



Government of India  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
NDMA Bhawan, A-1, Safdarjung Enclave,  
New Delhi -110 029  
Tel. No. 26701796



**F. No. A-17/4/2017-Adm**

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

NDMA invites applications from persons having following qualification and experience for the post of Financial Advisor on deputation basis:

Sl. No.	Name of Post	Post in Nature	Number of post	Level in the pay matrix	Eligibility Criteria	Max. Age Limit
1.	Financial Advisor Group 'A'	Deputation	1	Level 14	Officers of the Central Government:  a. (i) holding analogous post on regular basis in the parent cadre or department;  (ii) with three years' regular service in level 13 in the pay matrix or equivalent in the parent cadre or department; or (iii) with eight years' combined service on regular basis in the level 12 and level 13 in the pay matrix or equivalent, wherein at least three years has been rendered in level 13 in the parent cadre or department; and  (b) possessing experience in financial and accounting matters in a Government department	56 Years

2. The detailed terms and conditions and eligibility criteria for appointment of Financial Advisor is indicated in the Recruitment Rules (RRs) and may be seen on NDMA website at <http://ndma.gov.in>

3. Interested eligible candidates may send their application in the prescribed proforma available on the NDMA website alongwith certificates establishing educational qualification, experience and grade pay through proper channel 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.

**Important Note: Incomplete application will not be considered.**

(Abhishek Biswas)  
Under Secretary (Admn.)

**Government of India**  
**NATIONAL DISASTER MANGEMENT AUTHORITY**  
**NDMA Bhawan, A-1, Safdarjung Enclave**  
**New Delhi-110029**

Website: [www.ndma.gov.in](http://www.ndma.gov.in)

Phone: 011-26701700

**ADVERTISMENT FOR THE POST OF FINANCIAL ADVISOR ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA).**

1. Applications are invited in the prescribed format from suitable officers for the post of Financial Advisor on deputation basis in the Level-14 of Level in the pay matrix Rs. 1,44,200-2,18,200/- in National Disaster Management Authority, New Delhi.
2. **Officers of the Central Government:**
  - a. (i) holding analogous post on regular basis in the parent cadre or department;  
or  
(ii) with three years' regular service in level 13 in the pay matrix or equivalent in the parent cadre or department; or  
(iii) with eight years' combined service on regular basis in the level 12 and level 13 in the pay matrix or equivalent, wherein at least three years has been rendered in the level 13 in the parent cadre or department; and
  - b. possessing experience in financial and accounting matters in a Government department.

**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 ordinarily not exceed three years.

**Note 2 :** The maximum age limit for appointment by deputation shall be not exceeding 56 years of age as on the closing date of the receipt of applications.

3. The closing date for receipt of application will be **45 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 State Governments or Union territory administration 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.
5. While forwarding the application copy of the following documents are to be sent along with the application.
  - **Complete ACR dossier's/attested copies of ACR'S 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.**
6. 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 Financial Advisor in NDMA, New Delhi.

**APPLICATION FOR THE POST OF FINANCIAL ADVISOR 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 superannuation 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 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)

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/ Institution/ Organisation	Post held	From	To	Scale of pay/Grade Pay/Pay Level 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) Union Territory administration \_\_\_\_\_

(iv) Autonomous organizations \_\_\_\_\_

(v) Government Undertaking \_\_\_\_\_

(vi) Universities \_\_\_\_\_

11. Are you in Revised Scale of Pay as per 7<sup>th</sup> CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale: \_\_\_\_\_

12. 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: \_\_\_\_\_

13. Whether belongs to SC/ST: \_\_\_\_\_

14. Remarks: \_\_\_\_\_

### 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 \_\_\_\_\_

**Note : Candidates should forward their application through proper channel.**

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: