



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi –110 029



Advertisement No. 1-1/2012-PMU

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the States of Andhra Pradesh and Odisha and the National Institute of Disaster Management, New Delhi. NDMA has set up the Project Management Unit (PMU) at its Office in New Delhi. NDMA invites applications from eligible persons for the following posts to be filled up on the basis of mode of recruitment indicated against each for NCRMP:

- 1. Project Manager (one post) (By Deputation/on contractual basis by Retired Government Servants of equivalent rank) (Under Secretary level)** in the scale of pay of Rs. Rs. 15,600-39,100 Plus Grade Pay of Rs. 6,600/- on standard terms and conditions.
- 2. Accounts/Admn. Assistant: (one post) (By deputation/on contractual basis by Retired Government Servants of equivalent rank) (Section Officer level)** in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4800/ on standard terms and conditions.
- 3. Office Assistant: (one post) (By deputation/on contractual basis by Retired Government Servants of equivalent rank) (Assistant level)** in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4600/- on standard terms and conditions. .
- 4. Social Management Specialist (On contract basis)**

NDMA invites applications for the position given in the table below which will be filled up on the basis of a contract for the period of employment. The Contract will be for a period of two years initially and may be extended with mutual consent based on need and performance. Salary of Rs. 45,000/- to Rs. 60,000/- per month consolidated, depending on qualifications and experience, will be paid during the contract period. Educational qualifications, experience and expectations required for the position are given in the table below. For

details of NCRMP and duties/responsibilities of each position, please visit website www.ncrmp.gov.in or www.ndma.gov.in

Social Management Specialist	<p>i) Should possess a Master's degree in Social Sciences preferably in Economics/Sociology/Anthropology/Regional Planning/Political Science.</p> <p>ii) Should have at least 5 years of professional experience in the areas of land acquisition, involuntary resettlement, consultation and participation, socio-economic surveys, livelihoods/social capital restoration monitoring and evaluation of social development activities, and also preferably disaster management.</p> <p>iii) Knowledge of computer applications to manage data base and generation of reports.</p>	<p>Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.</p> <p>1</p>
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Applications for the above posts may be addressed to **Under Secretary (Mitigation), National Disaster Management Authority, Government of India, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi- 110 029** within **45** days from the date of publication of this advertisement. The applications of the persons who are already in the employment of Govt./Ministry/Deptts./PSU/Autonomous Bodies etc. may be forwarded through proper channel. The age of the retired Government officials should not be more than 62 years as on 1.4.2012. The details of advertisement may be seen in the project web site www.ncrmp.gov.in and NDMA's website www.ndma.gov.in

NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

Advertisement No. 1-1/2012-PMU

National Disaster Management Authority (NDMA) is implementing the NCRM Project with assistance from the World Bank in coordination with the States of Andhra Pradesh and Orissa and the National Institute of Disaster Management, New Delhi. NDMA has set up the Project Management Unit (PMU) at its Office in New Delhi. NDMA invites applications from eligible persons for the following posts to be filled up on the basis of mode of recruitment indicated against each:

1. Project Manager (one post) (By Deputation) (Under Secretary level)/ on contractual basis by retired Government servant in the scale of pay of Rs. 15,600-39,100 Plus Grade Pay of Rs. 6,600.

Eligibility: (a) From Group "A"/Group "B" officers of Central Government :

- (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/-
- (b) failing which by retired officers of equivalent rank on contract basis.

If a retired officer of equivalent rank is selected for appointment to the post, he will be engaged as Consultant at a compensation of Last Pay drawn minus pension plus dearness allowance at the prevalent rate. The age-limit for retired Government servant is 62 years. However, in exceptional cases of highly specialized requirements, period of engagement of five years or age beyond 65 years can be relaxed not more than one year at a time limited to maximum upto 70 years by Vice Chairman, NDMA or full NDMA".

Duties and responsibilities of Project Manager.

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.

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.

2. Accounts/Admn. Assistant: (one post) (By deputation/ on contractual basis by retired Government Servant) (Section Officer level) 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

Assistant with 2 years service in the grade pay of Rs. 4600 with knowledge of accounts

Failing which by retired officers of equivalent rank on contract basis

If a retired officer of equivalent rank is selected for appointment to the post, he will be engaged as Consultant at a compensation of Last Pay drawn minus pension plus dearness allowance at the prevalent rate. The age-limit for retired Government servant is 62 years. However, in exceptional cases of highly specialized requirements, period of engagement of five years or age beyond 65 years can be relaxed not more than one year at a time limited to maximum upto 70 years by Vice Chairman, NDMA or full NDMA”.

3. Office Assistant: (one post) (By deputation/ on contractual basis by Retired Government Servant) (Assistant level) in the scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4600

Eligibility: On deputation basis from officers equivalent to the rank of Assistant in the Government of India, failing which by retired officers of equivalent rank on contract basis.

