



NATIONAL DISASTER MANAGEMENT AUTHORITY
Ministry of Home Affairs, Government of India
NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

Wing 14, First Floor, NDMA Bhawan, A-1 Safdarjung Enclave

New Delhi-110029

Telephone: 011- 26701744

Fax: 011-26714321



Advertisement No. 1-14/2015-PMU

National Disaster Management Authority (NDMA) is implementing Phase I of National Cyclone Risk Mitigation Project with assistance from the World Bank in coordination with the States of Andhra Pradesh and Odisha and National Institute of Disaster Management, New Delhi. The cost estimates of Phase I has been revised with the revised date of completion as 31st March, 2018. Phase II of the Project is also being implemented in coordination with the State of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal with date of completion as 31st March, 2020. NDMA has set up the Project Management Unit (PMU) at its office in New Delhi. NDMA invites applications for the positions given in the table below which will be filled up on the basis of a contract for the period of employment. The contract will be for a period of three years initially and may be extended with mutual consent based on need and performance by not more than one year at a time up to maximum of 2 years or closure of NCRMP Phase II, whichever is earlier. Educational qualifications & experience required and remuneration offered are given in the table below. For details of NCRMP and duties/responsibilities of each position, please visit www.ncrmp.gov.in or www.ndma.gov.in.

Post No.	Job Title/Remuneration	Educational Qualifications	Post Qualification Experience & Expectations
1.	MIS Specialist Rs.60,000/- p.m. (Consolidated)	B.Tech in Information Technology	8 years experience in IT/Computer/Software Industry. Preference will be given for experience in externally aided projects especially in World Bank and familiarity and experience in working with Central/State Governments/Public Sector Undertakings etc.
2.	Environment Specialist Rs.60,000/- p.m. (Consolidated)	Master`s Degree in Environmental Science/Ecology & Environment /Degree in Environmental Engineering.	An experience of at least 8 years in similar assignments. The Specialist selected will need to demonstrate experience and expertise in the areas of (a) Environmental regulations relevant to the project; (b) Environmental assessment of urban and rural infrastructure/development projects; (c) Preparation and management of project specific Environment Management Plans; (d) A reasonably high level of written and oral communication skills. Desirable Familiarity with the environmental safeguard policies of the World Bank and experience with externally aided projects and knowledge/proficiency to deal with GIS Maps.

3.	Social Management Specialist Rs.60,000/- p.m. (Consolidated)	(i)Master`s Degree in Social Sciences preferably in social work/sociology/rural management; (ii)Knowledge of computer applications to manage data base and generation of reports.	At least 8 years of professional experience in the areas of land acquisition, involuntary resettlement, consultation and participation, socio- economic surveys, livelihoods/social capital restoration monitoring and evaluation of social development activities, and also preferably disaster management. Desirable: Experience of working in similar or related projects financed by the external/multilateral agencies.
4.	Financial Specialist Rs.70,000/- p.m. (Consolidated)	(i)Qualified Chartered Accountant/Cost Accountant with at least 5 years post qualification experience or M.Com. with 8 years experience.	i)Experience in the maintenance of accounts, monitoring of expenditure and forecasting of the budget requirements; (ii)Familiarity with the use of off-the shelf accounting packages/working knowledge of MS Office (Excel/Word/Power Point); (iii)Familiarity with Govt financial procedures and reporting. Desirable Experience with Externally Aided Projects.
5.	Engineering Specialist Rs.60,000/- p.m. (Consolidated)	Bachelor`s Degree in Civil Engineering from a recognised university.	At least 8 years practical experience in supervision of construction works. Desirable Experience of construction in the coastal areas and/or related with disaster management projects.
6.	Procurement Specialist Rs.60,000/- p.m. (Consolidated)	A Graduate in Engineering from a recognised university or a Post Graduate Diploma in Management. A Post Graduate Diploma in Construction/Contract Management is desirable.	i)At least 8 years hands on experience in procurement processes; (ii)Expertise in the procurement procedures involved in externally aided projects especially World Bank; (iii)A working knowledge of basic office software packages; (iv)Knowledge of administrative and tender procedures in Government Departments. (v)Familiarity and experience in working with implementing agencies at state and below state levels.
7.	IT & Network Manager Rs.50,000/- p.m. (Consolidated)	Master`s Degree in Computer Application.	(i)At least 5 years experience in IT/Computer/Network Industry. (ii)Experience in externally aided projects especially in World Bank and familiarity and experience in working with implementing agencies at the state and below state levels. (iii)Knowledge of administrative and on-line monitoring procedures in Government Departments.

			(iv) Experience and expertise in software development, web development, project management, ERP system development using PHP, Mysql and Wordpress.
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B. General Conditions:

- (i) Candidates applying for more than one post should submit separate applications.
- (ii) Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
- (iii) Applications received after the due date, unsigned applications, applications where the post no. is not filled in/not filled in correctly and applications incomplete in any respect will not be considered.
- (iv) Only Indian Nationals need apply.
- (v) Canvassing in any form will lead to disqualification.
- (vi) It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- (vii) The applications must be sent in neatly typed out form in A-4 size paper 210x297 mm.

C. Interested qualified persons may send applications by post to the following address not later than 21 days from the date of publication of advertisement in Employment News on the prescribed proforma .

**Shri R.K.Yadav,
Project Accountant & Administrative Officer
National Disaster Management Authority
National Cyclone Risk Mitigation Project (NCRMP)
Wing 14, First Floor, NDMA Bhawan,
A-1, Safdarjung Enclave,
New Delhi-110029.**

Proforma for application:

01. Advertisement No., the Post applied for and Post No.
02. Name (in block letters):
03. Date of Birth (in Christian era):
04. Nationality:
05. Father`s/Spouse`s name:
06. Address for correspondence(with Telephone/Mobile Nos. and e-mail ID address):
07. Permanent address:
08. Qualifications:

(a) Educational Qualifications:

S. No.	Course/Degree	Subject(s)	University/Institute	Year of passing	Division/Grade/Percentage of marks

(b) Professional Qualifications

9. Total experience directly relevant to the post applied for (in months):
10. Total employment experience and details (in months) indicating the nature of duties and responsibilities including experience of working with externally aided projects, if any:

S. No.	Organisation /Institute	Period From To	Nature of duties and responsibilities including experience with externally aided projects, if any	Remarks

11. If selected, minimum time required to join the post:
12. Any other information:

Declaration

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

(Signature of the applicant)

Place
Date