



NATIONAL DISASTER MANAGEMENT AUTHORITY  
Ministry of Home Affairs, Government of India  
NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)  
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,  
New Delhi-110029  
Telephone: 011-26701877  
Fax No. 011-26714321



Advertisement No.5-2/2012-PMU

National Disaster Management Authority (NDMA) is implementing Phase I and Phase II of National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the eight coastal States, NDMA invites applications from eligible persons for the post of:

**Project Accountant/Administrative Officer: (one post) (on Deputation) (Under Secretary Level):** in the scale of pay of Rs.15, 600-39,100 plus Grade Pay of Rs.6, 600/-.

**Eligibility** (i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) with five years' service in the grade pay of Rs.5400/-.

Or

(iii) An officer of General Central Service Group "B"/CSS with 8 years' service in Grade pay of Rs.4800/-.

**Desirable Experience:** In the field of Finance, Accounts, Audit and Administration.

**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 organization 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-six years of age as on the closing date for the receipt of applications.

The terms and conditions as contained in the DOPT OM No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation. Eligible persons may submit their applications accompanied by the Vigilance Clearance and photocopies of ACRs of the last five years, duly attested by

an officer not below the rank of Under Secretary 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. Officer 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.

Application for the above post may be addressed to **Shri P.E. Narayanan, Project Manager, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project (NCRMP), Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029** within 30 days from the date of publication of this advertisement in **Employment News** on the prescribed proforma given below. However applications from the persons who are already in the employ of Govt./Ministry/Depts./PSU/Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs for the last five years. The details of advertisement may also be seen on the official website of NDMA [www.ndma.gov.in](http://www.ndma.gov.in).

  
Narayanan P. E.  
Project Manager  
Government of India  
Ministry of Home Affairs  
NCRMP, NDMA, New Delhi

APPLICATION FOR THE POST OF \_\_\_\_\_ (ON DEPUTATION)

Bio-Data Proforma

1. Name and Address in Block letters : \_\_\_\_\_
2. Date of Birth (in Christian era) : \_\_\_\_\_
3. Date of retirement under Central/  
State Government rules : \_\_\_\_\_
4. Service to which belong : \_\_\_\_\_
5. Educational Qualifications : \_\_\_\_\_
6. 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)	
(3)	
Desired (1)	
(2)	

(Add additional sheet if necessary).

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: \_\_\_\_\_

8. 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

9. Nature of present employment, i.e., Ad hoc or temporary or permanent \_\_\_\_\_

10. In case of the present employment is held on deputation/contract basis,

Please state:-

(a) The date of initial appointment: \_\_\_\_\_

(b) Period of appointment on deputation/contract \_\_\_\_\_

(c) Name of the parent office/organization to which you belong. \_\_\_\_\_

11. Additional details about present employment: \_\_\_\_\_

Please state whether working under:

(a) Central Government: \_\_\_\_\_

(b) State Government: \_\_\_\_\_

(c) State Government: \_\_\_\_\_

(d) Government Undertakings: \_\_\_\_\_

(e) Universities: \_\_\_\_\_

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the Pre-revised scale: \_\_\_\_\_

13. Total emoluments as per month now drawn: \_\_\_\_\_

14. Additional information, if any, which you would like to mention in support to your suitability for the post. Enclose a separate sheet, if the space is insufficient \_\_\_\_\_

15. Whether belongs to SC/ST \_\_\_\_\_

16. Remarks: \_\_\_\_\_

Signature of the  
Candidate

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Countersigned: \_\_\_\_\_  
(Employer)

Tel. /Mobile No./E-mail



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Fax No. 011-26714321

#### ADDENDUM

National Disaster Management Authority (NDMA) Advertisement No. 5-2/2012-PMU inviting applications from eligible persons for the post of Project Accountant/Administrative Officer (one post) on deputation (Under Secretary Level) in the scale of pay of Rs. 15,600-39100 plus Grade Pay of Rs. 6,600/- has been published in the Employment News dated 28<sup>th</sup> November, 2015. The last date of receipt of application on the prescribed proforma is 27<sup>th</sup> December, 2015.