



Government of India
राष्ट्रीय आपदा प्रबंधन प्राधिकरण एनडीएमए
भवन, ए. 1, सफदरजंग एन्क्लेव, नई दिल्ली - 29 फ़ोन - 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: 15/10/2022

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 this Authority intends to fill up the 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. This same may also be uploaded online on your website.

Yours faithfully,

(Abhishek Biswas)

Under Secretary, NDMA

Copy to:-

1. Military Secretary, Room No. 84A, South Block, Integrated HQ of MoD (Army), DHQ PO, New Delhi-110011 with the request to forward nomination of willing and eligible officers of your organizations.
2. The Chief of Army Staff and the Chief of Naval staff, South Block, New Delhi-110011 with the request to forward nomination of willing and eligible officers of your organizations.
3. The Chief of Air Force Staff, IHQ of MOD (Air), Vayu Bhawan, New Delhi-110011 with the request to forward nomination of willing and eligible officers of your organization.
4. 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 the request to forward nomination of willing and eligible officers of your organizations.
5. The Director General, Indian Coast Guard (DGICG), J67P+JGP, National Stadium, India Gate, New Delhi, Delhi 110001 with the request to forward nomination of willing and eligible officers of your organization.
6. Joint Advisor (Communication & IT) along with a copy of press advertisement) with the request to upload the details on the official website of NDMA and also arrange to upload the advertisement on National Career Service Portal (NCSP) of Ministry of Labour and employment.
7. D.S (PR & AG) alongwith a copy press Advertisement with request to upload the Advertisement on Facebook and twitter page of NDMA.
8. Notice Board NDMA.

JA (IT) - On tour

AA (Comm)

Copy for information to:-

1. PPS/PA to Member (RS), Member (KK), Member (SAH) and Member (KSV), NDMA
2. Sr. PPS to Member Secretary, NDMA

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 Government officer are invited for filling up one 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 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 Information Technology or Telecommunications from a recognized university or institute or equivalent.

Experience:

Five years' experience in handling of Information Technology Networks.

Note-1: The experience is relaxable by the Central Government on the recommendations of the Selection Committee specified in column(12) in the case of candidates otherwise will 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.

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.

4. 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.**

5. 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) in NDMA, New Delhi.

APPLICATION FOR THE POST OF ASSISTANT ADVISOR (INFORMATION TECHNOLOGY) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY, NEW DELHI

Bio-Data Proforma

1. Name and Address in Block Letters: _____
2. Father's Name : _____
3. Date of Birth(in Christian era) : _____
4. Date of superannuation under Central/State Government rules : _____
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 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)

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/ Institution/ Organisation	Post held	From	To	Scale of pay/Grade Pay/Pay Level and basic pay	Nature of duties

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

10. 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 : _____

11. 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 _____

12. 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: _____

13. 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: _____

14. Whether belongs to SC/ST: _____

15. Remarks: _____

(Signature of the Candidate)

Date: _____

Address _____

Tel./Mobile No _____

E.mail _____

Countersigned: _____

(Employer)

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: