



Government of India

राष्ट्रीय आपदा प्रबंधन प्राधिकरण एनडीएमए

भवन ए. 1, सफाजुंग एन्क्लेव, नई दिल्ली - 29 फ़ोन - 011-2670700

NATIONAL DISASTER MANAGEMENT AUTHORITY

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi - 29, Phone- 011-26701700



F. No. 01-33/2022-Admn.

Dated: 02.12.2022

To,

Assistant Director, Advertisement,  
Employment News,  
Ministry of Information & Broadcasting,  
VII Floor, Soochna Bhawan, CGO Complex,  
Lodhi Road, New Delhi-110003. Phone: 011-24369429  
Fax: 011-26193012

Sub: Advertisement for filling up one post of Duty Officer (Operations Centre) on deputation basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that this Authority intends to fill up the following post on deputation basis in National Disaster Management Authority (NDMA).

Sl No.	Name of Position	No of Post
1	Duty Officer (Operations Centre)	01

2. The enclosed press advertisement to this effect may please be published in Employment News urgently. This same may also be uploaded online on your website.

Yours faithfully,

(Abhishek Biswas)

Under Secretary, NDMA

Encl: As above

Copy to:-

1. Joint Advisor (Communication & IT) along with a copy of press advertisement with the request to upload the details on the official website of NDMA and also arrange to upload the advertisement on National Career Service Portal (NCSP) of Ministry of Labour and employment.
2. D.S (PR & AG) alongwith a copy press Advertisement with request to upload the Advertisement on Facebook and twitter page of NDMA.
3. Notice Board NDMA.

Copy for information to:-

1. Sr. PPS to Member & Secretary (I/C), NDMA
2. PPS/PA to Member (RS), Member (KSV) and Member (SAH), NDMA



सत्यमेव जयते

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भवन, ए-1, सफदरजंग एन्क्लेव, नई दिल्ली - 29, फोन - 011-26701700

NATIONAL DISASTER MANAGEMENT AUTHORITY

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi - 29, Phone- 011-26701700



F. No. 01-33/2022-Admn

**Sub: Advertisement for filling up one post of Duty Officer (Operations Centre) on deputation basis in National Disaster Management Authority (NDMA).**

NDMA invites applications from eligible Government officers having following educational qualification and experience:-

Sl. No.	Name of Post	Post in Nature	Number of post	Level in the pay matrix	Eligibility	Experience	Max. Age Limit
1.	Duty Officer (Operations Centre)/ Group 'A'	Deputation	01	Level 11	Officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories;  (a)(i) holding analogous post on regular basis in the parent cadre or department; Or (ii) With five year's service in level 9 in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the present cadre or department;  (c) possessing following educational qualification and experience;  <b>Education Qualification:</b>  Bachelor's Degree in Science or Economics or Statistics or Defence Studies or Commerce or Business Administration or Degree in Engineering or Technology from a recognized university or institute or equivalent.	Essential: Five years experience in administration and operational areas, etc., in Defence Forces or Central Police Organizations or Police or Telecommunications.	56 Years

2. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) for appointment of Duty Officer (Operations Centre) is indicated in the Recruitment Rules (RRs) and may be seen on NDMA website (<https://ndma.gov.in/en/careers.html>).

3. Interested eligible Government officer may send their application in the prescribed proforma available on the NDMA website alongwith certificates establishing educational qualification, experience and grade pay through proper channel 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.

F.No. 01-33/2022-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 DUTY OFFICER (OPERATIONS CENTRE) ON  
DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA).**

1. Applications are invited in the prescribed format from suitable officers for the one (1) post of Duty Officer (Operations Centre) on deputation basis in the Level-11 ( pay matrix Rs. 67,700-2,08,700/- ) 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 Level-9 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:** Bachelor's Degree in Science or Economics or Statistics or Defence Studies or Commerce or Business Administration or Degree in Engineering or Technology from a recognized university or institute or equivalent.

**Experience:-**

Five years' experience in administration and operational areas, etc., in Defence Forces or Central Police Organizations or Police or Telecommunications.

**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 not exceed five years.

**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. Eligible and willing officers working in Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union territories administration may forwarded their application through proper channel. 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 Duty Officer (Operations Centre) in NDMA, New Delhi.

**APPLICATION FOR THE POST OF DUTY OFFICER (OPERATIONS CENTRE ) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT**

**AUTHORITY, NEW DELHI**

**Bio-Data Proforma**

1. Name and Address in Block Letters: \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth(in Christian era) : \_\_\_\_\_
4. Date of superannuation under Central/State Government rules : \_\_\_\_\_
5. Educational Qualification : \_\_\_\_\_
6. 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)

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

9. Nature of present employment, ie, Adhoc or temporary or permanent: \_\_\_\_\_
10. 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 : \_\_\_\_\_
11. 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 \_\_\_\_\_
12. 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: \_\_\_\_\_
13. 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: \_\_\_\_\_
14. Whether belongs to SC/ST: \_\_\_\_\_
15. Remarks: \_\_\_\_\_

**(Signature of the Candidate)**

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

Address \_\_\_\_\_

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

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

To be filled up by the cadre controlling authority

Officer of .....

F. No. ....

Date: .....

1. The applicant ..... If selected, will be relieved immediately for a period of three years. The lending department may relieve the officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed.

Signature .....

Name, Designation & Tele of the following officer

(Office Stamp)

Date:

Place: