

VACANCY NOTIFICATION

Vacancy Code	1032025
Employer	1032025 Ministry of Home Affairs
Name of the Post	Assistant Director (Disaster Management)
No. of Vacancy	04
Last date to apply	23 March 2025
Remarks	See detailed notification attached below

How to Apply: - 1. All **Eligible** Ex-Servicemen need to forward two Copies of Willingness Format, available at vacancy page, on Email ID: dgrjobofficers@desw.gov.in

- (i) One Format should be in PDF format duly signed by the applicant and signed by the witnesses too.
- (ii) The second one should be in Excel Format without changing the Format, without signatures and without witnesses.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order & CV/ Bio Data should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

**** ALERT**** ALL MAILS SHOULD BE SENT TO DGR EMAIL ID dgrjobofficers@desw.gov.in , CLEARLY MENTIONING THE SUBJECT OF MAIL "STARTING WITH VACANCY CODE MENTIONED IN ABOVE NOTIFICATION", IN CASE THE SAME IS NOT MENTIONED, THE APPLICATION IS LIABLE TO BE REJECTED.

(For Zila Sainik Welfare Officer/ RSB Director vacancy only): An additional Undertaking for Kendriya Sainik Board (KSB) should also be forwarded to this office along with the above (via Email Only). The Undertaking format for KSB is available on DGR website in format section under the head of Job Assistance for Officers.

Note :- Willingness format must be as per instructions mentioned above.

In the event of non-receipt of all the required documents as mentioned above within the due date of the vacancy, the candidature of the applicant will not be entertained under any circumstances.

Name of the post	Number of posts	Classification	LEVEL in the Pay MATRIX	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Assistant Director (Disaster Management)	05*(2015) *subject to variation dependent on workload	General Central Service, Group 'A', Gazetted, Non-Ministerial	Level-10 in the Pay Matrix	Not applicable	Not exceeding 35 years. (Relaxable for Govt. servants up to 5 years in accordance with the instructions or orders issued by the Central Government. Note: 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, Union Territory of Andaman and Nicobar Island or Lakshdweep).

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	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
(7)	(8)	(9)	(10)	(11)
Essential Education Qualification:- Master's Degree in Economics/Commerce/Mathematic Statistics/Operations Research from a recognized University; Experience: Five years experience in compilation, presentation and analysis of Statistical data in a Government Office or Public Sector Undertaking or	Age: No Educational Qualification : Yes	One Year	20% by Composite Method (Deputation (including short-term Contract plus promotion)) 80% by Deputation (including short-term Contract)/Absorption failing which by direct recruitment.	By Deputation (including short-term Contract) plus promotion or as, the case may be: by Deputation (including short term contract)/ absorption: Officers under the Central Government or a State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi