



**F. No. 1-04/2020-Adm**  
**Government of India**  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
**NDMA Bhawan, A-1, Safdarjung Enclave,**  
**New Delhi –110 029**  
**Tel. No. 26701796, 26701834 (Fax)**



**Sub: Advertisement for appointment for one post of Assistant Advisor (Operation Centre), one post of Assistant Advisor (IT), one post of Technician (Communications) and two posts of Technician (Information Technology) on deputation basis in National Disaster Management Authority (NDMA).**

National Disaster Management Authority (NDMA) invites applications for the following posts on deputation basis from willing persons with qualification and expertise:-

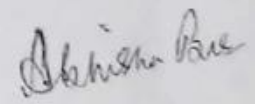
Sl. No.	Name of Post	Post in Nature	Vacancy	Salary	Educational Qualification	Experience	Max. Age Limit
1	2	3	4	5	6	7	8
1.	Assistant Advisor (Operation Centre)	Deputation	1(One)	level 11 (67,700 – 2,08,700) in the Pay Matrix	Bachelor's Degree from a recognized university or Institute or equivalent.	Officers of the Central Government or Defence Force or Central Police Organisations or Police or State Governments or Union territories:- (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; (iii) 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(One)	level 11 (67,700 – 2,08,700) in the Pay Matrix	Bachelor's Degree in Computer Science or Electronics or Information Technology or Telecommunications from a recognized university or institute or equivalent.	Officers of the Central Government or Defence Force or Central Police Organisations or Police or State Governments or Union territories:- (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; (iii) Five years' experience in handling of Information Technology Networks.	56 Years

3.	Technician (Communications)	i) Deputation ii) For Ex Servicemen (By deputation or Re-employment)	1 (One)	Rs. 9,300- 34,800 Grade Pay Rs. 4200/- (Pre- revised) or level 06 (35,400 – 1,12,400) in the Pay Matrix	Diploma in Electronics or Telecommunications from a recognized Institution, or equivalent.	Officials of Central Govt./State Govt./Union Territories :- (i) holding analogous post on regular basis ; or having at least 05 years of service in the pay Scale of Rs. 5200-20,200 with Grade Pay Rs. 2400 (pre revised) or Level-4 in the Pay Matrix as per 7CPC. (ii) Three years' experience in the field of Communications and Networking Management and Control in Defence Force or Central Police Organisations or Police Wireless and Communications or Telecommunications.	58 years
4.	Technician (Information Technology)	i) Deputation ii) For Ex Servicemen (By deputation or re- employment)	2 (Two)	Rs. 9,300- 34,800 Grade Pay Rs. 4200/- (Pre- revised) or level 06 (35,400 – 1,12,400) in the Pay Matrix	Diploma in Computer Science or information Technology from recognized Institution or equivalent.	Officials of Central Govt./State Govt./Union Territories :- (i) holding analogous post on regular basis; or having atleast 05 years of service in the posts in scale of Rs. 5200-20200+Grade Pay Rs. 2400 or Level-4 in the Pay Matrix as per 7CPC. (ii) 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 Organisations or Police Wireless and Communications or Telecommunications or Information Technology.	58 years

2. The detailed terms and conditions and eligibility criteria (educational qualification, age, experience etc) 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 individuals may send their bio-data 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 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.**

  
( Abhishek Biswas)  
Under Secretary (Admn)

**F.No.01-04/2020-Adm**  
**Government of India**  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
**NDMA Bhawan, A-1, Safdarjung Enclave**  
**New Delhi – 110029**

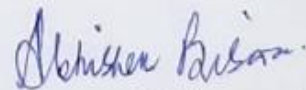
<https://ndma.gov.in/en/careers.html>

Tel. No. 26701796  
FAX : 011-26701834

**1. ADVERTISEMENT FOR THE ONE POST OF ASSISTANT ADVISOR (OPERATION CENTRE) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA)).**

- (1) Applications are invited in the prescribed format from suitable officers for the post of Assistant Advisor (Operation Centre) on deputation basis in the level 11 (67,700 – 2,08,700) in the Pay Matrix in National Disaster Management Authority, New Delhi.
- (2) **Eligibility** : From amongst the officers of the Central Government or Defence Forces or Central Police Organisations or Police or State Government 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 (53,100 – 1,67,800) in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department;
    - (iii) Five years experience in administration and operational areas in Defence Forces or Central Police Organisations or Police.
  - (b) **Educational Qualifications** : Bachelor Degree from a recognised university or Institute or equivalent.
- (3) 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.
- (4) 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.

- (5) The closing date for receipt of application will be 45 days from the date of publication of this advertisement in the Employment News.
- (6) Those who are working in Central Government or Defence Forces or Central Police Organisations or Police or State Government or Union Territories 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.
- (7) While forwarding the application the following documents are to be sent alongwith 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.
- (8) The detailed advertisement and the application format will be hosted in the NDMA website at [www.ndma.gov.in](http://www.ndma.gov.in). Application format can be downloaded from here. The duly filled in application alongwith 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 Assistant Advisor (Operation Centre) in NDMA, New Delhi.



( Abhishek Biswas )  
Under Secretary (Admn.)



**APPLICATION FOR THE POST OF ASSISTANT ADVISOR (OPERATION CENTRE) 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. 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. Additional 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: \_\_\_\_\_

**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 1 to 16 have been verified from the service records and are true, correct and complete.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

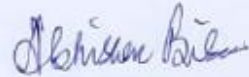
Address \_\_\_\_\_

Office seal Telephone NO. & Fax No.

**2. ADVERTISEMENT FOR THE ONE POST OF ASSISTANT ADVISOR (INFORMATION TECHNOLOGY) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA).**

- (1) Applications are invited in the prescribed format from suitable officers for the post of Assistant Advisor (Information Technology) on deputation basis in the level 11 (67,700 – 2,08,700) in the Pay Matrix in National Disaster Management Authority, New Delhi.
- (2) **Eligibility** : From amongst the officers of the Central Government or Defence Forces or Central Police Organisations or Police or State Government 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 (53,100 – 1,67,800) in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department;
    - (iii) Five years experience in handling of Information Technology Networks.
  - (b) **Educational Qualifications** : Bachelor's Degree in Computer Science or Electronics or Information Technology or Telecommunications from a recognised university or institute or equivalent.
- (3) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other 5 recognised or department of the Central Government shall not exceed five years.
- (4) 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.
- (5) The closing date for receipt of application will be 45 days from the date of publication of this advertisement in the Employment News.
- (6) Those who are working in Central Government or Defence Forces or Central Police Organisations or Police or State Government or Union Territories 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.

- (7) While forwarding the application the following documents are to be sent alongwith 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.
- (8) The detailed advertisement and the application format will be hosted in the NDMA website at [www.ndma.gov.in](http://www.ndma.gov.in) . Application format can be downloaded from here. The duly filled in application alongwith 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 Assistant Advisor (Information Technology) in NDMA, New Delhi.



**( Abhishek Biswas )**  
**Under Secretary (Admn.)**



**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. 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/instit./ 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. Additional 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: \_\_\_\_\_

**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 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.

**3. ADVERTISEMENT FOR THE ONE POST OF TECHNICIAN (COMMUNICATIONS) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA)).**

- (1) Applications are invited in the prescribed format from suitable officers/officials for the post of Technician (Communications) on deputation basis in the Pay Band of Rs.9,300 – 34,800 Grade Pay Rs. 4200/- (Pre-revised) or in level 06 (35,400 – 1,12,400) in the Pay Matrix in National Disaster Management Authority, New Delhi.
- (2) **Eligibility** : From amongst the officers of the Central Government or State Government or Union Territories :-
  - (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+Grade Pay Rs.2,400 or equivalent in the parent organization ; and possessing
  - (b) **Educational Qualifications** :- Diploma in Electronics or Telecommunications from a recognised Institution or equivalent;
  - (c) **Desirable** :- CCNA (Cisco Certified Network Associate) Qualified.
  - (d) **Experience** :- Three year's experience in the field of Communications and Networking including Network Management and Control in Defence Force or Central Police Organisations or Police Wireless and Communications or Telecommunications.
- (3) **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 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 :- 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 (58) 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 45 days from the date of publication of this advertisement in the Employment News.
- (7) Those who are working in Central Government or State Government or Union Territories 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 alongwith 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) . Application format can be downloaded from here. The duly filled in application alongwith 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 TECHNICIAN (COMMUNICATIONS) in NDMA, New Delhi.



( Abhishek Biswas )  
Under Secretary (Admn.)

**APPLICATION FOR THE POST OF TECHNICIAN (COMMUNICATIONS) 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. 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. Additional 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: \_\_\_\_\_

**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 1 to 16 have been verified from the service records and are true, correct and complete.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

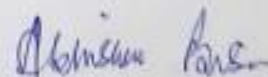
Office seal Telephone NO. & Fax No.

**4. ADVERTISEMENT FOR THE TWO POSTS OF TECHNICIAN (INFORMATION TECHNOLOGY) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA).**

- (1) Applications are invited in the prescribed format from suitable officers/officials for the two posts of Technician (Information Technology) on deputation basis in the Pay Band of Rs.9,300 – 34,800 Grade Pay Rs. 4200/- (Pre-revised) or in level 06 (35,400 – 1,12,400) in the Pay Matrix in National Disaster Management Authority, New Delhi.
- (2) **Eligibility** : From amongst the officers of the Central Government or State Government or Union Territories :-
  - (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+Grade Pay Rs.2,400 or equivalent in the parent organization ; and possessing
  - (b) **Educational Qualifications** :- Diploma in Computer Science or Information Technology from a recognised institution or equivalent;
  - (c) **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 Organisations or Police Wireless and Communications or Telecommunications or Information Technology.
  - (d) **Desirable** :- Exposure to Information Security and Database Management.
- (3) **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 as prescribed above shall also be considered. Such persons would be given deputation terms 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 :- 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 organization or department of the Central Government shall not exceed five years.
- (5) The maximum age-limit for appointment by deputation shall not exceed (58) 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 45 days from the date of publication of this advertisement in the Employment News.
- (7) Those who are working in Central Government or State Government or Union Territories 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 alongwith 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). Application format can be downloaded from here. The duly filled in application alongwith 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 TECHNICIAN (Information Technology) in NDMA, New Delhi.



( Abhishek Biswas )  
Under Secretary (Admn.)

**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. 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. Additional details about present employment: \_\_\_\_\_  
Please state whether working under:-
  - (a) Central Government \_\_\_\_\_

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

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

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

(b) 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: \_\_\_\_\_

**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 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.