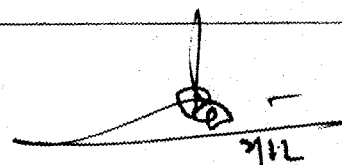


**Ministry of Home Affairs, National Disaster Response Force, 6th Floor, NDCC-II Building,
Jai Singh Road, New Delhi-110001**

Applications of willing candidates for the following posts are invited on deputation basis in NDRF within 30 days from the date of publication in employment news:-

1.	Name of post	: Assistant Commandant (Public Relation Officer)
2.	Classification of the post	: General Central Service Group- 'A' Gazetted, Non-Ministerial
3.	Scale of Pay	: Level-10 of Pay Matrix (Rs. 56100-177500)
4.	DA, HRA & Other Allowances	: As admissible under the Central Government Orders from time to time.
5.	Method of Recruitment	: Deputation
6.	Job Description	: National Disaster Response Force a humanitarian Force under Ministry of Home Affairs. The incumbent will be overall responsible for planning & implementing public relation programs; Keeping liaison with media, social media and advising the management on policy issues and communication strategies etc. Incumbent will be responsible for Media campaign of NDRF on the various commendable relief and rescue operation/work carried out by NDRF in various disaster or disaster like situation in the country as well as abroad. Incumbent will also responsible for preparing films/documentary/ground reports, short videos, audio-clips etc. in consultation with competent authority of NDRF. He / She shall be responsible for updating of NDRF website as well as mailing list. Any other related work assigned by the competent authority from time to time.
7.	Eligibility Criteria	: Deputation
8.	(Educational Qualifications, Experience, etc.)	: Officer under the Central/State Government. (iii) holding analogous or equivalent post on regular basis; (iv) possessing the following educational qualifications and experience :- (c) Bachelor's Degree in Journalism/ Mass Communication from a recognized university; (d) Five years' experience in Journalism, Public Relation or Event Management Desirable: Master's Degree in Journalism/Mass Communication/Public Relation from a recognized University.
9.	Period of deputation	: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed 7 years.
10.	Maximum Age	: Not exceeding 52 years.

1.	Name of post	:	Principal Private Secretary
2.	Classification of the post	:	General Central Service Group 'A' Gazetted, Non-Ministerial
3.	Scale of Pay	:	Level-11 of Pay Matrix (Rs. 67,700-2,08,700)
4.	DA, HRA & Other Allowances	:	As admissible under the Central Government Orders from time to time.
5.	Method of Recruitment	:	Deputation
6.	Eligibility Criteria	:	Deputation
7.	(Educational Qualifications, experience, etc.)	:	Officers under the Central / State Government. (i) Officers holding analogous posts in Central Secretariat Stenographer Service cadre; or (ii) Private Secretary with eight years of regular service in the grade in Central Secretariat Stenographer Service cadre. (iii) The upper age limit for appointment shall not be exceeding of fifty two years of on the closing date of receipt of applications.
8.	Period of deputation	:	The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or shall ordinarily for three years extendable upto five years.
9.	Maximum Age	:	Not exceeding 52 years.



(J. K. S. Rawat)
Dy. Inspector General (Adm)
HQ DG NDRF