

No. 49/75/2012-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 12th October, 2012.

To


As per list enclosed.

Subject: Selction of the post of Director, SAARC Disaster Management Centre, New Delhi – Inviting applications regarding.

Sir/Madam,

I am directed to refer to the subject cited above and to enclose a copy of circular No. 45-22/2012-NDM-II, dated 24th September. 2012 received from Government of India, Ministry of Home Affairs, (DM Division), New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.


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LIST

Sr. No.	Name of the Officer S/Sshri/Smt./K.	Batch	Present Posting
1.	Devender Singh, IAS	1987	Chairman, DHBVN, Hisar Chairman, UHBVN, Hisar and M.D., DHBVN, Hisar and MD, UHBVN, Panchkula
2.	T.C. Gupta, IAS	1987	Director General-cum-Special Secretary, Town & Country Planning, Urban Estates.
3.	Amit Jha, IAS	1987	Transport Commissioner, Haryana and Special Secretary to Govt., Haryana, Transport Department.
4.	S.N. Roy, IAS	1987	Managing Director Dairy Development Cooperative Federation Ltd. and Special Secretary to Govt., Haryana, Administrative Reforms Department.
5.	Avtar Singh, IAS	1987	Director General, Technical Education
6.	Rajiv Arora, IAS	1987	M.D., HSIIDC, MD, Haryana Financial Corporation and M.D., Haryana Mass Rapid Transport Corporation Limited.
7.	Tarun Bajaj, IAS	1988	Managing Director, Haryana Vidyut Prasaran Nigam, Special Secretary, Power Department and Director General, Power Reforms, Haryana
8.	T.V.S.N. Prasad, IAS	1988	Chief Administrator, Haryana Agriculture Marketing Board, Panchkula.
9.	Mahavir Singh, IAS	1989	Director General-cum-Spl. Secy. Welfare of SCs & BCs Department and M.D., Haryana SCs Finance Dev. Corp. Ltd. and M.D. BCs & Economically Weaker Sections Kalyan Nigam and. Director General-cum-Special Secretary, Employment Deptt.
10.	Arun Kumar, IAS	1989	Director General, State Transport, Haryana, Adviser, Civil Aviation, Haryana and Special Secretary, Civil Aviation and Transport Departments & Director General, Renewable Energy, Haryana.
11.	Shiv Raman Gaur, IAS	1989	Additional Principal Secretary to CM.
12.	Sudhir Rajpal, IAS	1990	Commissioner, M.C., Gurgaon.
13.	Sumita Misra, IAS	1990	Director General-cum-Special Secretary, Women & Child Development and MD, Women Development Corp.
14.	Ankur Gupta, IAS	1990	Director General-cum-Special Secretary, Higher Education
15.	Anurag Rastogi, IAS	1990	Excise and Taxation Commissioner, Haryana and Special Secretary, Excise & Taxation Department.
16.	Anand Mohan Sharan, IAS	1990	Director General-cum-Special Secretary, Information Public Relations & Cultural Affairs and Grievances Departments, Additional Resident Commissioner, Haryana Bhawan, New Delhi, Administrator, TFAH, and Managing Director, Haryana Tourism Corporation and Director General-cum-Special Secretary, Tourism & Hospitality Departments.
17.	Satwanti Ahalawat, IAS	1990	Labour Commissioner, Haryana and Special Secretary to Govt. Haryana, Labour Department.
18.	Ashok Khemka, IAS	1991	Director General, Consolidation of Holdings, Director General, Land Records, Haryana, Special Collector (HQ) and Special LAO, Haryana.
19.	Vineet Garg, IAS	1991	Special Secretary, Personnel, Training, Vigilance and Parliamentary Affairs Departments, Director General, Training (ex-officio) and Science & Technology, Haryana and Inquiry Officer, Vigilance, Haryana.
20.	Anil Malik, IAS	1991	M.D. HAFED
21.	Sandeep Garg, IAS	1991	MD, HLRDC and Special Secretary, Agriculture Department
22.	A.K. Singh, IAS	1991	Director General-cum-Special Secretary, Agriculture Deptt.
23.	H. S Malik, IAS	1991	Special Secretary, Public Health Engineering Department
24.	D.P. S. Nagal, IAS	1992	Chief Administrator, H.U.D.A., Panchkula
25.	Mohinder Kumar, IAS	1992	Secretary to Governor, Haryana and Director General, Medical Education & Research, Haryana.
26.	Ashok Kumar Yadav, IAS	1993	Director General-cum-Special Secretary, Social Justice & Empowerment Department and Special Secretary, Revenue & Disaster Management-II Department.
27.	Balbir Singh Malik, IAS	1993	Director General-cum-Special Secretary, Development & Panchayats Department and Director General-cum-Special Secretary, Rural Development Department
28.	S. K. Goyal, IAS	1993	Special Secretary, Home-I Department
29.	R.P. Gupta, IAS	1993	Commissioner, Ambala Division, Ambala
30.	Anurag Agarwal, IAS	1994	Managing Director, Haryana Power Generation Corporation
31.	R S Doon, IAS	1994	Deputy PSCM
32.	Suprabha Dahiya, IAS	1994	Commissioner, Rohtak Division, Rohtak
33.	D. Suresh, IAS	1995	M.D. Haryana Minerals Ltd, New Delhi and Commissioner, M.C., Faridabad
34.	Chander Parkash, IAS	1995	Commissioner, Gurgaon Division, Gurgaon, Special Commissioner, Health & Nutrition, Mewat Area, Gurgaon, Chairman, Mewat Development Agency and assisting Dr. N.C. Saxena, who has been appointed Commissioner by Hon'ble Supreme Court in PUCL Vs UOI & Ors (W/P) (C) 196 of 2001 and Administrator, HUDA, Rohtak
35.	Chhajju Ram Rana, IAS	1995	Registrar, Cooperative Societies, Haryana and M.D. Federation of Cooperative Sugar Mills Ltd. (Sufarfed), Pkla.
36.	Rajbir Singh, IAS	1995	Director General-cum-Special Secretary, Food & Supplies Department and Managing Director, CONFED
37.	Subhash Chandra, IAS	1995	Special Secretary, Irrigation, M.D., HSMITC and Administrator, CADA, Panchkula
38.	Y.S. Khyalia, IAS	1996	Deputy Commissioner, Jind
39.	Neelam P. Kasni, IAS	1996	Commissioner, Hisar Division, Hisar

हरियाणा सिविल सचिवालय
चण्डीगढ़

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

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'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.

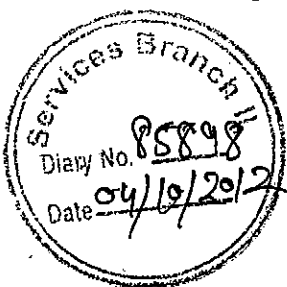
The undersigned is directed to forward herewith the details of the post of Director, SAARC Disaster Management Centre, New Delhi alongwith the application proforma for its wide circulation in the Central Govt. Ministry/Department, State Governments/UTs etc., and forwarding the applications of suitable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

Encl: As above.

Ashish Panda
24.09.12
(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.



2

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;

- 3 -
- 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.

4 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 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: _____