



सत्यमेव जयते

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

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Advertisement No.1-2/2018-PMU

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank. The Project States are Andhra Pradesh and Odisha in Phase I and Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal in Phase II. There is a Project Management Unit (PMU) at NDMA and State Project Implementation Units (SPIUs) in the Project States. The PMU (NDMA) invites applications from eligible persons for the following posts to be filled up on the basis of mode of recruitment indicated against each.

(I) **Project Manager** (one post) (Under Secretary level) in Pay Matrix in Level 11 (7th CPC) corresponding to Pay Band Rs. 15600-39100 and Grade Pay of Rs. 6600 (pre revised) to be filled in on deputation basis.

Eligibility: From Group "A"/Group "B" officers of Central Government.

- (i) Holding analogous post on regular basis in the parent cadre or department;
Or
(ii) An officer of General Central Service "B"/CSS with minimum five years' service in Level 9/10 (7th CPC) in Pay Matrix corresponding to Pay Band Rs. 15600-39100 and Grade Pay of Rs. 5400/- (pre revised);
Or
(iii) An officer of General Central Service "B"/CSS with minimum 8 years service in Level 8 (7th CPC) in Pay Matrix corresponding to Pay Band Rs. 9300-34800 and Grade Pay Rs. 4800/- (Pre revised);

Duties and responsibilities of Project Manager

Project Manager is responsible for understanding the Project (NCRMP) and providing functional support for Project implementation across the board encompassing all components. He/She will also be responsible for liaisoning / co-ordination with States PIUs/World Bank and for providing inputs to the Senior Management after analysing MIS reports etc.

(II) Accounts/Admn Assistant (one post) (Section Officer level) in Pay Matrix in Level 8(as per 7th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4800 (pre revised) to be filled in on deputation basis.

Eligibility: Officers equivalent to General Central Group 'B' / CSS Group 'B' (Gazetted) holding analogous post or Assistants with 2 years service in the Pay Matrix in Level 7(as per 7th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4600(pre revised).

Duties and responsibilities of Accounts/Admn Assistant:

To assist the Project Accountant/Administrative Officer and Project team for the tasks to be performed by them, filing / paperwork ensuring smooth execution of Project, Budget related work, to coordinate internal & external audit work of the project and correspondence with World Bank; Admin work relating to establishment matters including appointment of Specialist/Consultants & other officials.

For the posts (i) & (ii)

Regulation of Pay, Deputation (Duty) Allowance and other conditions and entitlements will be governed by Government of India, Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II), dated the 17th June, 2010 as amended from time to time.

Period of deputation shall be initially up to 31st March 2020. 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 application.

Eligible persons for the posts may submit their applications through proper channel accompanied by the Vigilance Clearance and photocopies of APARs 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 off his duties immediately. Officer once selected will not be allowed to withdraw his/her name. Applications which are not correctly filled in prescribed Bio Data Proforma or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

(III) . IT/Network Manager(one post) to be filled up on contractual basis.

The contract will be for a period of one year initially which may be further extended by not more than one year at a time till completion of the project or up to 31st March 2020, whichever is earlier based on need and performance and on same term & conditions. Remuneration of Rs. 50,000/- per month (consolidated) will be paid during the contract period.

Eligibility :

Educational Qualifications

B. Tech (Computer Science/IT) or MCA

Post Qualification Experience & Expectations:

- (i) At least five years experience in IT/Computer/Network Industry;
- (ii) Experience in externally aided projects especially in World Bank, familiarity and experience in working with implementing agencies at the state and below state levels;
- (iii) Knowledge of administrative and on-line monitoring procedures in Government Departments;
- (iv) Experience and expertise in software development, web development, project management, ERP system development using PHP, Mysql and Wordpress.

General Conditions [For IT/Network Manager]

- i. Candidates applying for the post should submit applications in the prescribed proforma along with self attested copies of certificates showing educational qualifications, experience etc.
- ii. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
- iii. Applications received after the due date, applications not enclosed with the required copies of certificates, unsigned applications, applications where the post applied for is not filled in/not filled in correctly and applications incomplete in any respect will not be considered.
- iv. Only Indian nationals need apply.
- v. Canvassing in any form will lead to disqualification.
- vi. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- vii. The applications must be sent in neatly typed out form in A-4 size paper 210x297 mm.
- viii. Eligible persons for the post may submit their application in prescribed proforma attached.

