



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,
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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 post of:

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

1. On Deputation Basis :-

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 7th 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 7th CPC) corresponding to PB-2 with Grade Pay Rs. 4800 (Pre-revised scale);

Duties and responsibilities of Project Accountant/Admn. Officer

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

(i)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 /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.

ii)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 IUFs, Utilisation Certificates etc.
4. Authorising the processing of invoices for 3rd 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. 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.

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.

Engineering Specialist (one Post) :

On Contract Basis :

TERMS OF REFERENCE FOR ENGINEERING SPECIALIST IN PMU (NDMA) for NCRMP

1. Overall Objective

The key role of this position is primarily to guide and inspect the engineering aspects of Early Warning Dissemination System (construction of towers and poles) and Risk Mitigation Infrastructure (MPCS, Roads, Bridges, Saline Embankments, Under Ground Cabling works, retrofitting of critical infrastructure from seismic view point works etc .)

The Engineering Specialist is to ensure that the Project is implemented in accordance with the procedures agreed with the World Bank on all matters related to construction/engineering works in the project and will be mainly responsible for ensuring the appropriate application of the construction/engineering aspects to all concerned activities under the project.

2. Duties and Responsibilities of the Engineering Specialist:

(a) To oversee planning, implementation and smooth operation of respective sector investments across all components/sub-components under the project.

(b) Provide technical guidance to the States in the preparation of the investments on infrastructure and installation of Early Warning Dissemination System.

(c) Review the technical documents submitted by the states for their respective area of expertise, ensure quality, and guide the states wherever necessary.

(d) Oversee efficient procurement and implementation planning by the states from respective sector's perspective.

(e) During implementation, oversee PIUs and Line Departments implementation monitoring for timely and quality delivery of outputs through contractors. Oversee, community intermediation/involvement as required, particularly to make them understand sustainable operation of assets and usage and functionality during disaster times.

(f) Review the physical progress of work for their respective areas and provide necessary feedback for corrective action.

(g) Once the works are completed, oversee smooth transition to integrate with the line departments' regular O&M and upkeep.

(h) Undertake periodic site visits to the participating states, to review the progress of work and provide necessary advice to the states. The time and frequency of visits will be decided based on the need by the Project Director.

(i) Monitor and ensure deployment by the states of right skilled staff to the line departments' nodal agencies, suggest and promote timely training and orientation to the teams to ensure effective implementation of respective sector investments.

(j) Ensure TPQA is done by all the states in time and examine critically the TPQA report and then put up his observations/ suggestions to the PD, NCRMP.

(k) Shall diligently perform/implement/execute other work given by the Project Director or his authorised nominee.

(l) Evaluation of DPR related to retrofitting works for various infrastructure from earthquake point of view.

(m) Evaluation of various technical reports/deliverables submitted by the consulting firms designing the National Siesmic Risk Mitigation Programme (NSRMP).

(n) He/ She will liaise/co-ordinate with States/ World Bank and other agencies and provide inputs to Senior Management as and when required.

3. Reporting:

The Specialist will report to and be guided by Project Director or his authorized nominee.

4. Deliverables and Time Frame

The Engineering Specialist will deliver the following:

- (a) A monthly action plan to be approved by the Project Director.
- (b) A monthly progress report documenting the work carried out each month, including issues that need management's attention. This should encompass an analytic presentation of content and outcomes of discussions at all levels.
- (c) Ensure that the information in the MIS is up to date and correct.
- (d) Review the Project documentation to monitor technical requirements of the Project.

5. Qualifications and Experience:

Essential:

- (a) Master Degree in Engineering from a recognized university with Bachelors Degree in Civil Engineering from recognized University .
- (b) Working knowledge of MS Office (Excel/Word/Powerpoint)

Desirable:

- (a) Persons with Ph. D., additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph. D. From reputed university shall be given additional weightage.

Post Qualification Experience:

Essential:

- (a) 5-10 years practical experience in infrastructure development/Construction works namely, Building works, Road works, Bridge works, Embankment works, Underground cabling works and retrofitting works for various infrastructures (from earthquake point of view) or 5-10 years practical experience in Infrastructure Project Management.

Desirable :

- (a) Familiarity with World Bank Procurement Guidelines/Regulations/ Procurement Plan. Experience with Externally Aided Projects/World Bank aided Project.

6. Age and Remuneration:

- (a) Upper age limit is 50 years as on the last date of receipt of application.

(b) Remuneration band is Rs 1,25,000 - 1,75,000 corresponds to the Consultant (Grade-II) of the NDMA. The Selection Committee shall fix the consolidated remuneration for the position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be allowed.

7. Duration of the contract

The contract will be for one year initially and may be extended with mutual consent based on need and performance by not more than one year at a time.

Account/ Administration Assistant (one post) (Section Officer level) [Group – 'B'(Gazetted)], by Central Government Officials of equivalent rank on deputation basis in Pay Matrix at Level 8 (as per 7th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4600 (pre revised)

On Deputation Basis :

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)

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.

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.

The period of deputation shall be three(03) years or the completion of the Project , whichever is earlier.

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/s may be addressed to **“The Project Accountant/Administration Officer, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project(NCRMP), Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029” latest by 14 /02/ 2021.** However, applications from the persons who are already in the employment may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five years.

**APPLICATION FOR THE POST OF PROJECT ACCOUNTANT & ADMN OFFICER /
ENGINEERNG SPECIALIST / ACCOUNTS & ADMIN ASSISTANT
(ON DEPUTATION/CONTRACT 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 as mentioned in the advertisement	as	Qualifications/Experience possessed by the officer
Essential (1) (2) (3)		
Desirable (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/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:-----

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)