

**F.No. 01-15/2021-Admn**  
**Government of India**  
**NATIONAL DISASTER MANGEMENT AUTHORITY**  
**NDMA Bhawan, A-1, Safdarjung Enclave**  
**New Delhi-110029**

Website: [www.ndma.gov.in](http://www.ndma.gov.in)

Phone: 011-26701700

**ADVERTISMENT FOR THE POST OF ADVISOR (OPERATIONS AND COMMUNICATIONS) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA).**

1. Applications are invited in the prescribed format from suitable officers for the post of Advisor (Operations and Communications) on deputation basis in the Level-14 of Level in the pay matrix Rs. 1,44,200-2,18,200/- in National Disaster Management Authority, New Delhi.
2. **Eligibility:** From amongst the officers of the Central Government or Defence Forces or State Governments or Union Territory administrations:
  - (a)
    - (i) Holding analogous post on regular basis in the parent cadre or department;  
or
    - (ii) with three years' service in the Level-13A in the pay matrix or equivalent, rendered after appointment thereto on regular basis in the parent cadre or department;  
or
    - (iii) with five years' service in the level 13 in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department;  
and
  - (b) Possessing the following educational qualifications and experience:-

**Educational Qualifications:** Master's Degree in Science or Electronics or Statistics or Defence Studies or Commerce or arts or Humanities or Business Administration or Degree in Engineering or Technology from a recognized university or institute or equivalent.

**Experience:-**

**(a) Essential:**

(i) fifteen years of experience in operational plan or policy formulation or disaster management or conceptualization, preparation, coordination and management of plans or projects or Senior level management of Defence Forces or Central Police Organisations or Police or Telecommunications; and

(ii) knowledge of latest trends and developments in next generation networks or information security or data based management control."

**(b) Desirable:**

- (i) having undergone training in the relevant fields at the national or international institutes or organizations;
- (ii) experience of implementation or appraisal or review or analysis of projects of communication and information technology.

**Note 1 :** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be initially for five years which may be extended upto seven years on the basis of performance.

**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.

3. The closing date for receipt of application will be **45 days** from the date of publication of this advertisement in the Employment News.
4. Those who are working in Central Government or Defence Forces or State Governments or Union territory administration may be forwarded through proper channel. It may be confirmed that in the event of selection for appointment, the officer once selected will not be allowed to withdraw his/her name.
5. While forwarding the application copy of the following documents are to be sent along with the application.
  - **Complete ACR dossier's/attested copies of ACR'S of the applicant (last five years).**
  - **A certificate about the Integrity of the officer recommended for appointment on Deputation.**
  - **Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate Status.**
  - **Certificate, Major/Minor penalty imposed if any, on the officer during the last 10 years/service period whichever is less.**
6. Application format can be downloaded from here. The duly filled in application along with attested copy of all relevant certificates to be sent to **Under Secretary (Admn.), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029** super scribing on the envelope "Application for the Advisor (Operations and Communications) in NDMA, New Delhi.

**APPLICATION FOR THE POST OF ADVISOR (OPERATIONS AND COMMUNICATIONS)  
ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT  
AUTHORITY, NEW DELHI**

**Bio-Data Proforma**

1. Name and Address in Block Letters: \_\_\_\_\_
2. Date of Birth(in Christian era) : \_\_\_\_\_
3. Date of superannuation under  
Central/State Government rules : \_\_\_\_\_
4. Educational Qualification : \_\_\_\_\_
5. Whether Educational and other Qualifications required for the post are Satisfied (if any qualification has been treated as equivalent to the prescribed in the rules, state the authority for the same)

Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential (1)	
(2)	
(3)	
Desirable (1)	
(2)	

(Add additional sheet if necessary)

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

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organisation	Post held	From	To	Scale of pay/Grade Pay/ Pay Level and basic pay	Nature of duties

8. Nature of present employment, ie,  
Ad hoc or temporary or permanent: \_\_\_\_\_

9. In case of the present employment is held on deputation/contract basis, please state:-

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

(i) Period of appointment on deputation/Contract :-  
\_\_\_\_\_

(ii) Name of the parent office/organization to  
Which you belong : \_\_\_\_\_

10. Additional details about present employment: \_\_\_\_\_

Please state whether working under:-

(i) Central Government \_\_\_\_\_

(ii) State Government \_\_\_\_\_

(iii) Union Territory administration \_\_\_\_\_

(iv) Autonomous organizations \_\_\_\_\_

(v) Government Undertaking \_\_\_\_\_

(vi) Universities \_\_\_\_\_

11. Are you in Revised Scale of Pay as per 7<sup>th</sup> CPC? If yes, give the date from which the revision took place and also Indicate the pre-revised scale: \_\_\_\_\_

12. 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: \_\_\_\_\_

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

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

**(Signature of the Candidate)**

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

Address \_\_\_\_\_

(Tel./Mobile No \_\_\_\_\_

E.mail \_\_\_\_\_

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

**(Employer)**