

F. No. A-01/02/2017-Admn.
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
(An Authority created under D. M. Act - 2005)
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi - 110029.

Website: ndma.gov.in

Tel. No.:011-26701700
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Applications from eligible persons are invited for the following Posts on direct recruitment basis and deputation basis:-

Advertisement for filling up the two posts of Senior Research Officer by direct recruitment.

Senior Research Officer :: (Pay Band Rs.15,600-39,100 plus Grade Pay Rs. 6,600/-Pre revised)
No. of posts - To be filled by Direct Recruitment - 02 (UR-1, OBC-1)

Eligibility conditions for Direct Recruitment:

Age: (i) The maximum age limit for direct recruitment is 35 years (Relaxable for Government Servants upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or order issued by the Central Government from time to time.

(ii) Age relaxation to physically handicapped persons will be given as per extant rule.

Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep.

Educational Qualifications: (i) Master of Arts, or Master of Science or Bachelor of Veterinary Science or Bachelor of Medicine and Bachelor of Surgery or Bachelor of Technology or Bachelor of Engineering in the relevant field from a recognized university equivalent or institute or equivalent degree, or (ii) Master of Philosophy or Master of Veterinary Science or Master of Technology in the relevant field from a recognized university or institutes or equivalent, or equivalent degree, or (iii) Doctor of Philosophy or Doctor of Medicine or Master of Surgery in the relevant field from a recognized University or Institute or equivalent, or equivalent degree.

Experience:

(a) With academic/organizational/governance/field experience in areas/ subjects related to disaster management such as: Floods, Cyclones, Earthquakes, River Erosion, Snow Avalanches & Landslides, Drought, Climate Change, Chemical Biological & Radiological emergencies, Civil Defence, Risk & Vulnerability Analysis, Medical Preparedness, Training & Capacity Building, Education & Disaster Management Community awareness or other areas related to Disaster Management/governance.

(b) (i) five years' post - qualification experience for those possessing educational qualifications referred to in item (i) above. (ii) three years' post - qualification experience for those possessing educational qualifications referred to in item (ii) above. (iii) two years' post - qualification experience for those possessing educational qualifications referred to in item (iii) above.

However, applications from the persons who are already employed in Govt./Ministry/Depts./ PSU/Autonomous Bodies etc may be forwarded through proper channel.

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1. **Senior Research Officer- three (3) posts on deputation basis in the** (Pay band Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-Pre revised)

From amongst the Officers of the Central Government or State Governments or Union Territories or Universities or Public Sector Undertakings or Recognized Academic or Research or Training Institutions, and Semi-Government or Statutory or Autonomous or Local Bodies;

(a) (i) Holding analogous post on regular basis in the parent cadre or department;

or

(ii) with five year's 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

(a) Possessing educational qualifications and experience prescribed as under:

(A) Educational Qualifications:

(i) Master of Arts, or Master of Science or Bachelor of Veterinary Science or Bachelor of Medicine and Bachelor of Surgery or Bachelor of Technology or Bachelor of Engineering in the relevant field from a recognized university equivalent, or institute or equivalent degree.

or

(ii) Master of Philosophy or Master of Veterinary Science or Master of Technology in the relevant field from a recognized university or institute or equivalent, or equivalent degree,

or

(iii) Doctor of Philosophy or Doctor of Medicine or Master of Surgery in the relevant field from a recognized university or institute or equivalent, or equivalent degree.

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 vacancies caused on account of the incumbents being away on deputation (including short-term contract) or on long illness or on study leave or due to any other reason for a duration of one year or more may be filled on deputation basis from the officers of the Central Government.

Note 3: The maximum age-limit for appointment by deputation (including short-term contract and deputation on absorption basis) 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.

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 eight 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.

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-Eight years of age as on the closing date for the receipt of applications.

5. CASHIER :: (01 post) (by deputation) in the scale of pay of Rs.5,200-20,200/- plus grade pay Rs.2400/- (Pre revised)

Eligibility: From amongst the official of the Central Government:

(a) (i) holding analogous post on regular basis in the parent organization,

OR

(ii) having at least eight years of regular service in the posts in the scale of pay Rs.5200-20,200/- plus grade pay Rs.1900/- or equivalent in the parent organization.

AND

(b) (i) having undergone training in Cash and Accounts in the Institute of Secretariat Training and Management or equivalent, (ii) having three years experience in handling Cash and Accounts

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 fifty -Eight years of age as on the closing date for the receipt of applications.

APPLICATION FOR THE POST OF SENIOR RESEARCH OFFICER (BY DIRECT RECRUITMENT)**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/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: _____

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.

Date : _____

Signature of the Candidate

Address _____

Tel../MobileNo.....

E.mail.....

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

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APPLICATION FOR THE POST OF(ON DEPUTATION)

Bio-Data Proforma

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 applicants
Essential (1) (2) (3)	
Desired (1) (2)	

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

8. Nature of present employment, i.e., 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: _____

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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. (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) _____

14. Whether belongs to UR/ OBC /SC / ST: _____

15. Remarks : (The candidates may indicate information with regard to (i) Research publications and reports and special projects; (ii) Awards/Scholarship/Official appreciation (iii) Affiliation with the Professional bodies/institutions/societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient) _____

16. Details of computer knowledge /Language.

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../MobileNo.....

E.mail.....

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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

VERIFICATION

It is certified that the particulars given by the candidate in his/her application, column No.1-16 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.

