



**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
Ministry of Home Affairs, Government of India  
**NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)**  
First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,  
New Delhi-110029  
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**F. No. 1-21/2015-PMU (Vol.-1)**

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the eight coastal States of Andhra Pradesh & Odisha (Phase I) and Goa, Gujarat, Karnataka, Kerala, Maharashtra & West Bengal (Phase II). There is a Project Management Unit (PMU) at NDMA and State Implementation Units (SPIUs) in the Project States. The PMU (NCRMP), NDMA invites applications from eligible persons for the post of:

**Project Accountant/Administrative Officer (one post) on deputation (Under secretary Level) in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7<sup>th</sup> CPC).**

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

Or

(ii) With five years` service in Level 9(Rs.53100-167800)/Level 10 (Rs.56100-177500) in Pay Matrix (as per 7<sup>th</sup> CPC) corresponding to PB-2/PB-3 with Grade Pay Rs. 5400 (Pre-revised scale);

Or

(iii) An officer of General Central Service Group "B "/CSS with 8 years` service in Level 8 (Rs. 47600-151100) in Pay Matrix (as per 7<sup>th</sup> CPC) corresponding to PB-2 with Grade Pay Rs. 4800 (Pre-revised scale);

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

**Cont`d**

## **Duties and responsibilities of Project Accountant/Admn. Officer**

### **As Administrative Officer**

1. All Establishment related issues for the officers/officials on deputation in PMU, NCRMP.
2. To procure goods and services from the PMU, NCRMP budget for the smooth functioning of the office.
3. To coordinate with the Admin Division of NDMA for the preparation of Identity Cards, CGHS Cards (i.r.o. deputationists)/preparation of bills of PMU, NCRMP.
4. Issue of sanctions relating to the budget of PMU, NCRMP relating to Travelling Allowance, Professional Services, Office Expense etc.
5. All issues relating to housekeeping of the PMU, NCRMP.
6. All correspondence with the DM Division of Ministry of Home Affairs, NDMA and other Ministries on administrative matters.
7. Dealing with Court/Arbitration matters.
8. Processing for appointment of officers on deputation and also the engagement of Specialists/Consultants.

### **As Project Accountant**

1. Overseeing the preparation of the consolidated NCRMP budget and any revisions thereto.
2. Reviewing and approving the financial progress reports.
3. Preparing sanction orders for release of funds for approval by the Project Director based on scrutiny of the IUFRs, Utilisation Certificates etc.
4. Authorising the processing of invoices for 3<sup>rd</sup> parties etc.
5. Timely action for the external audit (for the PMU) and overseeing that external audits happen at the States in a timely manner; and overseeing the timely submission of external audit reports for the NCRMP;
6. Handling and resolving Project audit issues.
7. Any other financial management related matter.
8. Reviewing the progress and results of internal and external audit.



**Note 1.** Period of deputation will be up to 31.03.2020 or till completion of the project whichever is later, but not exceeding three years initially.

**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 O.M. 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 Cadre Clearance, Vigilance Clearance and Integrity Certificate along with photocopies of ACRs/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 of his/her duties immediately. 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 **“The 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 45 days from the date of publication of the advertisement in Employment News on the prescribed proforma given below. However, applications from the persons who are already in the employment of Govt./Ministry/Deptts./PSUs/Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five years.

: 4:

**APPLICATION FOR THE POST OF PROJECT ACCOUNTANT/ADMN OFFICER (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 as mentioned in the advertisement	Qualifications/Experience possessed by the officer
<b>Essential</b> (1) (2) (3)	
<b>Desirable</b> (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 :



:5:

8. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution /Orgn.	Post held on regular basis	From	To	Level and pay in pay matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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 the applicant belongs:-----

(d) Name of the post and Pay of the post held in

substantive capacity in the parent organisation-----

- 10.1 **Note:** In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

- 10.2 **Note:** Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

11. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:-----

:6:

**12. Additional details about present employment:**

Please state whether working under:

(a) Central Government:-----

(b) State Government:-----

(c) Autonomous Organization:-----

(d) Government Undertaking:-----

(e) Universities:-----

(f) Others:-----

**13.** 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.

**14.** Total emoluments per month now drawn

Level in Pay Matrix	Pay drawn	Total Emoluments

**15. 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:-----**

**16.** Whether belongs to SC/ST:-----

**17.** Remarks:-----

**Signature of the Candidate**

**Address**

**Tel./Mobile No./E-mail**

Place

Date

**Countersigned  
(Employer)**