



राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY

गृह मंत्रालय, भारत सरकार
Ministry of Home Affairs, Government of India

राष्ट्रीय चक्रवात जोखिम प्रशमन परियोजना

NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

विंग 14, प्रथम तल, रा.आ.प्र.प्रा.भवन, ए1, सफदरजंग एन्क्लेव,
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,

नई दिल्ली / New Delhi-110 029

☎ : 011-26701744, ☎ : 011-26714321



F. 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 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, New Delhi. The PMU (NCRMP), NDMA invites applications from eligible persons for the post **Accounts/Admin Assistant (one post) (Section Officer level) in Level 8 (Rs.9300-34800) in Pay Matrix (as per 7th CPC).**

(a) **On Deputation Basis :-**

- (i) **Eligibility** : Officer equivalent of General Central Group 'B'/CSS Group 'B'(Non-Gazetted) holding analogous post or Assistant with two (02) 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).
- (ii) **Age Limit** : The maximum age limit for appointment by deputation shall not exceed fifty-six (56) years of age as (on the closing date for the receipt of applications).

(b) **On Contract Basis :-**

- (i) **Eligibility** – By the retired employees of Central Government/ Central PSUs/ Central Autonomous Bodies retired at Level 8 (Section Officer) or above as per 7th CPC.
- (ii) **Compensation** – The compensation would be last Pay drawn minus Pension in the case of Central Government employees and half of last pay drawn in the case of other categories.
- (iii) **Age Limit** – Sixty-two (62) years (on closing date of receipt of applications).

(iv) **Duties and responsibilities of Accounts/Admin 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.

2. The **period of deputation** shall be three (03) years or the completion of the Project, whichever is earlier. The **Period of engagement on contract basis** will be initially for one (01) year with effect from the date of joining the duty and may be extended with mutual consent based on need and performance by not more than one year at a time and up to closure of NCRMP Phase – II, whichever is earlier.

3. 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.

4. Application for the above post may be addressed to “The Project Accountant/Administrative Officer, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project(NCRMP), Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110 029” 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/Depts./PSUs/Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five (05) years.

**APPLICATION FOR THE POST OF PROJECT MANAGER / ACCOUNTS & ADMIN ASSISTANT
(ON DEPUTATION/CONTRACT BASIS).**

Bio-data proforma

1. Advertisement No. and title of Post applied for:.....
2. Name and Address in Block letters :.....
3. Date of Birth (in Christian era) :.....
4. Date of retirement under Central/
State Government Rules :.....
5. Service to which belong :.....
6. Educational Qualifications :.....
7. 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
Essential (1) (2) (3)	
Desirable (1) (2)	

(Add additional sheet, if necessary)

8. Please state clearly whether in the
light of entries made by you above,
you meet the requirements of the
post :.....

Cont'd

9. 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

10. Nature of present employment i.e.,
Ad-hoc or Temporary or Permanent :.....

11. 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:.....

11.1 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.

11.2 Note: Information under Column 11 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.

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

Cont'd

13. 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 drawn as on date :

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)**