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F.No. 01-33/2022-Admn

Government of India

NATIONAL DISASTER MANAGEMENT AUTHORITY

NDMA Bhawan, A-1, Safdarjung Enclave

New Delhi-110029

Website: www.ndma.gov.in

Phone: 011-26701700

ADVERTISMENT FOR THE POST OF DUTY OFFICER (OPERATIONS CENTRE) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA).

1. Applications are invited in the prescribed format from suitable officers for the one (1) post of Duty Officer (Operations Centre) on deputation basis in the Level-11 (pay matrix Rs. 67,700-2,08,700/-) in National Disaster Management Authority, New Delhi.
2. **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 Level-9 in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department;
and
 - (b) Possessing the 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.

3. The closing date for receipt of application will be **45 days** from the date of publication of this advertisement in the Employment News.
4. Eligible and willing officers working in Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union territories administration may forwarded their application through proper channel. The officer once selected will not be allowed to withdraw his/her name.
5. 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.
6. 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 Duty Officer (Operations Centre) in NDMA, New Delhi.

APPLICATION FOR THE POST OF DUTY OFFICER (OPERATIONS CENTRE) 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 _____