



सत्यमेव जयते

**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
**Ministry of Home Affairs, Government of India**  
**NATIONAL CYCLONE RISK MITIGATION PROJECT**  
**(NCRMP)**

NDMA Bhawan, A-1, Safdarjung Enclave,  
New Delhi –110 029  
Tel. No. 26701877 Fax No.26714321



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National Disaster Management Authority (NDMA) is implementing the National Cyclone Risk Mitigation Project (NCRMP) with assistance from the World Bank in coordination with the eight coastal States of Andhra Pradesh & Odisha (Phase I) and Goa, Gujarat, Karnataka, Kerala, Maharashtra & West Bengal (Phase II). There is a Project Management Unit (PMU) at NDMA and State Implementation Units (SPIUs) in the Project States. The PMU (NCRMP), NDMA invites applications from eligible persons for the following post of:

**A. Project Accountant & Administrative Officer(one post)**

Project Accountant/Administrative Officer (one post) on deputation (Under secretary Level) in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7<sup>th</sup> CPC)/contract basis.

**Eligibility**

**On Deputation basis:-**

(i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) With five years` service in Level 9(Rs.53100-167800)/Level 10 (Rs.56100-177500) in Pay Matrix (as per 7<sup>th</sup> CPC) corresponding to PB-2/PB-3 with Grade Pay Rs. 5400 (Pre-revised scale);

Or

(iii) An officer of General Central Service Group "B "/CSS with 8 years` service in Level 8 (Rs. 47600-151100) in Pay Matrix (as per 7<sup>th</sup> CPC) corresponding to PB-2 with Grade Pay Rs. 4800 (Pre-revised scale);

**Desirable Experience:** In the field of Finance, Accounts, Audit & Administration.

## **Duties and responsibilities of Project Accountant/Admn. Officer**

### **As Administrative Officer**

1. All Establishment related issues for the officers/officials on deputation in PMU, NCRMP.
2. To procure goods and services from the PMU, NCRMP budget for the smooth functioning of the office.
3. To coordinate with the Admin Division of NDMA for the preparation of Identity Cards, CGHS Cards (i.r.o. deputationists)/preparation of bills of PMU, NCRMP.
4. Issue of sanctions relating to the budget of PMU, NCRMP relating to Travelling Allowance, Professional Services, Office Expense etc.
5. All issues relating to housekeeping of the PMU, NCRMP.
6. All correspondence with the DM Division of Ministry of Home Affairs, NDMA and other Ministries on administrative matters.
7. Dealing with Court/Arbitration matters.
8. Processing for appointment of officers on deputation and also the engagement of Specialists/Consultants.

### **As Project Accountant**

1. Overseeing the preparation of the consolidated NCRMP budget and any revisions thereto.
2. Reviewing and approving the financial progress reports.
3. Preparing sanction orders for release of funds for approval by the Project Director based on scrutiny of the IUFs, Utilisation Certificates etc.
4. Authorising the processing of invoices for 3<sup>rd</sup> parties etc.
5. Timely action for the external audit (for the PMU) and overseeing that external audits happen at the States in a timely manner; and overseeing the timely submission of external audit reports for the NCRMP;
6. Handling and resolving Project audit issues.
7. Any other financial management related matter.
8. Reviewing the progress and results of internal and external audit.

**Note 1.** Period of deputation will be three years initially.

**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.

The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation.

**B Project Manager (one post) on deputation (Under secretary Level) in Level 11 (Rs.67700-208700) in Pay Matrix (as per 7<sup>th</sup> CPC)/ contract basis.**

### **Eligibility**

#### **On Deputation**

(i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) With five years` service in Level 9(Rs.53100-167800)/Level 10 (Rs.56100-177500) in Pay Matrix (as per 7<sup>th</sup> CPC) corresponding to PB-2/PB-3 with Grade Pay Rs. 5400 (Pre-revised scale);

Or

(iii) An officer of General Central Service Group "B "/CSS with 8 years` service in Level 8 (Rs. 47600-151100) in Pay Matrix (as per 7<sup>th</sup> CPC) corresponding to PB-2 with Grade Pay Rs. 4800 (Pre-revised scale);

**Note 1.** Period of deputation will be three years initially.

**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.

The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation.

#### **On Contract basis :-**

##### **(i) Educational Qualification:**

###### **(a) Essential**

- Should possess Master degree in Engineering or MBA from recognised University.

**(b) Desirable**

Persons with PhD, additional qualifications, Research experience published papers and post qualification experience in the relevant field would be preferred. PhD from reputed university shall be given additional weightage.

**(ii) Post qualification experience:**

**(a) Essential**

- 5-10 years of post qualification experience in Project Management of Infrastructure projects.
- Working knowledge of MS Office(Excel/word/power point.

**(b) Desirable:**

Familiarity with world Bank's Procurement guidelines.

**Age and Remuneration :**

(a) Upper age limit is 50 years as on the last date of receipt of application

(b) Remuneration band is Rs 1,25,000-1,75,000 corresponding to the Consultant (Grade-II) of the NDMA.

