

F.No.21/07/2019-CS.I(P)
Ministry of Personnel , Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 16th October, 2019.

OFFICE MEMEORANDUM

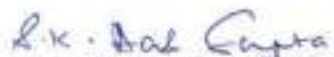
Subject: Filling up one each posts of in PMU, NCRMP, NDMA on deputation basis or on contract basis – sponsoring of suitable candidate – regarding.

The undersigned is directed to circulate the Vacancy Circular No. 1-21/2015-PMU (Vol.-III)/263 dated 10th October 2019 (along-with enclosures) received from National Disaster Management Authority who proposes to fill up the following one each posts to be filled on deputation basis or on contract basis:

a	Project manager (Under Secretary Level) [Group-'A' (Gazetted) in Level 11(Rs.67700-208700)] in Pay matrix (as per 7 th CPC) corresponding to Pay Band Rs.15600-39100+GP6600 (pre-revised)
b	Project Accountant/Administrative officer (Under Secretary Level) [Group-'A' (Gazetted) in Level 11(Rs.67700-208700)] in Pay matrix (as per 7 th CPC) corresponding to Pay Band Rs.15600-39100+GP6600 (pre-revised).
c	Section Officer [Group- 'B' Gazetted] in Level 8 (as per 7 th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Ras.4800/- (pre-revised)
d	Accounts/Admin. Assistant (Section Officer level) [Group- 'B' Gazetted] in Level 8 (asper 7 th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Ras.4800/- (pre-revised)
e	Assistant [Group- 'B' (Non-Gazetted)] in Level 7 (as per 7 th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Ras.4600/- (pre-revised)
f	Office Assistant [Group- 'B' (Non-Gazetted)] in Level 7 (as per 7 th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Ras.4600/- (pre-revised)

2. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.


(Sanjay Kumar Das Gupta)
Under Secretary to the Govt. of India
Tele:-24629412

To,

All Ministries/Departments (through DOPT's website)



राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY

गृह मंत्रालय, भारत सरकार
Ministry of Home Affairs, Government of India

राष्ट्रीय चक्रवात जोखिम प्रशमन परियोजना

NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

विंग 14, प्रथम तल, रा.आ.प्र.प्रा.भवन, ए1, सफ़दरजंग एन्क्लेव,
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,

नई दिल्ली/New Delhi-110 029

☎ : 011-26701744, ☎ : 011-26714321



F. No. 1-21/2015-PMU (Vol.-III)/1263

Dated: October 10, 2019

To, **Shri Sanjay Kumar Das Gupta**,
Under Secretary, CS-I(U), Department of Personnel & Training,
2nd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi - 110 003. (☎ : 011-24629414) (✉ : uscs1-dopt[at]nic[dot]in)

Sub: Filling up one each posts of in PMU, NCRMP, NDMA on deputation basis or on contract basis - sponsoring of suitable candidate-regarding

Sir, I am directed to state that National Disaster Management Authority (NDMA) is implementing National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the coastal states of India with date of completion as 31st March, 2020 which is likely to continue upto March 2021.

2. NDMA invites applications from eligible persons for the following one each posts to be filled in on deputation basis or on contract basis.

(a)	Project Manager (Under Secretary Level) [Group - 'A' (Gazetted)] in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7 th CPC) corresponding to Pay Band Rs.15600-39100+GP 6600 (pre-revised).
(b)	Project Accountant/Administrative Officer (Under Secretary Level) [Group - 'A' (Gazetted)] in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7 th CPC) corresponding to Pay Band Rs.15600-39100+GP 6600 (pre-revised).
(c)	Section Officer [Group - 'B'(Gazetted)] in Level 8 (as per 7 th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Rs.4800/- (pre-revised).
(d)	Accounts/Admin. Assistant (Section Officer level) [Group - 'B'(Gazetted)] in Level 8 (as per 7 th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Rs.4800/- (pre-revised).
(e)	Assistant [Group - 'B'(non-Gazetted)], in Level 7(as per 7 th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4600 (pre revised).
(f)	Office Assistant [Group - 'B'(non-Gazetted)], in Level 7(as per 7 th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4600 (pre revised).

