



भारत सरकार, गृह मंत्रालय
Government of India, Ministry of Home Affairs
राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY
राष्ट्रीय चक्रवात जोखिम शमन परियोजना



National Cyclone Risk Mitigation Project (NCRMP)
5th Floor, Chanderlok Building, 36, Janpath, New Delhi-01
Telephone: 011-23445808 | Email: adm.ncrmp@gov.in

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Advertisement No. 1-21/2015/PMU(Vol-II)

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in co-ordination with 06 Coastal States of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal. There is a Project Management Unit (PMU) at NDMA and State Project Implementation Units (SPIUs) in the Project States. The PMU (NDMA) invites applications from eligible persons to fill one post each of :-

1. Account/Administration Assistant (one post) (Section Officer level) [Group – 'B' (Gazetted)], by retired officers of equivalent rank on contract basis or 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)

Eligibility for Deputation:-

(i) Officer equivalent of General Central Group 'B'/CSS Group 'B' (Non-Gazetted)/holding analogous post.

or

(ii) 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).

or

(iii) With five years' service in Level 6 in Pay Matrix (as per 7th CPC) and Grade Pay of Rs.4200/-.

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

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.

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

Duties and responsibilities of Accounts/Admin Assistant (Section Officer level): 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.

2. **Section Officer (one post) on deputation or contract 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)**

Eligibility for Deputation :-

- (i) Holding analogous post on regular basis in the parent cadre or Department;
- or
- (ii) With two years' service in Level 7 in Pay Matrix (as per 7th CPC);
- or
- (iii) 5 year's service in level- 6 in Pay Matrix (as per 7th CPC).

Desirable Experience: Dealing with Projects/Schemes preferably funded by externally aided agencies.

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.

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

Duties and responsibilities of Section Officer

- (i) Section Officer will be responsible for Planning, Coordination, Management and Monitoring and Evaluation of Project. He shall oversee the day-to-day functioning of the PMU relating to aforesaid matter.
- (ii) Covers processing of all communications, including noting and drafting of references, relating of National Cyclone Risk Mitigation Project (NCRMP) to all concerned Ministries / Departments of the Government of India and States / UTs and the World Bank.

Terms and Conditions for Deputation :-

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. 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.

On Contract Basis :-

Eligibility : Central Govt/State Govt Employees retired from the post at level 8 or above as per 7th CPC.

Age and Remuneration : Upper age limit is 62 years as on the last date of receipt of application. Remuneration as per Govt of India, Ministry of Finance, Department of Expenditure Office Memorandum F No 3-25/2020-E-IIIA dated 09th December 2020 and NDMA Recruitment Hand Book- May 2023.

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 to, based on need and performance by not more than one year at a time.

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), 5th Floor, Chanderlok Building, 36 Janpath, New Delhi-110001" within 30 days from the date of publication of the advertisement in Employment News.

Proforma/Format of application is given below:

PROFORMA FOR APPLICATION

1. Advertisement No. and title of Post applied for:

2. Name (in Block Letters) :

3. Date of Birth (Christian Era) :

4. Nationality :

5. Father's/ Spouse Name :

6. Address for correspondence :
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Affix signed
Passport size
copy of recent
photograph

(Application will be rejected without contact number and email)

7. Permanent Address :

(a) Telephone Number :

(b) Email ID :

8. Qualifications :

(a) Educational Qualifications :

S.No.	Course/ Degree	Subject	University/ Institute	Year of Passing	Division

(b) Professional Qualification :

S.No.	Course/ Degree	Subject	University/ Institute	Year of Passing	Division

9. Desirables :

10. Total Experience directly relevant to the post applied (in months) :

11. Total employment experience and details (in months) indicating the nature of duties and responsibilities :

S.No.	Organization/ Institute	Period		Nature of Work	Total Remuneration drawn	Remarks
		From	To			

12. Desirable experience :

13. If selected, minimum time required to join the post :

14. Present Remuneration :

15. Any other information :

Declaration

I affirm that information give in this application is true and correct. I also fully understand that if at state it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)

Place :

Date :

Note:

(a) All forms/ Column of this application form must be filled.

(b) Self attested copies in support of education qualification, experiences and remuneration must be attached.