



NATIONAL DISASTER MANAGEMENT AUTHORITY
Ministry of Home Affairs, Government of India
NATIONAL CYCLONE RISK MITIGATION PROJECT
(NCRMP)

NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi -110 029

Tel. No. 26701744 Fax No.26714321



F.No1-6/2020/PMU

Dated: 06th July 2021

Subject: Publication of an advertisement for filling up post of (i) **Project Accountant & Admin Officer** (ii) **Project Manager** (iii) **Admin/Account Assistant** (iv) **Eng. Specialist** in PMU of National Cyclone Risk Mitigation Project regarding.

Sir,

I am directed to forward a copy of the advertisement for filling up post of (i) Project Accountant & Admin Officer (ii) Project Manager (iii) Admin/Account Assistant (iv) Engg. Specialist in Project Management Unit of National Cyclone Risk Mitigation Project (NCRMP). Please upload the details on NDMA and NCRMP website respectively.

2. The last date of receipt of application is 31st August, 2021

This issue with the approval of PD, NCRMP.

Meenakshi
(MEENAKSHI SHARMA)

Project Accountant /Administrative Officer
NCRMP/NDMA

Encl: As above.

1. JA (IT), NDMA Bhawan.
(for update in NDMA Website: www.ndma.gov.in)
(madhur@ndma.gov.in & itsupport@ndma.gov.in)
2. Shri Vijay Kumar Sharma, Manager (IT), NCRMP, NDMA Bhawan.
(for update in NCRMP Website: www.ncrmp.gov.in)
(itmang.ncrmp@gov.in)

F. No.1-6/2020/PMU

Dated: _____

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 and State Project Implementation Unit (SPIUs) in the Project States. The PMU (NCRMP), NDMA invites applications from eligible persons for the following posts:-

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

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

Eligibility

On Deputation basis:-

(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);

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

Note 1. Period of deputation will be three years initially or till completion of the Project, 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.

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.

On contract basis:-

Central Govt officers retired from the post of Under Secretary or equivalent level or higher level, having adequate knowledge in the area of Administration and Accounts.

Age and Remuneration :

- (a) Upper age limit is 63 years as on the last date of receipt of application.
- (b) Remuneration will be governed in accordance with DoE / Ministry of Finance Office Memorandum dated 9th December, 2020.

Duration of 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.

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 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.

II. Project Manager (one post) on deputation (Under secretary Level) in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7th CPC)/ contract basis.

Eligibility

On Deputation basis:-

- (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);

Note 1. Period of deputation will be three years initially or till completion of the project, 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.

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.

On Contract basis:-

- (i) Central Govt officers retired from the post of Under Secretary or equivalent level or higher level, having adequate knowledge in the area of Project Management.

Age and Remuneration :

- (a) Upper age limit is 63 years as on the last date of receipt of application
- (b) Remuneration will be governed in accordance with DoE / Ministry of Finance Office Memorandum dated 9th December, 2020.

or, (ii) Other than retired central Govt. Officers:

(A) Educational Qualification:**(a) Essential**

- Should possess Bachelor degree in Engineering or MBA from recognised University.

(b) Desirable

Persons with PhD, additional qualifications, Research experience published papers and post qualification experience in the relevant field would be preferred. PhD from reputed university shall be given additional weightage.

(B) Post qualification experience:**(a) Essential**

- 5-10 years of post qualification experience in Project Management of Infrastructure projects.
- Working knowledge of MS Office (Excel/word/power point).

(b) Desirable:

Familiarity with World Bank's Procurement guidelines.

Age and Remuneration:

(c) Upper age limit is 63 years as on the last date of receipt of application.

(d) Remuneration band is Rs 1,25,000-1,75,000 corresponding 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 allowances shall be allowed.

Duration of 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.

Duties and responsibilities of Project Manager

Project Manager is responsible for understanding the Project (NCRMP) and providing functional support for Project implementation across the board encompassing all components. He/She will also be responsible for liaising / co-ordination with States PIUs/World Bank and for providing inputs to the Senior Management after analysing MIS reports etc.

III. Admin & Account Assistant (one post) on deputation in Level 8 (Rs.47600- 1,51,100) in Pay Matrix (as per 7th CPC)/.

Eligibility

On Deputation basis:-

- a. Holding analogous post on regular basis in the parent cadre or Department;
Or
- b. With two years` service in Level 7 in Pay Matrix (as per 7th CPC);

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

Duties and responsibilities of Admin & Accountant Assistant.

To assist the Project Accountant/Administrative Officer and Project team for the tasks to be performed by them, filling/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/Consultant & other officials.

Note 1. Period of deputation will be three years or completion of the project 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.

The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay- II dated 17.06.2010 as amended form time to time will govern the deputation.

IV Engineering Specialist

On Contract Basis:-

(A) Education Qualification

(a) Essential:

M. Tech/B. Tech in Civil Engineering field.

(b) Desirable:

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.

(B) Post Qualification experience**(a) Essential:**

- M. Tech with 5-10 years practical experience/B. Tech with 20 years practical experience in Construction works namely Building works, Road works, Bridgeworks, Embankment works, Underground cabling works and retrofitting works for various infrastructures (from earthquake point of view).
- Working knowledge of MS Office (Excel, Word, Power point).

(b) Desirable:

Familiarity with World Bank Procurement Guidelines/Regulations/Procurement Plan, Experience with Externally Aided Projects/World Bank aided Project.

Age: Upper age limit is 63 years as on the last date of receipt of application.

Remuneration: Remuneration band is Rs. 1,25,000 - 1,75,000 corresponding 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 allowances shall be allowed.

Duration of 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.

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 through prefer channel 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.

21432/2021/O/o PD (NCRMP)

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-110019 and must reach latest by August 31st 2021.**

POST APPLIED FOR.....
**APPLICATION FOR THE POST OF PROJECT ACCOUNTANT/ADMN OFFICER/
 PROJECT MANAGER/ENGINEERING SPECIALIST/ACCOUNT & ADMIN ASSISTANT
 (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
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:-----\

21432/2021/O/o PD (NCRMP)

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:-----

18. All educational certificates, Experience certificates, Last pay certificates must be attached with the application duly attached.

Signature of the Candidate
Address
Tel./Mobile No./E-mail

Place

Date

Countersigned
(Employer)