications a Educational Qu (a) Essential: Diploma in Ele				or State Gov analogous p ganisation, least five ye he scale of p le Pay Rs. 2, isation; g the essent and experie Qualifications ectronics or	vernments/U post on regula pay of Rs. 5,2 ,400 or equiv cial education ence as given	nion ar basis in or service in 200- alent in the al below :-	

	(12)
Π	

(11)	
- ()	(b) Desirable:
	CCNA (Cisco Certified Network Associate)
	Qualified.
	Experience:
	Three years experience in the field of
	Communications and Networking
For Ex-Servicemen:	including Network Management and Control in Defence Forces or
Deputation or re-employment.	Central Police Organisations or Police or Police
	Wireles and
	Communications or Telecommunications.
	For Ex-Servicemen:
	The Armed Forces Personnel due to retire or who
	are to be transferred
	to reserve within a period of one year and Possessing the essential educational qualifications
	and experience prescribed above shall also be
	considered. Such persons would be given
	deputation terms up tn the date on which they are
	due to release from the Armed Forces; thereafter
	they may be continued on re-employment. The
	ex-servicemen, who are otherwise eligible for the

post, will be considered for re-employment.
Notes:
(1) The period of deputation will ordinarily be
three years, which may be
extended further upto a maximum period of two
years with the approval
of the Competent Authority.
(2) The maximum age limit for
appointment by deputation shall not exceed
58 vears of age as on the closing date for the
receipt of applications.

(13	3)		(14)	
Re	Recruitment will be made with the approval of the competent		Not applicable	
aut	authority on the recommendation of Selection Committee			
cor	nsisting of :			
1.	Director (Admn. and Coord.)	-Chairman		
2.	Joint Advisor (Communication and IT)	-Member		
3.	Assistant Advisor (Communications)	-Member		
No	tes:			

(1) The Selection Committee shall make its recommendations on the basis of personal interview with the candidates, giving

appropriate weightage, as may be determined by the Committee, to the educational qualifications, experience and computer knowledge of the candidates, their service record as well as their performance in the interview.

(2) When the number of applications received is large, the Selection Committee reserves the right to shortlist the candidates to be called for interview, based on the criteria to be decided by the Committee.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
7.	Two(2009)*	General	Rs. 9,300-	Not	Not	Not
Technician	*Subject	Central	34,800- Plus	applicable	applicable	applicable
(Information	to	Service	Grade Pay			
Technology)	variation	(Group C)	Rs. 4,200			
	dependent	Non-				
	on	Ministerial				
	workload.					

(8)	(9)	(10)
Not applicable	Not applicable	Not applicable

(11)	(12)
By deputation	From amongst the officials of the Central Government or State Governments/Union Territories: (a)(i) holding an analogous post on regular basis in the parent organisation- Or (ii) having atleast five years of regular service in the posts in the scale of pay of Rs. 5,200- 20,200+Grade Pay Rs. 2,400 or equivalent in the parent organisation;

(11)	(12)
(11)	
(11) For Ex-Servicemen: Deputation or re- employment	 (12) (b) possessing educational qualifications and essential experience as given below :- Educational Qualifications: Diploma in Computer Science or Information Technology from a recognised Institution or equivalent: Experience: (a) Essential: Three years experience in Computer Hardware or Software including routine trouble-shooting and as a LAN or WAN administrator in Defence Forces or Central Police Organisations or Police or Police Wireless and Communications or Telecommunications or Information Technology. (b) Desirable: Exposure to Information Security and Database Management. For Ex-Servicemen: The Armed Forces Personnel due to tetire or who are to be transferred to reserve within a period of one year possessing the educational qualifications and essential experience as prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment. The exservicemen, who are otherwise eligible for the post, will be considered for re-employment. Notes: (1) The period of deputation will ordinarily be three years, which may be extended further upto a maximum period of two years with the approval of the Competent Authority.
	servicemen, who are otherwise eligible for the post, will be considered for re-employment.Notes:(1) The period of deputation will ordinarily be three years, which may be extended further upto a maximum period of

(2) When the number of applications received is large, the Selection Committee	
reserves the right ti shortlist the candidates to be called for	
interview, based on	
the criteria to be decided by the Committee.	