



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



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National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP)-Phase I with assistance from the World Bank in coordination with the States of Andhra Pradesh, Odisha and the National Institute of Disaster Management, New Delhi with the closure date as October 2, 2017. Phase II of the project is also being implemented in coordination with the State of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal with date of completion as 31<sup>st</sup> March, 2020. NDMA has set up the Project Monitoring Unit (PMU) at its office in New Delhi. NDMA invites applications from eligible persons for the following posts to be filled up on deputation basis :

**1. Section Officer (one post)(Group- B (Gazetted) on deputation basis** in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4800/-.

**Eligibility:** On deputation basis from officers equivalent of General Central Group "B"/CSS Group "B"(Gazetted) holding analogous post

Or

Assistants with 2 years' service in the Grade Pay of Rs. 4600/-.

The duties and responsibilities of Section Officer covers processing of all communications, including noting and drafting on references, relating to National Cyclone Risk Mitigation Project (NCRMP) to all concerned Ministries/Departments of the Government of India and States/UTs and the World Bank.

**2. Assistant (one post)(Group-B (Non Gazetted) on deputation basis** in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4600/-.

**Eligibility:** Assistants from CSS(Group-B) or General Central Service in Government of India with analogous scale

Or

Upper Division Clerks (UDCs) with 5 years experience in the Grade Pay of Rs.4200

The terms and conditions of deputation shall be as contained in the DOPT OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. The initial period of deputation will be for three years and may be extended with mutual consent based on need and performance. Eligible persons may submit their applications accompanied by the Vigilance Clearance and photocopies of ACRs/APARs of the last five years through proper channel in the prescribed proforma 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.

**Note 1.** 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.

Applications for the above posts in the prescribed proforma may be addressed to **Project Manager (NCRMP), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029** within **30 days** from the date of publication of this advertisement in Employment News. The details of advertisement are also available in the official website of NDMA at [www.ndma.gov.in](http://www.ndma.gov.in) and NCRMP website at [www.ncrmp.gov.in](http://www.ncrmp.gov.in).

Proforma

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

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 experience required for the post is satisfied:

Experience required	Experience possessed by the officer
Essential (1)	
(2)	
(3)	

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 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) Autonomous organizations \_\_\_\_\_  
(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 space is insufficient: \_\_\_\_\_
15. Whether belongs to SC/ST: \_\_\_\_\_
16. Remarks: \_\_\_\_\_

Signature of the Candidate

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

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

Address \_\_\_\_\_

Tel. /Mobile No.  
E-mail