



F.No.01-26/2023-Admn

Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi –110 029
Tel. No. 26701796, 26701834 (Fax)



National Disaster Management Authority (NDMA) invites applications from willing & eligible officers of **Central Government** or **Defence Forces** or **Central Police Organizations** or **Police** or **State Govt.** or **Union Territories**, having requisite qualification and experience to fill up one post of **Assistant Advisor (Information Technology)** and one post of **Assistant Advisor (Communications)** on deputation basis in the Pay Level 11 as per 7th CPC (Rs. 67,700 – 2,08,700 in the Pay Matrix) in NDMA as details below:-

| Sl. No. | Name of Post | Educational Qualification/ experience and other requirement | Max. Age Limit |
|---------|---|---|-----------------|
| 1. | Assistant Advisor (Information Technology)/ Group 'A' post | <p>(a) (i) Holding Analogous post on regular basis in the parent Cadre or 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</p> <p>(b) possessing following educational qualification 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 Information Technology Networks.</p> | 56 Years |
| 2. | Assistant Advisor (Communications)/ Group 'A' post | <p>(a)(i) Holding Analogous post on regular basis in the parent Cadre or 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</p> <p>(b) possessing following educational qualification 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.</p> | 56 Years |

2. The detailed terms and conditions and eligibility criteria 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 and amended from time to time.

3. Eligible Government Officers 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 **60 days** from the date of publication of advertisement in the employment news.

Important note: Separate application is required for each Post. Incomplete application will not be considered.



(Abhishek Biswas)
Under Secretary (Admn)

F. No. 01-26/2023-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

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Applications from amongst the officers of **Central Government or Defence Forces or Central Police Organizations or Police or State Govt. or Union Territories**, having requisite qualification and experience are invited for filling up one post of **Assistant Advisor (Information Technology)** and one post of **Assistant Advisor (Communications)** 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 or 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 Informational Technology or Telecommunications from a recognized university or institute or equivalent.

Experience :

Five years' experience in handling of Information Technology Networks.

(2) Assistant Advisor (Communications) : (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 or 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 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 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.

3. The closing date for receipt of application will be **60 days** from the date of publication of this advertisement in the Employment News.

4. Those who are working in Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories may forward their applications through proper channel. In the event of selection for appointment, the officer once selected will not be allowed to withdraw his/her name.

5. The applicant must ensure to submit separate application for each post, if applied for more than one post.

6. While forwarding the applications copy of the following documents are to be sent along with the application.

- i. **Complete ACR dossier's/attested copies of ACR'S of the applicant (last five years).**
- ii. **A certificate about the Integrity of the officer recommended for appointment on Deputation.**
- iii. **Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate Status.**
- iv. **Certificate, Major/Minor penalty imposed if any, on the officer during the last 10 years/service period whichever is less.**

7. 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 Assistant Advisor (Information Technology)/ Assistant Advisor (Communication) in NDMA, New Delhi***".

**Application for the post of Assistant Advisor (Information Technology)
/ Assistant Advisor (Communications) on deputation basis in National
Disaster Management Authority, New Delhi**

Bio-Data Proforma

1. Post Applied for : _____
2. Name and Address in Block Letters: _____
3. Father's Name : _____
4. Date of Birth(in Christian era) : _____
5. Date of superannuation under
Central/State Government rules : _____
6. Educational Qualification : _____
7. 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)

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : _____

9. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/ Institution/ Organization | Post held | From | To | Scale of pay/Grade Pay /Pay Level and basic pay | Nature of duties |
|--------------------------------------|-----------|------|----|---|---------------------|
| | | | | | |

10. Nature of present employment, ie,
Adhoc or temporary or permanent: _____

11. 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 : _____

12. Additional details about present employment: _____

Please state whether working under:-

(i) Central Government _____

(ii) Defence Forces : _____

(iii) State Government _____

(iv) Union Territory _____

(v) Central Police Organisations _____

(vi) Police : _____

13. Are you in Revised Scale of Pay as per 7th CPC? If yes, give the date from which
the revision took place and also indicate the pre-revised
scale: _____

14. 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: _____

15. Whether belongs to SC/ST: _____

16. Remarks: _____

(Signature of the Candidate)

Date: _____

Address _____

Tel./Mobile No _____

E.mail _____

To be filled up by the cadre controlling authority

Office 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: _____