



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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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 following post to be filled up on Deputation basis:

**Deputy Project Director : (one post ) By Deputation ) (Director level)** in the scale of pay of Rs. 37400-67000 plus Rs. 8700/- (Grade Pay) (Pre-revised). (Level 13 as per 7<sup>th</sup> CPC)

**Essential and minimum qualifications for the post**

As the post is proposed to be filled by deputation no minimum qualification is prescribed. Officers of All India / Central Group 'A' organized Services holding analogous post or with 5 years service in Grade pay of Rs. 7600 or 10 years service in Grade pay of Rs. 6600.

**Desired Experience for the post**

Candidates having experience in Project Management of Externally Aided Projects and well conversant with the working of International lending organizations such as Asian Development Bank, World Bank etc. will be given due weightage.

## **Duties and responsibilities of Deputy Project Director**

- Reviewing documentation prior to submission to the Project Director for approval;
- Reviewing the project progress, coordinating with the States and NIDM, and taking corrective action;
- Interacting and guiding the core team and support teams of PMU;
- Ensuring quality and timely outputs from Specialists/Consultants.
- Preparation of the annual Internal Audit plan, coordination of the internal audit efforts and review of the results of the internal audit; and overseeing that such internal audits also happen and outputs are delivered in time at the state levels;
- Ensuring that appropriate mechanisms have been established and followed for compliance with the operating rules and procedures for the NCRMP;
- Ensuring that the project's disclosure requirements and Governance and Accountability Actin Plan are complied with the PMU, and approve the payments for 3<sup>rd</sup> parties.
- Any other work as assigned by the Project Director.

**Note 1** – Period of deputation will be initially for 3 years or completion of the Project (NCRMP) whichever is earlier.

**Note 2** - The maximum age limit for appointment by deputation shall not exceed 56 years, 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 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. Application which are not correctly filled in or not accompanied with the detailed as explained above will not be entertained and summarily rejected without further correspondence.

Applications for the above post may be addressed to **The Project Accountant/Admn Officer, National Cyclone Risk Mitigation Project (NCRMP), National Disaster Management Authority (NDMA), Government of India, 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 employment of Govt. / Ministry / Deptts. / PSU / Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five years.

**APPLICATION FOR THE POST OF Deputy Project Director  
(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. 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)

Qualification 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 requirement 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 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 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 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 alongwith 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 a holding a post on deputation outside the cadre/ organisation but still maintaining a lien in his parent cadre/organisation.

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

12. Additional details about present employment:

Please state whether working under:-

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

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

(c) Autonomous organizations \_\_\_\_\_

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

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

(f) Others : \_\_\_\_\_

13. 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: \_\_\_\_\_

14 Total emoluments as per the 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

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

Countersigned: \_\_\_\_\_