
**National Disaster Management Authority, Group C Posts
Recruitment Rules, 2009**

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SCHEDULE 1 :- SCHEDULE 1

**National 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 Schedule 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, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

5. 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.

7. 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.

8. Rule 8 :-

Saving.-Nothing in these rules shall affect reservations, relaxation of age-limit, 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 time to time in this regard.

SCHEDULE 1

SCHEDULE 1

SCHEDULE						
Name of the Post	Number of Posts	Classification	Scale of Pay	Whether Selection post or non-selection	Whether benefit of added years of service	Age limit for direct recruits

				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 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
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		(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	In case of recruitment by 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)	(14)	
Recruitment will be made with the approval of the competent authority on the recommendations of Selection Committee consisting of:	Not applicable.	

1.	Under Secretary (Admn.)	-Chairman
2.	SO (Admn.)	-Member
3.	SO (General and Coord.)	-Member
Notes:		
(1) The Selection Committee shall make its recommendations on the basis of personal interviews with the candidates, giving appropriate weightage, as may be determined by the Committee, to the educational qualifications and experience of the candidates 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.		
(3) The cases of confirmation of direct recruits shall also be considered by the above Committee, The recommendations of the Committee shall be put up to the competent authority for approval.		

(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. Messenger/Despatch Rider	2(009)* *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 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

						which the 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)	
<p>(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.</p> <p>Desirable: (i) Pass in the 8th standard. (ii) 3 years service as Home Guard or Civil Volunteers.</p> <p>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.</p>	
(11)	(12)
<p>By direct recruitment. For ExServicemen: Deputation or re-employment.</p>	<p>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 be 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-employment.</p>
(13)	(14)

<p>(13)</p> <p>Recruitment will be made with the approval of the competent authority on the recommendations of a Selection Committee consisting of:</p> <p>1 Under Secretary (Admn.) -Chairman</p> <p>2. SO (Admn.) - Member</p> <p>3. SO (General and Coord.) -Member</p> <p>Notes:</p> <p>(1) The Selection Committee shall make its recommendations on the basis of personal interviews with the candidates, giving appropriate weightage, as may be determined by the Committee, to the educational qualifications and experience of the candidates as well as to their performance in the interview.</p> <p>(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.</p> <p>(3) The cases of confirmation of direct recruits shall also be considered by the above Committee. The recommendations of the Committee shall be put up to the competent authority for approval.</p> <p>(4) Initial Constitution : Messengers/Despatch Riders already working in the National Disaster Management Authority, having been recruited through an open advertisement, will deem to have</p>	<p>(14)</p> <p>Not applicable</p>
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(13)						
<p>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.</p>						
(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
(8)			(9)		(10)	

Not applicable	Not applicable	Not applicable
(11)	(12)	
<p>By deputation</p> <p>For Ex-Servicemen : Deputation or re-employment.</p>	<p>Deputation-From amongst the officials of the Central Government-</p> <p>(i) holding the post of Lower Division Clerk or equivalent in the scale of pay of Rs. 5200 & 20200 plus Grade Pay Rs. 900 on regular basis in the parent organization;</p> <p>(ii) having typing speed (in Hindi) of 30 words per minute;</p> <p>(iii) having basic knowledge to work on computer.</p> <p>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 knowing Hindi typing and having basic computer knowledge as prescribed 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 ex-servicemen, who are otherwise eligible for the post, will be considered for re-employment.</p> <p>Notes:</p> <p>(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.</p> <p>(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.</p>	
(13)	(14)	
<p>Recruitment will be made when the approval of the competent authority on the recommendations of Selection Committee consisting of:</p> <p>1. Director (Admn. and Coord.) - Chairman</p> <p>2. Under Secretary (Admn.) - Member</p> <p>3. Under Secretary (General and Coord.) - Member</p> <p>Notes:-</p> <p>(1) The Selection Committee shall make its recommendations on the basis of personal interviews with</p>	Not applicable	

the candidates, giving appropriate weightage, as may be determined by the Committee, to the

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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

