

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

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

**CIRCULAR**

**Subject: Notice inviting applications for two (02) posts of Assistant Section Officer in Pay Level 7 -reg.**

It is proposed to engage retired personnel (ASO Level) who served in Central/State Government/Autonomous Bodies/PSUs and held a post at level of Assistant Section Officer (Pay Level-7) or equivalent to render their services as Assistant Section Officer 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            | Detail   |
|---------|-----------------------|--|
| 1       | Name of the Post      | Assistant Section Officer  |
| 2       | Total Vacancies       | Two (02)   |
| 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 Assistant Section Officer Level (Pay Level-7)   |
| 7       | Scope of work         | <ul style="list-style-type: none"><li>• Assist in day to day running of ICR-ER.</li><li>• Procurement and supply of stores, stationery, computer consumables etc.</li><li>• To assist Administration wing Officer-in-charge (OiC) i.e. Under Secretary in management of facilities, vehicles catering, security, manpower, AMCs for various subsystem of ICR-ER etc.</li><li>• To assist OiC of Administration wing i.e. US on administrative matters of ICR-ER.</li></ul> |
| 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"><li>• Normal office timing from 09:00 am to 05:30 pm.</li><li>• May also have to devote more time than usual to meet the exigencies of work, if required.</li></ul>  |

|    |                                     |  |
|----|-------------------------------------|--|
| 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: -<br><br><b>Under Secretary (DM-I)</b><br>Ministry of Home Affairs,<br>3 <sup>rd</sup> 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), along with 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](mailto: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<br>(Ministry/Department)   | Period | Pay<br>level<br>PB/GP | Area of<br>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 |  |
|----|---------------------------|--|

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)**