The selection Committee shall fix the consolidated remuneration for the position in the remuneration band based on the education/experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowances shall be allowed.

**Duration of Contract :-**

The contract will be for one year initially and may be extended with mutual consent based on need and performance by not more than one year at a time.

**Duties and responsibilities of Project Manager**

Project Manager is responsible for understanding the Project (NCRMP) and providing functional support for Project implementation across the board encompassing all components. He/She will also be responsible for liaisoning / co-ordination with States PIUs/World Bank and for providing inputs to the Senior Management after analysing MIS reports etc.

**C Section Officer (one post) on deputation in Level 8 (Rs.47600- 1,51,100) in Pay Matrix (as per 7<sup>th</sup> CPC)/.(one post)**

## **Eligibility**

### **On Deputation**

(i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) With two years` service in Level 7 in Pay Matrix (as per 7<sup>th</sup> CPC);

**Desirable Experience:** In the field of Finance, Accounts, Audit & Administration.

### **Duties and responsibilities of Section Officer**

covers processing of all communications, including noting and drafting of references, relating of National Cyclone Risk Mitigation Project (NCRMP) to all concerned Ministries / Departments of the Government of India and States / UTs and the World Bank.

**Note 1.** Period of deputation will be three years initially.

**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.

**D Office Assistant [Group – ‘B’(Non-Gazetted)] in Level 7 in Pay Matrix (as per 7<sup>th</sup> CPC)/ (One post) on deputation basis or contractual basis.**

## **Eligibility**

### **On deputation basis :**

(i) holding analogous post on regular basis in the parent cadre or Department;

Or

(ii) With Five years service in Level 6 in Pay Matrix (as per 7<sup>th</sup> CPC);

**Note 1.** Period of deputation will be three years initially.

**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.

### **On Contract Basis :-**

a) Central Govt./ State Govt. Employee retired from the post at level 7 or above level as per 7<sup>th</sup> CPC

(b) **Age and Remuneration** – Upper age limit is 62 years as on the last date of receipt of application. Remuneration is ₹ 45,000/- per month (Consolidated).

The **period of engagement on contract basis** will be initially for one (01) year with effect from the date of joining the duty and may be extended with mutual consent to based on need and performance by not more than one year at a time.

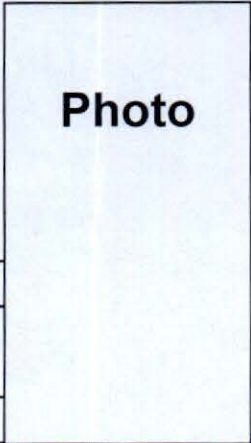
### **Duties and responsibilities of Office Assistant**

covers processing of all communications, including noting and drafting of references, relating of National Cyclone Risk Mitigation Project (NCRMP) to all concerned Ministries / Departments of the Government of India and States / UTs and the World Bank.

2 The terms and conditions as contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time will govern the deputation. Eligible persons may submit their applications accompanied by Cadre Clearance, Vigilance Clearance and Integrity Certificate along with photocopies of ACRs/APARs of the last five years, duly attested by an officer not below the rank of Under Secretary or equivalent. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties immediately. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.

3 Application for the above post may be addressed to **“The Project Accountant & Administrative Officer, National Disaster Management Authority (NDMA), National Cyclone Risk Mitigation Project(NCRMP), First Floor, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029”** on the prescribed performa. The last date of submission of application is 10<sup>th</sup> November,2020. However, applications from the persons who are already in the employment of Govt./Ministry/Deptts./PSUs/Autonomous Bodies etc. may be forwarded through proper channel along with photocopies of their ACRs/APARs dully attested by the officers not below the rank of Under Secretary for the last five years.

**APPLICATION FOR THE POST OF**  
**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. Service to which belong :-----
5. Educational Qualifications :-----
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) :

<b>Qualifications/Experience required as mentioned in the advertisement</b>	<b>Qualifications/Experience possessed by the officer</b>
<b>Essential</b> (1) (2) (3)	
<b>Desirable</b> (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.

<b>Office/Institution</b>	Post held on			Level and	Nature of
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/Orgn.	regular basis	From	To	pay in pay matrix held on regular basis	Duties (in detail) highlighting experience required for the post applied for

9. Nature of present employment i.e.,  
Ad-hoc or Temporary or Permanent:-----

10. In case 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 the applicant belongs:-----
  - (d) Name of the post and Pay of the post held in substantive capacity in the parent organisation-----

**10.1 Note:** In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

**10.2 Note:** Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

11. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:-----

**12. Additional details about present employment:**

Please state whether working under:

- (a) Central Government:-----
- (b) State Government:-----
- (c) Autonomous Organization:-----



(d)Government Undertaking:-----

(e)Universities:-----

(f)Others:-----

**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 per month now drawn

Level in Pay Matrix	Pay drawn	Total Emoluments

**15.**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:-----

**16.** Whether belongs to SC/ST:-----

**17.** Remarks:-----

**Signature of the Candidate**  
**Address**  
**Tel./Mobile No./E-mail**

Place  
Date

**Countersigned**  
**(Employer)**