



F. No. 01-23/2021-Admn.
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi -110 029
Tel. No. 26701796, 26701700

Sub: Advertisement for filling up of one post of Joint Advisor (Capacity Building and Training) on deputation basis in National Disaster Management Authority (NDMA). National Disaster Management Authority invites applications from eligible candidates having following qualification and experience :-

Sl. No.	Name of Post	Post Nature	Vacancy	Salary	Educational Qualification*	Experience	Max. Age Limit
1	Joint Advisor (Capacity Building and Training/CBT)	Deputation	01	Level 13 Pay Matrix Rs. 1,23,100-2,15,900/-	Master's Degree in Science or Medicine or Economics or Statistics or Defence Studies or Arts or Humanities or Commerce or Business Administration or Degree in any branch of Engineering or Technology from a recognized university or institute or equivalent.	Twelve years' experience in Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union Territories administration; (ii) experience in policy formulation, preparation and implementation or project appraisal, review and monitoring of schemes and plans at state or national level.	56 years

2. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) for filling up of one post of Joint Advisor (CB&T), is indicated in the Recruitment Rules (RRs)/ of the above discipline and may be seen on NDMA website at <http://ndma.gov.in>

3. Interested candidates may send their application in the prescribed proforma available on the NDMA website through proper channel alongwith certificates establishing educational qualification, experience and grade pay to Under Secretary (Admn.), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within 45 days from the date of publication of advertisement in the Employment News.

Important note: Incomplete application will not be considered.

(Abhishek Biswas)
Under Secretary (Admn)



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029
Tel. No.: 011-26701700



F. No. 01-23/2021-Admn.

Dated: 25.01.2022

To,

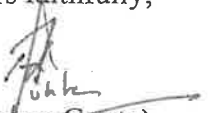
The Directorate of Advertising and Visual Publicity (DAVP),
Soochna Bhawan,
Phase-V, CGO Complex, Lodhi Road,
New Delhi-110003.

Sub: Advertisement for filling up one post of Joint Advisor (Capacity Building and Training) on deputation basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that this Authority desires to filling up one post of Joint Advisor (CB&T) on deputation basis in National Disaster Management Authority. The enclosed press advertisement to this effect may please be published in The Times of India Delhi Region.

Yours faithfully,


(Ashok Kumar Gupta)
Under Secretary (Admn.)

Encl: As above

F. No. 01-23/2021-Admn
Government of India
National Disaster Management Authority
NDMA BHAWAN, A-1, Safdarjung Enclave, New Delhi-110029

Website: <https://ndma.gov.in/en/careers.html>

Phone: 011 26701700

National Disaster Management Authority invites applications for filling up one post of Joint Advisor (Capacity Building and Training) on deputation basis in NDMA.

Further details in this regards are available at NDMA website (<https://ndma.gov.in/en/careers.html>). The applications should reach to the undersigned through proper channel within **45 days** of publishing of this advertisement in the Employment News.

Under Secretary(Admn)

F. No. 01-23/2021-Admn
Government of India
NATIONAL DISASTER MANGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave
New Delhi-110029

Website: www.ndma.gov.in

Phone: 011-26701700

**ADVERTISEMENT FOR THE POST OF JOINT ADVISOR (CAPACITY BUILDING AND TRAINING)
ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY
(NDMA).**

1. Applications are invited in the prescribed format from suitable officers for the post of Joint Advisor (Capacity Building and Training) on deputation basis in the Level-13 of Level in the pay matrix Rs. 1,23,100- 2,15,900/- in National Disaster Management Authority, New Delhi.
2. **Eligibility:** From amongst the officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union Territories:
 - (a) (i) Holding analogous post on regular basis in the parent cadre or department;
or
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay of Rs. 15,600-39,100 plus Grade pay Rs. 7,600 (per-revised) or equivalent in the parent cadre or department;
and
 - (b) Possessing following educational qualifications and experience;-

Educational Qualifications:

(a) **Essential** : Master's Degree in Science or Medicine or Economics or Statistics or Defence Studies or Arts or Humanities or Commerce or Business Administration or Degree in any branch of Engineering or Technology from a recognized university or institute or equivalent.

(b) **Desirable:**

Doctorate Degree in the relevant subject referred to in clause (a) above.

Experience:

(a) **Essential**

(i) Twelve years' experience in Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories administration:

(ii) experience in policy formulation, preparation and implementation

or project appraisal, review and monitoring of schemes and plans at state or the national level.

(b) Desirable:

- i. Experience of working in Training Institutes at State or national level:
- ii. Experience of preparation or appraisal or execution or monitoring of disaster or mitigation schemes operational at State or national level:
- iii. Experience in management or handling of disaster:
- iv. Having undergone training in the relevant fields at reputed national or international institutional Institutes or organizations.

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.**

Application format can be downloaded from NDMA website at <http://ndma.gov.in>. 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 Joint Advisor (CB&T) in NDMA, New Delhi.**"

APPLICATION FOR THE POST OF JOINT ADVISOR (CAPACITY BUILDING AND TRAINING) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY, NEW DELHI.

Application 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. Educational Qualification: _____
5. Whether Educational and other Qualification 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	Qualifications/ Experience possessed by the officer
Essential (1)	
(2)	
(3)	
Desired (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/Instt./Orgn.	Post held	From	To	Scale of Pay 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:-
- ii. Central Government _____
- iii. State Government _____
- iv. Autonomous Organization _____
- v. Government Undertakings _____
- vi. Universities _____
11. Are you in Revised Pay Matrix Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale and level of Pay Matrix in the revised scale: _____
12. Total emoluments as per month now drawn: _____
13. Additional information, if any, which you would like to mention in support to your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement)
(Note: a separate sheet, if the space is insufficient) _____
14. Whether belongs to SC/ST: _____
15. Remarks: (The candidates may indicate information with regard To (i) Research publications and reports and special projects; (ii) Awards/ Scholarship/Official appreciation (iii) Affiliation with the Professional bodies/institutions/societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient) _____
16. Details of computer knowledge/ Language _____

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date: _____

Address: _____

Tel/Mobile No. _____

E.mail _____

VERIFICATION

It is certified that the particulars given by the candidates in his/her application, column No.1-16 have been verified from the service records and are true, correct and complete.

Date _____

Place _____

Signature _____

Name _____

Designation _____

Address _____

Office seal Telephone No. & Fax. No.

Note: Kindly forward the application through proper channel.