



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

A-1, Safdarjung Enclave, New Delhi-110029.  
Telephone :011-26701744 Fax No. 011-26714321



**NOTICE**

Project Management Unit (PMU), NCRMP invites application from eligible persons for one post of Deputy Project Director (Director level) on deputation basis in pay matrix in the Pay level 13 (as per 7<sup>th</sup> CPC).

Application 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. Applications of the persons are to be forwarded through proper channel. Details of advertisement may be seen in the project website [www.ncrmp.gov.in](http://www.ncrmp.gov.in) and NDMA's website [www.ndma.gov.in](http://www.ndma.gov.in).

## **NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)**

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National Disaster Management Authority (NDMA) is implementing NCRM Project with assistance from the World Bank in coordination with the States of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal. The PMU (NCRMP) invites applications from eligible persons for the post to be filled up as detailed below:

1. **Deputy Project Director: (one post) (By Deputation) (Director level)** in the pay matrix in pay level 13 (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:**

- (i) Holding analogous post; or
- (ii) With 5 years' service in pay matrix in pay level 12; or
- (iii) With 10 years' service in pay matrix in pay level 11.

### **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 Deputy Project Director**

- Reviewing documentation prior to submission to the Project Director for approval;
- Reviewing the project progress, coordination with the States and other agencies, and taking corrective action;
- Interacting and guiding the core team and support teams of PMU;
- Ensuring quality and timely outputs from consultants/specialists;
- Preparation of annual Internal Audit plan, coordination of the internal audit efforts and review the results of 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 Action 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 year or completion of the NCRMP project, whichever is earlier.

**Note 2** – The maximum age limit for appointment by deputation shall not exceed 56 years on the closing date for 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 application accompanied by the Vigilance Clearance and photocopies of 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 duties immediately. Officer once selected will not be allowed to withdraw his/her name. Applications which are not correctly filled in or not accompanied with the detailed as explained above will not be entertained as summarily rejected without further correspondence.

Applications for the above post may be addressed to The Project Accountant/Admin Officer, National Cyclone Risk Mitigation Project (NCRMP), National Disaster Management Authority (NDMA), Government of India, NDMA Bhawan, A-1, Safdarjung Enclave, New

delhi-110029 and may be submitted within 30 days may be submitted from the date of publication of this advertisement in Employment News. The applications may be forwarded through proper channel along with photocopies of their ACRs 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 the officer
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	
(3)	

(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/ Adhoc/ deputation	From	To	Level and pay in Pay matrix held on regular basis	Nature of duties (in detail highlight experience required for the post)

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.

(a) The date of initial appointment \_\_\_\_\_

(b) Period of appointment on deputation/contract:

(c) Name of the parent office/organization to which you belong: \_\_\_\_\_

(d) Name of the post and pay of the post held in substantive capacity in the parent organization \_\_\_\_\_

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. 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.

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

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

14. 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: \_\_\_\_\_

15. Total emoluments as per the month now drawn: \_\_\_\_\_

Level in pay matrix	Pay drawn	Total emoluments

16. 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: \_\_\_\_\_

17. Whether belongs to SC/ST: \_\_\_\_\_

18. Remarks \_\_\_\_\_

Signature of the candidate

Address: .....

Tel./Mobile No. ....

E-mail.....

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

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

(Employer)