DUTIES AND RESPONSIBILITIES OF IT/NETWORK MANAGER

1. Software development, Web Development etc using the PHP, Mysql and Word press.
2. Local Area Network activities and Website content Management/ Development
 - a. Ensure security of data, network access and backup systems and ensure maximum uptime.
 - b. New User on boarding i.e., system configuration with require installation of Hardware / software and also user off loading.
 - c. Maintenance and management of the NCRMP website
 - d. Programming for the upgrading of the existing websites and integration of IT systems.

- e. Programming for development of new websites/ packages as per the requirement of the Project time to time.
 - f. Upload of various reports/tenders/documents etc in the websites including STEP platform of World Bank.
 - g. User support issues relating to the software and network issues.
 - h. Documentation and sharing procedures.
3. MIS related works including Development and its management.
- a. Maintenance and management of MIS website of NCRMP.
 - b. Coordinate with the various agencies and SPIU's for updating of the data in real time.
 - c. Develop user friendly modules relating to MIS.
 - d. Generate reports on various stages of the progress of Project and other MIS reports and synthesize it with the trends, critical area of concern at periodic intervals as required by Management.
 - e. Suggest strategies to improve the system.
 - f. Documentation and sharing procedures.
4. Maintenance and upgradation of the technological solutions developed by the Project and its implementation
- a. Provide training to users to maximize the value of technology in Organisation
 - b. Understand the systems developed and align the resources as well as the users to optimise the outcome/output from the systems.
 - c. Implement the systems developed by coordinating and handholding the users in various target offices including SPIUs in the Project States.

For the posts (i), (ii)&(iii)

Applications for the above post may be addressed to Project Accountant/Admn Officer, National Cyclone Risk Mitigation Project(NCRMP), 1st Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029 within 45 days from the date of publication of this advertisement in Employment News.

Application for the post of Project Manager/ Accounts/Admn Assistant (ON DEPUTATION)

Bio-Data Proforma

1. Name and address in Block letter:.....
2. Date of Birth (in Christian era).....
3. Date of retirement under Central Government rules:.....
4. Service to which belongs:.....
5. Educational Qualifications:.....
6. Details of Employment in chronological order: (Enclose a separate sheet, duly authenticated by your signature, if space is Insufficient)

Office/Instt./Orgn.	Post held	From	To	Level in the Pay Matrix & corresponding Pay Band and Grade Pay (as per 7 th CPC)	Nature of duties

7. Nature of present employment, i.e., Ad-hoc or temporary or permanent:.....
8. 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:.....
9. Additional details about present employment: Please state whether working under:-
 - (a) Central Government.....
 - (b) State Government.....
 - (c) Autonomous organizations.....
 - (d) Government Undertakings.....
 - (e) Universities.....

- 10. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the Pre-revised scale:.....
- 11. Total emoluments as per the month now drawn:
- 12. 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:.....
- 13. Whether belongs to SC/ST:.....
- 14. Remarks:.....

Signature of the candidate

Address:.....

Tel./Mobile No.

E-mail

Date:.....

Countersigned

(Employer)

Proforma of application for the post of IT/Network Manager(on contractual basis)

01. Advertisement No., the Post applied for:
02. Name (in block letters):
03. Date of Birth (in Christian era):
04. Nationality:
05. Father's/Spouse's name:
06. Address for correspondence (with Telephone/Mobile Nos. and e-mail ID address):
07. Permanent address:
08. Qualifications

(a) Educational Qualifications

S.No.	Course/Degree	Subjects	University/Institute	Year of passing	Division/Grade/Percentage of marks

(b) Professional Qualifications

09. Total experience directly relevant to the post applied for (in months)
10. Total employment experience and details (in months) indicating the nature of duties and responsibilities including experience of working with externally aided projects, if any:

S.No.	Organisation/Institute	Period From To	Nature of duties and responsibilities including experience with externally aided projects, if any	Remarks

11. If selected, minimum time required to join the post:
12. Any other information:

Declaration

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature may summarily be rejected for employment terminated.

Place
Date

(Signature of the applicant)