

F.No. 2-1/2017-Admn.
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA BHAWAN, A-1, SAFDARJUNG ENCLAVE
New Delhi-110 029

Website: ndma.gov.in

Fax: 011-26701834

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

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- (I) Applications are invited in the prescribed format from suitable officers for the post of Joint Advisor (Capacity Building and Training/CBT) on deputation basis in the Pay Band-4 (Rs. 37,400-67,000 plus Grade pay Rs. 8,700/- (Pre-revised) in National Disaster Management Authority, New Delhi.
- (II) **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/- (Pre-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 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.
(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 disasters.

(iv) having undergone training in the relevant fields at reputed national or international institutes or organisations.

Note: 1 Period of deputation including period of deputation in another ex-cadre post held immediately preceeding 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.

(v) The closing date for receipt of application will be 45 days from the date of publication of this advertisement in the Employment News. **Last date of receipt of application is 17.07.2017.**

(vi) Those who are working in Central Government Ministries and Departments/PSU/Autonomous Bodies etc. 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.

(vii) While forwarding the application the following documents are to be sent along with the application.

- * Complete ACR dossier's/attested copies of ACRs 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.

(viii) The detailed advertisement and the application format will be hosted in the NDMA website at ndma.gov.in, Application format can be downloaded from here. The duly filled in application along with attested copies of all relevant certificates to be sent to Under Secretary (Admn.), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029 super scribing on the envelop "Application for the post of Joint Advisor (Capacity Building and Training/CBT) in NDMA, New Delhi.

(Partha Kansabanik)
Under Secretary (Admn.)

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

Bio-Data 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/ required	Experience	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:-

(i) Central Government _____

(ii) State Government _____

(iii) Autonomous Organization _____

(iv) Government Undertakings _____

(v) 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.

