



Government of India

राष्ट्रीय आपदा प्रबंधन प्राधिकरण एनडीएमए

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. 01-28/2021-Admn.

Dated: 27/04/2022

To,

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

Sub: Advertisement for filling up one post of Assistant Advisor (Information Technology) on deputation basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that National Disaster Management Authority intend to fill up one post of Assistant Advisor (Information Technology) on deputation basis in National Disaster Management Authority (NDMA). The enclosed press advertisement to this effect may please be published in Employment News urgently. The same may also be uploaded online on your website.

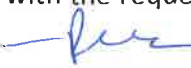
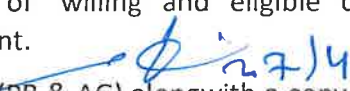
Yours faithfully,

(Abhishek Biswas)

Under Secretary, NDMA

Encl: As above

Copy to:-

1. Joint Advisor (IT) along with a copy of press advertisement for filling up the one post of Assistant Advisor (Information Technology) on deputation basis in National Disaster Management Authority (NDMA) with the request to upload the details of advertisement on the official website of NDMA. 
2. The Director General, CRPF, BSF, ITBP, CISF, CGO Complex, Lodhi Road, New Delhi-110003, Director General, SSB, East Block-V, R.K.Puram, New Delhi-110066, Director DCPW, CGO Complex, Lodhi Road, New Delhi-110003 with request to forward nomination of willing and eligible officers/officials of your organizations as per advertisement. 
3. Director (PR & AG) alongwith a copy press Advertisement with request to upload the Advertisement on Facebook and twitter page of NDMA.
4. Notice Board NDMA.

27-4-22



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NATIONAL DISASTER MANAGEMENT AUTHORITY

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



F. No. 01-28/2021-Admn.

Sub: Advertisement for appointment for one post of Assistant Advisor (Information Technology) on deputation basis in National Disaster Management Authority (NDMA).

NDMA invites applications from the officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories with following qualification and experience to fill up the post of Assistant Advisor (IT) on deputation basis in NDMA:-

Sl. No.	Name of Post	Post by Nature	Vacancy	Salary	Educational Qualification	Experience	Max. Age Limit
1.	Assistant Advisor (Information Technology)/Group 'A' post	Deputation	01	level 11 as per 7 th CPC (Rs . 67,700 – 2,08,700 in the Pay Matrix	Bachelor's Degree in Computer Science or Electronics or Information Technology or Telecommunications from a recognized university or institute or equivalent.	Five years' experience in handling of Information Technology Networks.	56 Years

2. The detailed terms and conditions and eligibility criteria (educational qualification, age, experience etc) for appointment on deputation basis may be seen on NDMA website at <https://ndma.gov.in/en/careers.html>. Terms of deputation will be governed by DoPT OM No. 6/8/2009-Estt (Pay.II) dated 17/06/2010 as amended from time to time.

3. Interested candidates may send their applications in the prescribed proforma available on the NDMA website alongwith certificates establishing their educational qualification, experience and grade pay/pay level in the pay matrix of 7 CPC **through proper channel** so as to reach 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. **Incomplete application will not be considered.**



Government of India

राष्ट्रीय आपदा प्रबंधन प्राधिकरण एनडीएमए

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.01-28/2021-Admn.

Dated: 27/04/2022

To,

The Directorate of Advertising and Visual Publicity (DAVP),
Soochna Bhawan,
Phase-V, CGO Complex, Lodhi Road,
New Delhi-110003.

Sub: Advertisement for filling up one post of Assistant Advisor (Information Technology) on deputation basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that this Authority desires to fill up one post of Assistant Advisor (Information Technology) on deputation basis in National Disaster Management Authority. The enclosed press advertisement to this effect may please be published in The Times of India Delhi Region.

Yours faithfully,

(Abhishek Biswas)

Under Secretary to the Govt. of India

Encl: As above

S. Kumar
27/4/22

**F.No.01-28/2021-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave
New Delhi – 110029**

Website : <https://ndma.gov.in/en/careers.html>

Tel. No. 0111 26701700

National Disaster Management Authority invites applications for filling up the one Post of Assistant Advisor (Information Technology) on deputation basis.

Further details in this regards are available at NDMA website (<https://ndma.gov.in/en/careers.html>).

Under Secretary (Admn)

APPLICATION FOR THE POST OF ASSISTANT ADVISOR (INFORMATION TECHNOLOGY) ON DEPUTATION BASIS IN NDMA.

Bio-Data Proforma

1. Name in Block letters : _____

2. Father's Name : _____

3. Date of Birth (in Christian era) : _____

4. Age on closing date of receipt
of application in India : _____

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 one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required	Qualifications/Experience possessed by the applicants
Essential (1) (2) (3)	
Desired (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/instt./ Orgn	Post held	From	To	Scale of Pay and basic pay	Nature of duties

9. Nature of present employment, i.e., ad hoc or temporary or permanent: _____

10. In case of the present employment is held on regular/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: _____

11. Additional details about present employment: _____

Please state whether working under:-

- (a) Central Government _____
- (b) State Government _____
- (c) Autonomous organizations _____
- (d) Government Undertakings _____
- (b) Universities _____

12. 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: _____

13. Total emoluments as per month now drawn : _____

14. 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) _____

15. Whether belongs to UR/ OBC/SC/ST/PH: _____

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 ID: _____

Note: Candidates should forward their application through proper channel.

Verification

It is certified that the particulars given by the candidate in his/her applications, column 1 to 15 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.

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:

F. No. 01-28/2021-Admn.
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi-110029

Website: ndma.gov.in

Tel. No. 011-26701700

Applications from eligible persons are invited for the post of Assistant Advisor (Information Technology) on deputation basis in NDMA:-

1. Assistant Advisor (Information Technology): (One Post) (By Deputation) in the level 11 (Rs. 67,700-2,08,700) as per 7th CPC

Deputation: From amongst the 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 department;
or
(ii) with Five years' service in the level 9 (53,100 – 1,67,800) in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department; and
- (b) possessing following educational qualification and experience:

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

Experience:

Five years' experience in handling of Information Technology Networks.

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.

2. The closing date for receipt of application will be **45 days** from the date of publication of this advertisement in the Employment News.

3. Those who are working in Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories may be forwarded their applications 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.