



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1 Safdarjung Enclave,
New Delhi -110029
Ph. 26701899 Fax 26701834



NoA-2/2/2010-Admn(C)

Dated: 31st July.2015

To,

The General Manager,
Employment News,
Ministry of Information & Broadcasting.
East Block-IV, Level-VII,
R. K. Puram, New Delhi-110 066.

Sub : **Advertisement for filling up of Group A, B and C posts on deputation basis in National Disaster Management Authority (NDMA).**

Sir,

I am directed to state that this Authority desires to fill up vacancies in Group A, B and C categories on deputation basis in National Disaster Management Authority (NDMA) New Delhi. The enclosed press advertisement to this effect may please be published in Employment News urgently. This may also be uploaded online in your website.

Encl :: As above

Yours faithfully,

(Turam Bari)
Under Secretary (Adm), NDMA

Copy to:-

1. NIC, NDMA along with a copy of press advertisement with request to upload the details of advertisement on the official website of NDMA.

Government of India
National Disaster Management Authority (NDMA)
(An Authority created under D. M. Act-2005)

NDMA invites applications for filling up **the following posts on deputation basis:-**

- (i) One post of Joint Advisor (Information Technology & Communication) in the pay band of Rs.37,400-67,000/- plus Grade of Rs8,700/-,(Group A)
 - (ii) One post of Assistant Advisor (Communications) Pay Band Rs.15,600-39,100- GP Rs.6600/-
 - (iii) One post of Assistant Advisor (Information Technology), Pay Band Rs.15,600-39,100/- GP Rs.6600/-
 - (iv) two posts of Duty Officer (operations Centre) in Pay Band-(Rs. 15,600-39100) with Grade Pay of Rs. 6,600/-.
 - (V) Three posts of Senior Research Officer –Pay Band Rs.15,600-39,100/- GP Rs.6600/- (Under Secretary level post)
 - (vi) One post of Technician (Communication) in the pay band of Rs.9300/- -34,800/- plus grade pay Rs.4,200/-
 - (vii) Two posts of Technician (Information Technology) in the pay band of Rs.93,00-34,800/- plus Grade pay Rs.4,200/-
 - (viii) One post of Cashier in the pay band – Rs. 52,00 – 20,000 /- plus Grade pay – Rs. 2400/-
- Filled - in applications in the prescribed Performa, with copies of the requisite documents duly enclosed, should reach the **Under Secretary (Admn.), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within 60 days from the date of publication of advertisement in the Employment News.** For the application format and details of qualification, experience, age limit & other requirements etc., please visit “Careers” option in our website: <http://ndma.gov.in>



Government of India

NATIONAL DISASTER MANAGEMENT AUTHORITY
(An Authority created under D. M. Act - 2005)



NDMA Bhawan,
A-1, Safdarjung Enclave,
New Delhi – 110029.

Applications from eligible persons are invited for the following Posts **on deputation basis:-**

1. Joint Advisor (Information Technology & Communication):: (One Post) (By Deputation) in the scale of pay of Rs. 37,400-67,000 plus 8,700/- (Grade Pay).

Eligibility: Deputation: From amongst the officers of the Central Government or Defence Forces or Central Police Organisations or Police or State Governments or Union Territories:

(i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) with five year's 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/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

Educational Qualifications: Master's Degree in Science or Business Administrations or Defence Studies or Degree in Electronics or Telecommunications or "Information Technology":

(ii) Experience in policy formulation, preparation and handling of large integrated communication networks;

(iii) Knowledge of latest trends and developments in the field of communication or information security or developments in next generation networks or data based management.

(a) Desirable:

(i) Experience in formation or preparation or implementation of communication projects at national level;

(ii) Experience in establishment of data fusion centre, data recovery and cyber space protection; **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.

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2. **Assistant Advisor (Communications) :: (One Post) (By Deputation)** in the scale of pay of Rs. 15,600-39,100 plus 6,600/- (Grade Pay).

Eligibility: From amongst the officers of the Central Government or Defence Forces or Central Police Organisations or Police or State Governments or Union Territories:

(i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) with five year's service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay of Rs. 9,300-34,800 plus Grade Pay Rs. 5,400/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

Educational Qualifications: Bachelor's Degree in Computer Science or Electronics or informational Technology or Telecommunications from a recognized university or institute or equivalent.

Experience: five years' experience in handling of communication network projects in Defence Forces or Central Police Organisations or Police or Police Wireless and Communications or Telecommunications.

Note 1.- The requirement of experience is relaxable by the Central Government on the recommendations of the Selection Committee in the case of candidate otherwise well qualified, for reasons to be recorded in writing.

Note 2.- 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 3.- 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. **Assistant Advisor (Information Technology):: (One Post) (By Deputation)** in the scale of pay of Rs. 15,600-39,100 plus 6,600/- (Grade Pay).

Eligibility: From amongst the officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union Territories:

(i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) with five year's service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay of Rs. 9,300-34,800 plus Grade Pay Rs. 5,400/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

Educational Qualifications: Bachelor's Degree in Computer Science or Electronics or Informational Technology or Telecommunications from a recognized university or institutes or equivalent.

Experience: five years' experience in handling of Information Technology Networks.

Note 1.- The requirement of experience is relaxable by the Central Government on the recommendations of the Selection Committee in the case of candidates otherwise well qualified, for reasons to be recorded in writing.

Note 2.- 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 3.- 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.

