



Government of India

**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
(An Authority created under D. M. Act - 2005)



NDMA Bhawan,  
A-1, Safdarjung Enclave,  
New Delhi – 110 029.

Applications from eligible persons are invited for the following Posts on Deputation basis:-

1. **Assistant Advisor (Operations Centre) :: (One Post) (By Deputation)** in the Pay Band of Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-.

**Eligibility:** From amongst the officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Governments 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 grade rendered after appointment thereto on regular basis in the post in the Pay Band of Rs. 9,300-34,800 plus Grade Pay Rs. 5,400/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

**Educational Qualifications:** Bachelor's degree from a recognized university or institutes or equivalent.

**Experience:** five years' experience in administration and operational areas in Defence Forces or Central Police Organisations or Police.

**Note 1.-** The requirement of 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.

**2. Assistant Advisor (Communications) :: (One Post) (By Deputation)** in the

Pay Band of Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-

**Eligibility:** From amongst the officers of the Central Government or Defence Forces or Central Police Organisations or Police or State Governments 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 grade rendered after appointment thereto on regular basis in the post in the Pay Band of Rs. 9,300-34,800 plus Grade Pay Rs. 5,400/- or equivalent in the parent cadre or

(b) department; **and** (b) Possessing following educational qualifications 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 requirement of experience is relaxable by the Central Government on the recommendations of the Selection Committee in the case of candidate 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. Assistant Advisor (Information Technology):: (One Post) (By Deputation)**

in the Pay Band of Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-

**Eligibility:** From amongst the officers of the Central Government or Defence

Forces or Central Police Organizations or Police or State Governments 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 grade rendered after appointment thereto on regular basis in the post in the Pay Band of Rs. 9,300-34,800 plus Grade Pay Rs. 5,400/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

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

**Experience:** five years' experience in handling of Information Technology Networks.

**Note 1.-** The requirement of 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.

**4. Duty Officer (Operations Centre) :: (2 Posts) (By Deputation)** in the Pay Band of pay of Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-

**Eligibility:** From amongst the officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Governments 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 grade rendered after appointment thereto on regular basis in the post in the Pay Band of Rs. 9,300-34,800 plus Grade

Pay Rs. 5,400/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

**Educational Qualifications:** Bachelor's Degree in Science or Economics or Statistics or Defence Studies or Commerce or Business Administration or Degree in Engineering or Technology from a recognized university or institute or equivalent.

**Experience:** five years' experience in administration and operational areas, etc., in Defence Forces or Central Police Organizations or Police or Telecommunications.

**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.

The terms and conditions as contained in the DoP&T OM No.6/8/2009-Estt. (Pay II) dated 17.6.2010, will govern the deputation. Eligible persons may submit their applications through proper channel accompanied by the Vigilance Clearance and photocopies of ACRs of the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent (separately for each post) to **Under Secretary (Admn.), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi- 110 029** within 60 days from the date of publication of this advertisement in Employment News. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties immediately. Officer once selected will not be allowed to withdraw his/ her name. 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. The detail of advertisement may also be seen on the official website of NDMA at <http://ndma.gov.in>.

For the post ( )

**Bio-Data Pro Forma**

1. Name and Address in Block letters : \_\_\_\_\_

2. Date of Birth (in Christian era) : \_\_\_\_\_

3. Date of retirement 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 one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required	Qualifications/Experience possessed by the officer
Essential (1) (2) (3)	
Desired (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/instit./ Orgn.	Post held	From	To	Scale of Pay 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 : \_\_\_\_\_

(b) Period of appointment on deputation/ Contract \_\_\_\_\_

(c) Name of the parent office/organization to which you belong : \_\_\_\_\_

10. Additional details about present employment: \_\_\_\_\_  
Please state whether working under:-

(a) Central Government \_\_\_\_\_

(b) State Government \_\_\_\_\_

(c) Autonomous organizations \_\_\_\_\_

(d) Government Undertakings \_\_\_\_\_

(e) Universities \_\_\_\_\_

11. 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: \_\_\_\_\_

12. Total emoluments as per month now drawn : \_\_\_\_\_

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 : \_\_\_\_\_

Countersigned: \_\_\_\_\_

Address \_\_\_\_\_

(Employer)