3. It is requested that the vacancy of the post may please be placed on DoPT website for wide circulation. Suitable CSS officers having the required eligibility conditions may please be sponsored along with their applications accompanied by the Vigilance Clearance and photocopies of ACRs/APARs of the last five years duly attested by an officer not below the rank of Under Secretary or equivalent and be forwarded to the undersigned for further necessary action at this end. A copy of the advertisement with proforma is enclosed.

4. The details of post, eligibility, conditions, duties and responsibilities including application forms etc. are also available at the **NCRMP's website www.ncrmp.gov.in** and **NDMA's website www.ndma.gov.in**.

Yours faithfully,
(Signature)
Project Manager

Encl : as above.

5011/444
15/10/19
15/10/19



राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY

गृह मंत्रालय, भारत सरकार
Ministry of Home Affairs, Government of India
राष्ट्रीय चक्रवात जोखिम प्रशमन परियोजना



NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

विंग 14, प्रथम तल, रा.आ.प्र.प्रा.भवन, ए1, सफदरजंग एन्क्लेव,
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,
नई दिल्ली / New Delhi-110 029
☎ : 011-26701744, 📠 : 011-26714321

F. No. 1-2/2018-PMU/

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the eight coastal States of Andhra Pradesh & Odisha (Phase I) and Goa, Gujarat, Karnataka, Kerala, Maharashtra & West Bengal (Phase II). There is a Project Management Unit (PMU) at NDMA, New Delhi. The PMU (NCRMP), NDMA invites applications from eligible persons for the following post :-

• **Project Manager (one post) (Under secretary Level) in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7th CPC).**

1. **On Deputation Basis :-**

(a) **Eligibility** : (i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) An Officer of General Central Services "B"/CSS with minimum five years' service in Level 9(Rs.53100-167800)/Level 10 (Rs.56100-177500) in Pay Matrix (as per 7th CPC) corresponding to PB-2/PB-3 with Grade Pay Rs. 5400 (Pre-revised scale);

Or

(iii) An officer of General Central Service Group "B"/CSS with 8 years' service in Level 8 (Rs. 47600-151100) in Pay Matrix (as per 7th CPC) corresponding to PB-2 with Grade Pay Rs. 4800 (Pre-revised scale);

(b) **Age Limit** : The maximum age limit for appointment by deputation shall not exceed fifty-six (56) years of age as (on the closing date for the receipt of applications).

2. **On Contract Basis :-**

(a) **Eligibility** – By the retired employees of Central Government/ Central PSUs/ Central Autonomous Bodies retired at Level 11 (Under Secretary Level) or above level as per 7th CPC or worked at similar post for more than three (03) years during service.

(ii) **Compensation** – The compensation would be last Pay drawn minus Pension in the case of Central Government employees and half of last pay drawn in the case of other categories.

(iii) **Age Limit** – Sixty-two (62) years (on closing date of receipt of applications).

(iv) **Duties and responsibilities of Project Manager**

Project Manager is responsible for understanding the Project (NCRMP) and providing functional support for Project implementation across the board encompassing all components. She/he will also be responsible for liaisoning/ co-ordination with States PIUs/ World Bank and for providing inputs to the Senior Management after analysing MIS reports etc.

- **Accounts/Admin Assistant (one post) (Section Officer level) in Level 8 (Rs.9300-34800) in Pay Matrix (as per 7th CPC).**

1. **On Deputation Basis :-**

(a) **Eligibility** : Officer equivalent of General Central Group 'B'/CSS Group 'B'(Non-Gazetted) holding analogous post or Assistant with two (02) years service in the Pay Matrix in Level 7 (as per 7th CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Rs.4600/- (pre revised).

(b) **Age Limit** : The maximum age limit for appointment by deputation shall not exceed fifty-six (56) years of age as (on the closing date for the receipt of applications).

2. **On Contract Basis :-**

(a) **Eligibility** – By the retired employees of Central Government/ Central PSUs/ Central Autonomous Bodies retired at Level 8 (Section Officer) or above as per 7th CPC.

(ii) **Compensation** – The compensation would be last Pay drawn minus Pension in the case of Central Government employees and half of last pay drawn in the case of other categories.

(iii) **Age Limit** – Sixty-two (62) years (on closing date of receipt of applications).

(iv) **Duties and responsibilities of Accounts/Admin Assistant**

To assist the Project Accountant/Administrative Officer and Project team for the tasks to be performed by them, filing / paperwork ensuring smooth execution of Project, Budget related work, to coordinate internal & external audit work of the project and correspondence with World Bank; Admin work relating to establishment matters including appointment of Specialist/Consultants & other officials.

4. The **period of deputation** shall be three (03) years or the completion of the Project, whichever is earlier. The **Period of engagement on contract basis** will be initially for one (01) year with effect from the date of joining the duty and may be extended with mutual consent based on need and performance by not more than one year at a time and up to closure of NCRMP Phase – II, whichever is earlier.

5. The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time-to-time will govern the deputation. Eligible persons may submit their applications accompanied by Cadre Clearance, Vigilance Clearance and Integrity Certificate along with photocopies of ACRs/APARs of the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties immediately. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

6. Application for the above post may be addressed to "The Project Accountant/Administrative Officer, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project(NCRMP), Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110 029" within 45 days from the date of publication of the advertisement in Employment News on the prescribed proforma given below. However, applications from the persons who are already in the employment of Govt./Ministry/Deptts./PSUs/Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five (05) years.

**APPLICATION FOR THE POST OF PROJECT MANAGER / ACCOUNTS & ADMIN ASSISTANT
(ON DEPUTATION/CONTRACT BASIS).**

Bio-data proforma

1. Advertisement No. and title of Post applied for:.....
2. Name and Address in Block letters :
3. Date of Birth (in Christian era) :
4. Date of retirement under Central/
State Government Rules :
5. Service to which belong :
6. Educational Qualifications :
7. 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 as mentioned in the advertisement	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 :

Cont'd

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

Office/Institution/ Orgn.	Post held on regular basis	From	To	Level and pay in pay matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

10. Nature of present employment i.e.,

Ad-hoc or Temporary or Permanent :

11. In case 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
the applicant belongs :

(d) Name of the post and Pay of the post held in
substantive capacity in the parent organisation:

11.1 **Note:** In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

11.2 **Note:** Information under Column 11 above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

12. If any post held on deputation in the past
by the applicant, date of return from the
last deputation and other details :

Cont'd

13. Additional details about present employment:

Please state whether working under:

- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organization :
- (d) Government Undertaking :
- (e) Universities :
- (f) Others :

13. 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.

14. Total emoluments per month drawn as on date :

Level in Pay Matrix	Pay drawn	Total Emoluments

15. 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

16. Whether belongs to SC/ST

17. Remarks

Signature of the Candidate

Address

Tel./Mobile No./E-mail

Place :

Date :

**Countersigned
(Employer)**



राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY

गृह मंत्रालय, भारत सरकार
Ministry of Home Affairs, Government of India

राष्ट्रीय चक्रवात जोखिम प्रशमन परियोजना

NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

विंग 14, प्रथम तल, रा.आ.प्र.भवन, ए1, सफदरजंग एन्क्लेव,
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,

नई दिल्ली/New Delhi-110 029

☎ : 011-26701744, ☎ : 011-26714321



F. No. 1-21/2015-PMU (Vol.-III)

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the eight coastal States of Andhra Pradesh & Odisha (Phase I) and Goa, Gujarat, Karnataka, Kerala, Maharashtra & West Bengal (Phase II). There is a Project Management Unit (PMU) at NDMA and State Implementation Units (SIUs) in the Project States. The PMU (NCRMP), NDMA invites applications from eligible persons for the post of:

Project Accountant/Administrative Officer (one post) (Under secretary Level) in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7th CPC).

1. **On Deputation Basis :-**

Eligibility : (i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) With five years' service in Level 9(Rs.53100-167800)/Level 10 (Rs.56100-177500) in Pay Matrix (as per 7th CPC) corresponding to PB-2/PB-3 with Grade Pay Rs. 5400 (Pre-revised scale);

Or

(iii) An officer of General Central Service Group "B "/CSS with 8 years' service in Level 8 (Rs. 47600-151100) in Pay Matrix (as per 7th CPC) corresponding to PB-2 with Grade Pay Rs. 4800 (Pre-revised scale);

2. **On Contract Basis :-**

(i) **Eligibility** – By the retired employees of Central Government/ Central PSUs/ Central Autonomous Bodies retired at Level 11 (Under Secretary Level) or above as per 7th CPC.

(ii) **Compensation** – The compensation would be last Pay drawn minus Pension in the case of Central Government employees and half of last pay drawn in the case of other categories.

(iii) **Age Limit** – Below 62 years.

Cont'd

:2:

Desirable Experience: In the field of Finance, Accounts, Audit & Administration.

Duties and responsibilities of Project Accountant/Admn. Officer

Desirable Experience: In the field of Finance, Accounts, Audit & Administration.

As Administrative Officer

1. All Establishment related issues for the officers/officials on deputation in PMU, NCRMP.
2. To procure goods and services from the PMU, NCRMP budget for the smooth functioning of the office.
3. To coordinate with the Admin Division of NDMA for the preparation of Identity Cards, CGHS Cards (i.r.o. deputationists)/preparation of bills of PMU, NCRMP.
4. Issue of sanctions relating to the budget of PMU, NCRMP relating to Travelling Allowance, Professional Services, Office Expense etc.
5. All issues relating to housekeeping of the PMU, NCRMP.
6. All correspondence with the DM Division of Ministry of Home Affairs, NDMA and other Ministries on administrative matters.
7. Dealing with Court/Arbitration matters.
8. Processing for appointment of officers on deputation and also the engagement of Specialists/Consultants.

As Project Accountant

1. Overseeing the preparation of the consolidated NCRMP budget and any revisions thereto.
2. Reviewing and approving the financial progress reports.
3. Preparing sanction orders for release of funds for approval by the Project Director based on scrutiny of the IUFRs, Utilisation Certificates etc.
4. Authorising the processing of invoices for 3rd parties etc.
5. Timely action for the external audit (for the PMU) and overseeing that external audits happen at the States in a timely manner; and overseeing the timely submission of external audit reports for the NCRMP;
6. Handling and resolving Project audit issues.
7. Any other financial management related matter.
8. Reviewing the progress and results of internal and external audit.

Cont'd

Note 1. The period of deputation shall be three (03) years or the completion of the Project, whichever is earlier. The Period of engagement on contract basis will be initially for one (01) year with effect from the date of joining the duty and may be extended with mutual consent based on need and performance by not more than one year at a time and up to closure of NCRMP Phase – II, whichever is earlier.

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.

The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation. Eligible persons may submit their applications accompanied by Cadre Clearance, Vigilance Clearance and Integrity Certificate along with photocopies of ACRs/APARs of the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties immediately. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

Application for the above post may be addressed to "The Project Accountant/Administration Officer, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project(NCRMP), Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029" latest by 18th October, 2019. However, applications from the persons who are already in the employment may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five years.

**APPLICATION FOR THE POST OF PROJECT ACCOUNTANT/ADMN OFFICER
(ON DEPUTATION/CONTRACT BASIS).**

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. Service to which belong :-----
5. Educational Qualifications :-----
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 as mentioned in the advertisement	Qualifications/Experience possessed by the officer
Essential (1) (2) (3)	
Desirable (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 :

:5:

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

Office/Institution /Orgn.	Post held on regular basis	From	To	Level and pay in pay matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

9. Nature of present employment i.e.,
Ad-hoc or Temporary or Permanent:-----

10. In case 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
the applicant belongs:-----

(d) Name of the post and Pay of the post held in
substantive capacity in the parent organisation-----

- 10.1 **Note:** In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

- 10.2 **Note:** Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

11. If any post held on deputation in the past
by the applicant, date of return from the
last deputation and other details:-----

12. Additional details about present employment:

Please state whether working under:

- (a) Central Government:-----
- (b) State Government:-----
- (c) Autonomous Organization:-----
- (d) Government Undertaking:-----
- (e) Universities:-----
- (f) Others:-----

13. 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.

14. Total emoluments per month now drawn

Level in Pay Matrix	Pay drawn	Total Emoluments

15. 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:-----

16. Whether belongs to SC/ST:-----

17. Remarks:-----

Signature of the Candidate
Address
Tel./Mobile No./E-mail

Place :
Date :

Countersigned
(Employer)



राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY

गृह मंत्रालय, भारत सरकार
Ministry of Home Affairs, Government of India

राष्ट्रीय चक्रवात जोखिम प्रशमन परियोजना

NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

विंग 14, प्रथम तल, रा.आ.प्र.पा.भवन, ए-1, सफदरजंग एन्क्लेव,
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,
नई दिल्ली / New Delhi-110 029

☎ : 011-26701744, ☎ : 011-26714321



Advertisement No.1-4/2015-PMU (Vol.-II)

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in co-ordination with 06 Coastal States of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal. There is a Project Management Unit (PMU) at NDMA and State Project Implementation Units (SPIUs) in the Project States. The PMU (NDMA) invites applications from eligible persons for the **Section Officer (one post) [Group – 'B' (Gazetted)]** to be filled in Pay Matrix in Level 8 (as per 7th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4800 (pre revised) to be filled in on deputation basis.

1. **On Deputation Basis :-**

Eligibility : Officers equivalent to General Central Group 'B' / CSS Group 'B' (Gazetted) holding analogous post or Assistants with 2 years service in the Pay Matrix in Level 7 (as per 7th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4600 (pre revised).

2. **On Contract Basis :-**

(a) **Eligibility** – By General Central Group 'B' / CSS Group 'B' (Gazetted) holding analogous post retired at Level 8 or above level as per 7th CPC.

(b) **Eligibility** – The compensation would be Last Pay Drawn minus Pension.

(c) **Age Limit** – Below 62 years.

3. **Duties and responsibilities of Section Officer** : covers processing of all communications, including noting and drafting of references, relating of National Cyclone Risk Mitigation Project (NCRMP) to all concerned Ministries / Departments of the Government of India and States / UTs and the World Bank.

4. The period of deputation shall be up to 31st March 2020 or the completion of the Project whichever is later, but not extending three (03) years initially. 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 application.

5. The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation. Eligible persons may submit their applications accompanied by Cadre Clearance, Vigilance Clearance and Integrity Certificate along with photocopies of ACRs/APARs of the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties immediately. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

6. Application for the above post may be addressed to "The Project Accountant/Administrative Officer, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project (NCRMP), Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110 029" within 45 days from the date of publication of the advertisement in Employment News on the prescribed proforma given below. However, applications from the persons who are already in the employment of Govt./Ministry/Depts./PSUs/Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five years.

-- 2 --

**APPLICATION FOR THE POST OF SECTION OFFICER
(ON DEPUTATION/CONTRACT BASIS).**

Bio-data proforma

1. Advertisement No. and title of Post applied for:.....
2. Name and Address in Block letters :.....
3. Date of Birth (in Christian era) :.....
4. Date of retirement under Central/
State Government Rules :.....
5. Service to which belong :.....
6. Educational Qualifications :.....
7. 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 as mentioned in the advertisement	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

Cont'd

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

Office/Institution/ Orgn.	Post held on regular basis	From	To	Level and pay in pay matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

10. Nature of present employment i.e.,
Ad-hoc or Temporary or Permanent :

11. In case 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
the applicant belongs :

(d) Name of the post and Pay of the post held in
substantive capacity in the parent organisation:

11.1 **Note:** In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

11.2 **Note:** Information under Column 11 above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

12. If any post held on deputation in the past
by the applicant, date of return from the
last deputation and other details :

13. Additional details about present employment:

Please state whether working under:

- (a) Central Government :
- (b) State Government :
- (c) Autonomous Organization :
- (d) Government Undertaking :
- (e) Universities :
- (f) Others :

13. 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.

14. Total emoluments per month drawn as on date :

Level in Pay Matrix	Pay drawn	Total Emoluments

15. 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

:

16. Whether belongs to SC/ST

:

17. Remarks

:

Signature of the Candidate

Address

Tel./Mobile No./E-mail

Place :

Date :

**Countersigned
(Employer)**



राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY

गृह मंत्रालय, भारत सरकार

Ministry of Home Affairs, Government of India

राष्ट्रीय चक्रवात जोखिम प्रशमन परियोजना

NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

विंग 14, प्रथम तल, रा.आ.प्र.प्रा.भवन, ए-1, सफदरजंग एन्क्लेव,
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,

नई दिल्ली / New Delhi-110 029

☎ : 011-26701744, ☎ : 011-26714321



Advertisement No.1-4/2015-PMU (Vol.-II)

National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in co-ordination with 06 Coastal States of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal. There is a Project Management Unit (PMU) at NDMA and State Project Implementation Units (SPIUs) in the Project States. The PMU (NDMA) invites applications from eligible persons to fill one post each of **Assistant and Office Assistant [Group – 'B'(non-Gazetted)], on deputation basis or by retired Central Government Officials of equivalent rank on contract basis** in Pay Matrix at Level 7(as per 7th CPC) corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4600 (pre revised).

1. **On Deputation Basis :-**

(a) **Eligibility** : Assistants from CCS [Group – 'B'(non-Gazetted)] or General Central Service in Government of India with analogous scale. Or

Upper Division Clerks (UDCs) with Five (05) years experience in the Grade of Pay of Rs. 4200 (pre revised).

(b) **Age Limit** – The maximum age limit for appointment by deputation shall not exceed fifty-six (56) years of age as (on the closing date for the receipt of applications).

2. **On Contract Basis :-**

(a) **Eligibility** – Retired from General Central Group 'B'/ CSS Group 'B' (non-Gazetted) holding analogous post at Level 7 or above level as per 7th CPC.

(b) **Compensation** – The compensation would be Last Pay Drawn minus Pension.

(c) **Age Limit** – Sixty-two (62) years (on closing date of receipt of applications).

3. The **period of deputation** shall be three (03) years or the completion of the Project whichever is earlier. The **period of engagement on contract basis** will be initially for one (01) year with effect from the date of joining the duty and may be extended with mutual consent to based on need and performance by not more than one year at a time and up to closure of NCRMP Phase – II, whichever is earlier.

4. The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation. Eligible persons may submit their applications accompanied by Cadre Clearance, Vigilance Clearance and Integrity Certificate along with photocopies of ACRs/APARs of the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties immediately. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

5. Application for the above posts may be addressed to "The Project Accountant/Administrative Officer, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project(NCRMP), Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110 029" within forty-five (45) days from the date of publication of the advertisement in Employment News on the prescribed proforma given below. However, applications from the persons who are already in the employment of Govt./Ministry/Depts./PSUs/Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five (05) years.

Cont'd

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**APPLICATION FOR THE POST OF PROJECT MANAGER AND ACCOUNTS/ADMIN. ASSISTANT
(ON DEPUTATION/CONTRACT BASIS).**

Bio-data proforma

1. Advertisement No. and title of Post applied for:.....
2. Name and Address in Block letters :.....
3. Date of Birth (in Christian era) :.....
4. Date of retirement under Central/
State Government Rules :.....
5. Service to which belong :.....
6. Educational Qualifications :.....
7. 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 as mentioned in the advertisement	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 :.....

Cont'd

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

Office/Institution/ Orgn.	Post held on regular basis	From	To	Level and pay in pay matrix held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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Ad-hoc or Temporary or Permanent :

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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
the applicant belongs :

(d) Name of the post and Pay of the post held in
substantive capacity in the parent organisation:

11.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

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12. If any post held on deputation in the past
by the applicant, date of return from the
last deputation and other details :

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- (d) Government Undertaking :
- (e) Universities :
- (f) Others :

13. 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.

14. Total emoluments per month drawn as on date :

Level in Pay Matrix	Pay drawn	Total Emoluments

15. 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

16. Whether belongs to SC/ST

17. Remarks

Signature of the Candidate
Address
Tel./Mobile No./E-mail

Place :

Date :

Countersigned
(Employer)