



F. No. B-2/14/2016-Adm(25)
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi –110 029
Tel. No. 26701700, 26701834 (Fax)



Sub: Advertisement for appointment of one post of Assistant Advisor (Operations Center), one post of Assistant Advisor (Information Technology), one post of Technician (Communication) and two posts of Technician (Information Technology) on deputation basis in National Disaster Management Authority (NDMA).

NDMA invites applications from persons with qualification and expertise in the country for one post of Assistant Advisor (Operations Center), one post of Assistant Advisor (Information Technology), one post of Technician (Communication) and two posts of Technician (Information Technology) on deputation basis in NDMA in the following subjects (fields):-

Sl. No.	Name of Post	Post in Nature	Vacancy	Salary	Educational Qualification	Experience	Max. Age Limit
1.	Assistant Advisor (Operations Centre)	Deputation	1	Rs. 15,600-39,100-plus grade pay Rs. 6,600/- (Pre-revised)	Bachelor's Degree from a recognized university or Institute or equivalent.	Five years' experience in administration and operational areas in Defence Forces or Central Police Organizations or Police.	56 Years
2.	Assistant Advisor (Information Technology)	Deputation	1	Rs. 15,600-39,100-plus grade pay Rs. 6,600/- (Pre-revised)	Bachelor's Degree in Computer Science or Electronics or Information Technology or Telecommunications from a recognized university or institute or equivalent.	Five years' experience in handling of Information Technology Networks.	56 Years
3.	Technician (Communication)	Deputation	1	Rs. 9,300-34,800-Grade Pay Rs. 4,200/- (Pre-revised)	Diploma in Electronics or Telecommunications from a recognized Institution or equivalent	Three years experience in the field of Communications and Networking including Network Management and Control in Defence Forces or Central Police Organizations or Police Wireless and Communications or Telecommunications	58 Years
4.	Technician (Information Technology)	Deputation	2	Rs. 9,300-34,800-Grade Pay Rs. 4,200/- (Pre-revised)	Diploma in Computer Science or Information Technology from a recognized Institution or equivalent	Three years experience in Computer Hardware or Software including routine trouble - shooting and as a LAN or WAN administrator in Defence Forces or Central Police Organizations or Police Wireless and Communications or Telecommunications or Information Technology	58 Years

2. The detailed terms and conditions and eligibility criteria (educational qualification, experience and Grade Pay etc) for appointment of one post of Assistant Advisor (Operations center), one post of Assistant Advisor (IT), one post of Technician (Communication) and two posts of Technician (information Technology) is indicated in the Recruitment Rules (RRs) of the above posts and may be seen on NDMA website at <http://ndma.gov.in>

3. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith certificates establishing educational qualification, experience and grade pay 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: Separate applications are required to be sent for each discipline (Field). Incomplete application will not be considered.

(Yogeshwar Lal)
Director (Admn.)

APPLICATION FOR THE POST OF ASSISTANT ADVISOR (OPERATIONS CENTRE) BY DEPUTATION

Bio-Data Proforma

1. Name in Block letters : _____

2. Father's Name : _____

1. Date of Birth (in Christian era) : _____

2. Age on closing date of receipt of application in India : _____

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 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)

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/instt./ Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of duties

9. Nature of present employment, i.e., ad hoc or temporary or permanent: _____

10. 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: _____

11. Additional details about present employment: _____

Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Autonomous organizations _____

(d) Government Undertakings _____

(b) Universities _____

12. 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: _____

13. Total emoluments as per month now drawn : _____

14. 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)_____

15. 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: _____

Note: Persons employed in Government organizations or otherwise should forward their application through proper channel i.e. employer. Separate application for each post may be submitted

APPLICATION FOR THE POST OF ASSISTANT ADVISOR (INFORMATION TECHNOLOGY) BY DEPUTATION

Bio-Data Proforma

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. Educational Qualification : _____

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

9. Nature of present employment, i.e., ad hoc or temporary or permanent: _____

10. 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: _____

11. Additional details about present employment: _____

Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Autonomous organizations _____

(d) Government Undertakings _____

(b) Universities _____

12. 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: _____

13. Total emoluments as per month now drawn : _____

14. 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)_____

15. Whether belongs to UR/ OBC/SC/ST/PH: _____

DECLARATION

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Signature of the Candidate

Date : _____

Address _____

Tel./Mobile No: _____

E.mail ID: _____

Note: Persons employed in Government organizations or otherwise should forward their application through proper channel i.e. employer. Separate application for each post may be submitted

