



**F. No. 01-29/2021-Admn.**

Sub: Advertisement for filling up of one post of Store Keeper and one post of Cashier on deputation basis in National Disaster Management Authority (NDMA).

NDMA invites applications to fill up one post of Storekeeper and one post of Cashier on deputation basis from the employees of Central Government organization having following qualification and experience :

Sl. No.	Name of Post	Post by Nature	Number of post	Level in the pay matrix	Experience	Max. Age Limit
1.	Store Keeper	Deputation	01	level 06 (Rs. 35,400 - 1,12,400) in the Pay Matrix	a. (i) holding analogous post on regular basis in the parent organization; or  (ii) having atleast five years of regular service in the posts in the scale of pay of Rs. 5,200 - 20,200 plus Grade Pay Rs. 2400 (in Sixth CPC) or 25,500-81,100/- (Pay level 4 in 7 <sup>th</sup> CPC) or equivalent in the parent organization; and  b. (i) having experience in handling Stores;  (ii) having basic knowledge to work on computer.	58 Years
2.	Cashier	Deputation	01	level 04 (Rs. 25,500 - 81,100) in the Pay Matrix	(a) (i) holding analogous post on regular basis in the parent organisation; or (ii) having at least eight years of regular service in the posts in the scale of pay of Rs. 5,200 -20,200 plus Grade Pay Rs.1900 (in Sixth CPC) or 19,900-63,200/- (Pay Level 2 in 7 <sup>th</sup> CPC) or equivalent in the parent organization. and (b) (i) having undergone training in Cash and Accounts in the Institute of Secretariat Training and Management (ITSM) or equivalent. (ii) having three years experience in handling Cash and Accounts.	

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. Interested candidates may send their application 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. Incomplete application will not be considered.

(Ashok Kumar Gupta)  
Under Secretary (Admn.)

**APPLICATION FOR THE POST OF STORKEEPER AND CASHIER ON DEPUTATION BASIS IN NDMA**

**Bio-Data Proforma**

Name of the Post : \_\_\_\_\_

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

2. Father's Name : \_\_\_\_\_

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

4. Age on closing date of receipt of application in India : \_\_\_\_\_

5. Date of Retirement/Superannuation : \_\_\_\_\_

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 one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required	Qualifications/Experience possessed by the applicants
Essential (1)	
(2)	
(3)	
Desired (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/instt./ Orgn	Post held	From	To	Scale of Pay and basic pay	Nature of duties

10. Nature of present employment, i.e., ad hoc or temporary or permanent: \_\_\_\_\_

11. In case of the present employment is held on regular/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. Details about present employment: \_\_\_\_\_

Please state whether working under:-

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

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

- (c) Autonomous organizations \_\_\_\_\_  
(d) Government Undertakings \_\_\_\_\_  
(e) Universities \_\_\_\_\_

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 as per month now drawn : \_\_\_\_\_

15. Additional information, if any, which you would like to mention in support to your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/Advertisement) (Note: a separate sheet, if the space is insufficient) : \_\_\_\_\_

16. Whether belongs to UR/ OBC/SC/ST/PH: \_\_\_\_\_

#### 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 ID: \_\_\_\_\_

#### VERIFICATION

It is certified that the particulars given by the candidate in his/her application, column 1 to 16 have been verified from the service records and are true, correct and complete.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Office seal Telephone NO. & Fax No.

**F.No.01-29/2021-Adm**  
**Government of India**  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
**NDMA Bhawan, A-1, Safdarjung Enclave**  
**New Delhi – 110029**

<https://ndma.gov.in/en/careers.html>

Tel. No. 011-26701700

**APPLICATIONS ARE INVITED FOR THE ONE POST OF STORE KEEPER AND ONE POST OF CASHIER ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA).**

Applications are invited in the prescribed format from suitable official for one post of Store Keeper in the level 06 (35,400 – 1,12,400) in the Pay Matrix and for one post of Cashier in the level 04 (25,500 – 81,100) in the Pay Matrix **on deputation basis** in National Disaster Management Authority, New Delhi from Central Government employees.

**Eligibility:**

1. **Store Keeper (1 post):** From amongst the official of the Central Government :-
  - a) (i) holding analogous post on regular basis in the parent organisation ;  
or  
(ii) having at least five years of regular service in the posts in the scale of pay of Rs. 5,200 -20,200 plus Grade Pay Rs. 2400 (in Sixth CPC) or 25,500-81,100/- (Pay level 4 in 7<sup>th</sup> CPC) or equivalent in the parent organization.  
and
  - (b) (i) having experience in handling stores.  
(ii) having basic knowledge to work on Computer.
2. **Cashier (1 post) :** From amongst the official of the Central Government :-
  - (a) (i) holding analogous post on regular basis in the parent cadre or department;  
or  
(ii) having at least eight years of regular service in the posts in the scale of pay of Rs. 5,200 -20,200 plus Grade Pay Rs.1900 (in Sixth CPC) or 19,900-63,200/- (Pay Level 2 in 7<sup>th</sup> CPC) or equivalent in the parent organization.  
and
  - (b) (i) having undergone training in Cash and Accounts in the Institute of Secretariat Training and Management (ITSM) or equivalent. Or  
(ii) having three years experience in handling Cash and Accounts.
3. The period of deputation will ordinarily be three years, which may be extended further upto a maximum period of two years with the approval of the Competent Authority.
4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.
5. The maximum age-limit for appointment by deputation shall not exceed fifty Eight years of age as on the closing date for the receipt of applications.
6. The closing date for receipt of application will be **60 days** from the date of publication of this advertisement in the Employment News.

7. Those who are working in Central Government 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.

8. While forwarding the application the following documents are to be sent along with the application.

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

9. The detailed advertisement and the application format will be hosted in the NDMA website at [www.ndma.gov.in](http://www.ndma.gov.in). 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 mentioning on the envelope "Application for the post of Storekeeper or Cashier in NDMA, New Delhi.

**(Ashok Kumar Gupta)**  
**Under Secretary (Admn.)**