4. **Duty Officer (Operations Centre) :: (2 Posts) (By Deputation) in the scale of pay of Rs. 15,600-39,100 plus 6,600/- (Grade Pay).**

Eligibility: From amongst the officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union Territories:

(i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) with five year's service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay of Rs. 9,300-34,800 plus Grade Pay Rs. 5,400/- or equivalent in the parent cadre or department; **and** (b) Possessing 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.

5. **Senior Research Officer- three (3) posts on deputation basis**

(Pay band Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-)

From amongst the Officers of the Central Government or State Governments or Union Territories or Universities or Public Sector Undertakings or Recognized Academic or Research or Training Institutions, and Semi-Government or Statutory or Autonomous or Local Bodies;

(a) (i) Holding analogous post on regular basis in the parent cadre or department;

or

(ii) with five year's service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay of Rs.9,300-34,800 plus Grade Pay Rs.5,400 or equivalent in the parent cadre or department;

and

(a) possessing educational qualifications and experience prescribed as under:

(A) Educational Qualifications:

(i) Master of Arts, or Master of Science or Bachelor of Veterinary Science or Bachelor of Medicine and Bachelor of Surgery or Bachelor of Technology or Bachelor of Engineering in the relevant field from a recognized university equivalent, or institute or equivalent degree.

or

(ii) Master of Philosophy or Master of Veterinary Science or Master of Technology in the relevant field from a recognized university or institute or equivalent, or equivalent degree,

or

(iii) Doctor of Philosophy or Doctor of Medicine or Master of Surgery in the relevant field from a recognized university or institute or equivalent, or equivalent degree.

(B) Experience: (i) five years' experience for those possessing educational qualification referred to in item (i) above. (ii) three years' experience for those possessing educational qualification referred to in item (ii) above. (iii) two years' experience for those possessing educational qualification referred to in item (iii) above.

Note : The exact nature of experience in the required area of disaster management shall be indicated in the advertisement for the relevant posts.

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 vacancies caused on account of the incumbents being away on deputation (including short-term contract) or on long illness or on study leave or due to any other reason for a duration of one year or more may be filled on deputation basis from the officers of the Central Government.

Note 3 : The maximum age-limit for appointment by deputation (including short-term contract and deputation on absorption basis) shall not exceed fifty-six years of age as on the closing date for the receipt of applications.

6. TECHNICIAN (COMMUNICATIONS):: (1 Post)(**by deputation**) in the scale of pay of Rs.9,300-34,800 plus Grade Pay of Rs. 4,200/-.

Eligibility: Persons holding analogous posts on regular basis in Central Government **or** having atleast five years of regular service in the posts in the scale of pay of Rs.5,200-20,200 plus Rs.2,400/- (Grade Pay) and possessing (a) **Essential:** Diploma in Electronics or Telecommunications from a recognized Institution or equivalent, (b) **Desirable:** CCNA Cisco Certified Network Associate) qualified, and having three years experience in the field of Communications and Networking including Network Management and Control in Defence Forces or Central Police Organizations or Police Wireless and Communications 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-Eight years of age as on the closing date for the receipt of applications.

7. TECHNICIAN (INFORMATION TECHNOLOGY):: (2 Posts)(**by deputation**) in the scale of pay of Rs.9,300-34,800 plus Grade Pay of Rs. 4,200/-.

Eligibility: Persons holding analogous posts on regular basis in Central Government **or** State Govt./ Union Territories having five years of regular service in the posts in the scale of pay of Rs.5,200-20,200 plus Grade Pay of Rs.2,400/- and possessing Diploma in Computer Science or Information Technology from a recognized Institution or equivalent and having (a) **Essential:** Three years experience in Computer Hardware or Software including routine trouble -shooting and as a LAN or WAN administrator in Defence Forces or Central Police Organizations or Police Wireless and Communications or Telecommunications or Information Technology (b) **Desirable:** Exposure to Information Security and Database Management.

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-Eight years of age as on the closing date for the receipt of applications.

8. **CASHIER ::** (01 post) (**by deputation**) in the scale of pay of Rs.5,200-20,200/- plus grade pay Rs.2400/-

Eligibility: From amongst the official of the Central Government:

(a)(i) holding analogous post on regular basis in the parent organization,

OR

(ii) having at least eight years of regular service in the posts in the scale of pay Rs.5200-20,200/- plus grade pay Rs.1900/- or equivalent in the parent organization.

AND

(b)(i) having undergone training in Cash and Accounts in the Institute of Secretariat Training and Management or equivalent,

(ii) having three years experience in handling Cash and Accounts

Note 1.- Period of deputation will ordinarily be three years which may be extended further upto a maximum period of two years with the approval of the Competent Authority.

Note 2.- The maximum age limit for appointment by deputation shall not exceed fifty –Eight years of age as on the closing date for the receipt of applications.

APPLICATION FOR THE POST OF.....(ON DEPUTATION)

Bio-Data Pro Forma

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 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)

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/instit./ Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of duties

8. Nature of present employment, i.e.,
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 : _____

(b) Period of appointment on deputation/ Contract _____

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

10. Additional details about present employment: _____
Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Autonomous organizations _____

(d) Government Undertakings _____

(b) Universities _____

11. Are you in Revised Scale of Pay? If yes, give the date

from which the revision took place and also indicate the

pre-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 UR/ OBC /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./MobileNo.....

E.mail.....

Note: Persons employed in Government organizations or otherwise should forward their application through proper channel i.e. employer.
Separate application for each post may be submitted

VERIFICATION

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

Date_____

Signature_____

Place_____

Name_____

Designation_____

Address_____
Office seal Telephone No. & Fax No.