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

(11)	(12)
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<p>By deputation</p> <p>For Ex-Servicemen : Deputation or re-employment.</p>	<p>From amongst the official of the Central Government:-</p> <p>(a) (i) holding analogous post on regular basis in the parent organisation;</p> <p>or</p> <p>(ii) having at least eight years of regular service in the posts in the scale of pay of Rs. 5,200-20,200 plus Grade Pay Rs, 1,900 or equivalent in the parent organisation.</p> <p>and</p> <p>(b) (i) having undergone training in Cash and Accounts in the Institute of Secretariat training and Management (ISTM) or equivalent.</p> <p>(ii) having three years experience in handling Cash and Accounts.</p> <p>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 having undergone training and possessing experience as prescribed 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 ex-servicemen,</p>
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	<p>who are otherwise eligible for the post, will be considered for re-employment.</p> <p>Notes:</p> <p>(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.</p> <p>(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.</p>
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(13)	(14)
<p>Recruitment will be made with the approval of the competent authority on the recommendations of Selection Committee consisting of:-</p> <p>1. Director (Admn. and Coord.) - Chairman</p> <p>2. Under Secretary (Admn.) - Member</p> <p>3. Under Secretary (General and Coord.) - Member</p> <p>Notes:</p> <p>(1) The Selection Committee shall make its recommendations on the basis of personal interviews 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 to their performance in the interview.</p> <p>(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.</p>	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Store Keeper	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 applicable	Not applicable	Not applicable
(11)	(12)	
By deputation For Ex-Servicemen: Deputation or re-employment.	<p>From amongst the regular employees of the National Disaster Management Authority, failing which from amongst the officials of the other Central Government organisations:-</p> <p>(a)(i) holding 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;</p> <p>and (b) (i) having experience in handling Stores; (ii) having basic knowledge to work on computer.</p> <p>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 having experience in handling Stores and basic computer knowledge as prescribed 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 ex-servicemen, who are otherwise eligible for the post, will be considered for re-employment.</p>	

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<p>Notes:</p> <p>(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.</p> <p>(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.</p>

(13)	(14)						
<p>Recruitment will be made with the approval of the competent authority on the recommendations of Selection Committee consisting of :</p> <table border="0"> <tr> <td>1. Director (Admn. and Coord.)</td> <td>-Chairman</td> </tr> <tr> <td>2. Under Secretary (Admn.)</td> <td>-Member</td> </tr> <tr> <td>3. Under Secretary (General and Coord.)</td> <td>-Member</td> </tr> </table> <p>Notes: (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,</p>	1. Director (Admn. and Coord.)	-Chairman	2. Under Secretary (Admn.)	-Member	3. Under Secretary (General and Coord.)	-Member	Not applicable.
1. Director (Admn. and Coord.)	-Chairman						
2. Under Secretary (Admn.)	-Member						
3. Under Secretary (General and Coord.)	-Member						

experience in handling of stores 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)
6. Technician (Communications)	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 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 analogous post on regular basis in the parent organisation, or (ii) having at least 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; and (b) possessing the essential educational qualifications and experience as given below :- Educational Qualifications: (a) Essential: Diploma in Electronics or Telecommunications from a recognised Institution or equivalent:

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For Ex-Servicemen:
Deputation or re-employment.

(b) Desirable:
CCNA (Cisco Certified Network Associate) Qualified.
Experience:
Three years experience in the field of Communications and Networking including Network Management and Control in Defence Forces or 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 to 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.				
(13)		(14)				
Recruitment will be made with the approval of the competent authority on the recommendation of Selection Committee consisting of : 1. Director (Admn. and Coord.) -Chairman 2. Joint Advisor (Communication and IT) -Member 3. Assistant Advisor (Communications) -Member Notes:		Not applicable				
(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. Technician (Information Technology)	Two(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 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)
<p>For Ex-Servicemen: Deputation or re-employment</p>	<p>(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 retire 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 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.</p>
(13)	(14)
<p>Recruitment will be made with the approval of the competent authority on the recommendations of a Selection Committee consisting of : 1. Director(Admn. and Coord.) - Chairman 2. Joint Advisor(Communication and IT) -Member 3. Assistant Advisor (IT) -Member Notes: (1) The Selection Committee shall make its recommendations on the basis of personal interviews 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.</p>	<p>Not applicable.</p>

(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.