APPLICATION FOR THE POST OF TECHNICIAN (COMMUNICATION) BY DEPUTATION

Bio-Data Proforma

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. Educational Qualification : _____

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

9. Nature of present employment, i.e., ad hoc or temporary or permanent: _____

10. 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: _____

11. Additional details about present employment: _____

Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Autonomous organizations _____

(d) Government Undertakings _____

(b) Universities _____

12. 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: _____

13.Total emoluments as per month now drawn : _____

14. 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)_____

15. 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: _____

Note: Persons employed in Government organizations or otherwise should forward their application through proper channel i.e. employer. Separate application for each post may be submitted

**APPLICATION FOR THE POST OF TECHNICIAN (INFORMATION TECHNOLOGY) BY
DEPUTATION**

Bio-Data Proforma

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. Educational Qualification: _____

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

9. Nature of present employment, i.e., ad hoc or temporary or permanent: _____

10. 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: _____

11. Additional details about present employment: _____

Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Autonomous organizations _____

(d) Government Undertakings _____

(b) Universities _____

12. 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: _____

13. Total emoluments as per month now drawn : _____

14. 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)_____

15. 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: _____

<p>Note: Persons employed in Government organizations or otherwise should forward their application through proper channel i.e. employer. Separate application for each post may be submitted</p>
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Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi – 110029.

Website: ndma.gov.in
Tel. No.:011-26701700

Fax : 011-26701834

Recruitment Rules

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

1. Assistant Advisor (Operations Centre) :: (1 Post) - By deputation :: (in the scale of pay of Rs.15,600-39,100 plus Grade Pay Rs. 6,600/-Pre revised)

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 scale of pay 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: Bachelors' Degree from a recognized university or Institute or equivalent.

Experience: Five years' experience in administration and operational areas in Defence Forces or Central Police Organizations 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.

(c) Assistant Advisor (Information Technology) :: (One Post - By Deputation) :: (in the scale of pay of Rs.15,600-39,100 plus Grade Pay Rs. 6,600/-Pre revised)

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 scale of pay 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 Information Technology or Telecommunications from a recognized university or institute or equivalent.

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

Note1: 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.

3. TECHNICIAN (COMMUNICATIONS):: (1 Post) (by deputation) in the scale of pay of Rs.9,300-34,800 plus Grade Pay of Rs. 4,200/- (Pre revised)

Eligibility: Persons holding analogous posts on regular basis in Central Government or 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. 2,400/- and possessing **(a) Essential:** Diploma in Electronics or Telecommunications from a recognized Institution or equivalent, **(b) Desirable:** CCNA (Cisco Certified Network Associate) qualified, and having three years experience in the field of Communications and Networking including Network Management and Control in Defence Forces or Central Police Organizations or Police Wireless and Communications or Telecommunications.

For Ex-Servicemen: Deputation or re-employment - The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and possessing the essential educational qualifications and experience prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment. The ex-servicemen, who are otherwise eligible for the post, will be considered for re-employment.

Note 1: 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.

Note 2: The maximum age limit for appointment by deputation shall not exceed **58 years** of age as on the closing date for the receipt of applications.

4. TECHNICIAN (INFORMATION TECHNOLOGY):: (2 Posts)(by deputation) in the scale of pay of Rs.9,300-34,800 plus Grade Pay of Rs. 4,200/-(Pre revised).

Eligibility: Persons holding analogous posts on regular basis in Central Government or State Govt./ Union Territories having five years of regular service in the posts in the scale of pay of Rs.5,200-20,200 plus Grade Pay Rs. 2,400/- and possessing Diploma in Computer Science or Information Technology from a recognized Institution or equivalent and having **(a) Essential:** Three years experience in Computer Hardware or Software including routine trouble - shooting and as a LAN or WAN administrator in Defence Forces or Central Police Organizations or Police Wireless and Communications or Telecommunications or Information Technology **(b) Desirable:** Exposure to Information Security and Database Management.

For Ex-Servicemen: Deputation or re-employment - The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year possessing the educational qualifications and essential experience as prescribed above shall also be considered. Such persons would be given deputation terms up to the date on which they are due to release from the Armed Forces; thereafter they may be continued on re-employment. The ex-servicemen, who are otherwise eligible for the post, will be considered for re-employment.

Note 1: 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.

Note 2: The maximum age limit for appointment by deputation shall not exceed **58 years** of age as on the closing date for the receipt of applications.