If a retired officer of equivalent rank is selected for appointment to the post, he will be engaged as Consultant at a compensation of Last Pay drawn minus pension plus dearness allowance at the prevalent rate. The age-limit for retired Government servant is 62 years. However, in exceptional cases of highly specialized requirements, period of engagement of five years or age beyond 65 years can be relaxed not more than one year at a time limited to maximum upto 70 years by Vice Chairman, NDMA or full NDMA”.

4. In addition to the above posts, NDMA invites applications for the position given in the table below which will be filled up on the basis of a contract for the period of employment. The Contract will be for a period of two years initially and may be extended with mutual consent based on need and performance. Salary of Rs. 45,000/- to Rs. 60,000/- per month consolidated, depending on qualifications and experience, will be paid during the contract period. Educational qualifications, experience and expectations required for the position are given in the table below.

Social Management Specialist	<p>i) Should possess a Master’s degree in Social Sciences preferably in Economics/Sociology/Anthropology/Regional Planning/Political Science.</p> <p>ii) Should have at least 5 years of professional experience in the areas of land acquisition, involuntary resettlement, consultation and participation, socio-economic surveys, livelihoods/social capital restoration monitoring and evaluation of social development activities, and also preferably disaster management.</p> <p>iii) Knowledge of computer applications to manage data base and generation of reports.</p>	Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.
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3. Duties and Responsibilities of the Social Management Specialist :

The Social Management Specialist will :

- (i) Assist the Project Director in the review and approval of various screening reports related to social safeguards in accordance with ESMF;
- (ii) Responsible for overseeing and coordinating the implementation of social development activities such as land acquisition, resettlement, NGO coordination and other social development activities in the project.

- (iii) Responsible for ensuring compliance with ESMF with respect to preparation and implementation of plans related to social impacts;
- (iv) Manage the Social Assessment studies including the benefit monitoring and evaluation and coordinate preparation of relevant action plans to implement the outcomes of Social Assessment process;
- (v) Coordinate with PIU's of states for overseeing the implementation and monitoring of land acquisition and involuntary resettlement mitigation actions and other social development activities;
- (vi) Preparation of periodical progress reports on social impacts for PMU's review and action;
- (vii) Maintain and upgrade the computerized data base related to the delivery of land acquisition compensation as well as resettlement entitlements and generation of periodical progress reports ;
- (viii) Undertake field visits to impact areas as appropriate to monitor the implementation of social dimensions of the project and submit periodic reports.
- (ix) Assist the PMU in the monitoring of the Grievance Redress System incorporated in the project as part of the Governance and Accountability Action Plan.
- (x) Any other issue related to the social aspects of the project.

4. Deliverables and Time Frame

The Social Management Specialist will deliver the following :

- a) Inception report within two weeks of contract signing detailing (i) their intended work plan, (ii) annotated outline of their work schedule.
- b) A monthly action plan to be approved by the Project Director.
- c) A monthly progress report documenting the work carried out each month. This should encompass an analytic presentation of content and outcomes of discussions at all levels.
- d) Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.

5. Qualifications and Experience.

- (i) Should possess a Master's degree in Social Sciences preferably in Economics/Sociology/Anthropology/Regional Planning.
- (ii) Should have at least 5 years of professional experience in the areas of land acquisition, involuntary resettlement, consultation and participation, socio-economic surveys, livelihoods/social capital restoration, disaster management, monitoring and evaluation of social development activities, etc.;
- (iii) Knowledge of computer applications to manage data base and generation of reports is essential, and,
- (iv) Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.

6. Duration of the contract

The contract will be for a period of two years initially and may be extended with mutual consent based on need and performance.

For applicants applying for the posts on deputation basis, 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.

Applications for the above posts in the prescribed proforma, may be addressed to **Under Secretary (Mitigation), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi- 110 029** within **45** days from the date of publication of this advertisement in Employment News. However applications from the persons who are already in the employ of Govt./Ministry/Deptts./PSU/Autonomous Bodies etc may be forwarded through proper channel along with photocopies of their ACRs for the last five years in the bio-data proforma given below.. The detail of advertisement may also be seen on the official website of NDMA at <http://ndma.gov.in>.

Proforma for applying the post on deputation basis/contractual basis

**APPLICATION FOR THE POST OF (ON DEPUTATION/
contractual basis)**

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/instit./ Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of duties

9. Nature of present employment, ie.,
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) 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 the space is insufficient: _____

15. Whether belongs to SC/ST: _____

16 .Remarks : _____

Signature of the
Candidate

Date : _____

Countersigned: _____
(Employer)

Address _____

Tel./Mobile No.

E-mail

Social Management Specialist

D. Proforma for application:

01. Advertisement No. and the post applied for and Post No.
02. Name (in Block letters)
03. Date of Birth (Christian era)
04. Nationality
05. Father`s /Spouse`s name
06. Address e-mail ID etc. for correspondence
07. Educational Qualifications
08. Secondary and Tertiary skills, if any
09. Total experience directly relevant to the post applied (in months)
10. Total employment experience and details (in months)
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 or employment terminated.

(Signature of the applicant)