

IMMEDIATE

No. 49/104/2009-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

To

Dated Chandigarh the 15th Jan. 2010

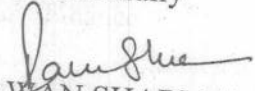
As per list enclosed.

Subject:- Filing up of various Group 'A' posts in National Disaster Management Authority (NDMA), New Delhi on deputation basis.

Sir,

I am directed to enclose a copy of letters No. 7-14/2009-Admn dated 09 November, 2009 received from Government of India, National Disaster Management Authority, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services-II Branch) at the earliest.

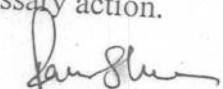
Yours faithfully


(PAWAN SHARMA)
Superintendent Services-II.

No. 49/104/2009-6SII

Dated Chandigarh the 15th Jan. 2010

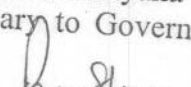
A copy alongwith a copy of letter No. 7-14/2009-Admn dated 09 November, 2009 received from Government of India, National Disaster Management Authority, New Delhi is forwarded to the Financial Commissioner & Principal Secretary to Government of Haryana, Home Department for necessary action.


(PAWAN SHARMA)
Superintendent Services-II

No. 49/104/2009-6SII ✓

A copy is forwarded to the SIO, NIC, 9th Floor, Haryana Civil Secretariat, Chandigarh for placing in Web-Site of Chief Secretary to Government, Haryana.

Dated Chandigarh the 15th Jan. 2010


(PAWAN SHARMA)
Superintendent Services-II

<u>Sr. No.</u>	<u>Name of the officer S/Sh/Smt</u>	<u>Batch</u>	<u>Present place of posting</u>
1.	Vijayendra Kumar, IAS	1995	M.D. UHBVN and Addl. M.D. HVPN
2.	M S Seharawat, IAS	1995	Commissioner, Municipal Corpn., Faridabad.
3.	R.S.Khara, IAS	1995	Chief Executive, Haryana Khadi & Village Industries Board.
4.	O P Langayan, IAS	1995	M.D. Haryana Agro Industries Corpn.
5.	Suprabha Dahiya, IAS	1995	Administrator, HUDA, Rohtak
6.	Chander Parkash, IAS	1995	Deputy Commissioner, Mahendragarh at Narnaul
7.	Chhajju Ram Rana, IAS	1995	D.C.Mewat at Nuh and CEO, Mewat Development Agency, Nuh.
8.	Raj Bir Singh, IAS	1995	Joint Secy. To Govt., Haryana, Secretariat Establishment and Monitoring & Coordination.
9.	Subhash Chandra, IAS	1995	Joint Secretary, Home-II Department and Joint Commissioner, Gurdwara Elections, Haryana.
10.	Neelam P. Kasni, IAS	1996	Joint Secretary, Finance and Director, IFCC
11.	Y.S.Khyalia, IAS	1997	D.C. Sirsa
12.	Ramesh Krishan, IAS	1997	Director-cum- Joint Secretary, Social Justice & Empowerment and Welfare of SCs & BCs Departments and Director-cum-Joint Secretary, Women & Child Development Department.
13.	Surjeet Singh, IAS	1997	Administrator, HUDA, Panchkula.
14.	Brijendra Singh, IAS	1998	Deputy Commissioner, Chandigarh Administration, Chandigarh.
15.	Rajeev Ranjan, IAS	1998	Joint Secretary to Govt. Haryana, Finance Department.
16.	M.K.Mahajan, IAS	1998	Joint Secretary, Consolidation and Deputy Commissioner, Palwal
17.	Vidya Dhar, IAS	1998	Joint Secretary to Govt, Haryana, Technical Education.
18.	Vijay Singh, IAS	1999	Joint Secretary to Government, Haryana, Industrial Training.
19.	Shri O.P.Sheoran, IAS	1999	Joint Secretary, Housing and Deputy Commissioner, Hisar
20.	Nitin Kumar Yadav, IAS	2000	Deputy Commissioner, Jhajjar
21.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Kurukshetra



Amit Jha
Joint Secretary



Government of India
National Disaster Management Authority,
NDMA Bhawan
A-1, Safdarjung Enclave
New Delhi - 110029

DO No.7-14/2009-Admn.
dated 09 November 2009

Sub :: Filling up of various Group 'A' posts in National Disaster Management Authority (NDMA), New Delhi on deputation basis.

Dear Ma'am,

Government of India has notified Recruitment Rules (RRs) laying down eligibility criterion and terms and conditions for various Group 'A' posts in the National Disaster Management Authority. These posts are also being advertised in the Employment News and in the National Dailies. The details of the posts to be filled on deputation basis are as under.

- One post of Advisor (Operations and Communications) in Pay Band-4 (Rs. 37,400-67,000) with Grade Pay of Rs. 10,000/-.
- One post each of Joint Advisor (Rehabilitation & Recovery), Joint Advisor (Capacity Building & Training), Joint Advisor (Operations Centre), Joint Advisor (Communications and Information Technology) in Pay Band-4 (Rs. 37,400-67,000) with Grade Pay of Rs. 8,700/-
- One post each of Assistant Advisor (Operations Centre), Assistant Advisor (Communications), Assistant Advisor (Information Technology), two posts of Duty Officer (Operations Centre) and four posts of Senior Research Officer in Pay Band-3 (Rs. 15,600-39,100) with Grade Pay of Rs. 6,600/-

The detailed advertisement may please be seen on our website <http://ndma.gov.in>. It is requested that this may be given wide publicity in your Department and subordinate/attached offices and nominations of suitable and interested candidates, who can be relieved immediately from the respective organizations/departments, may be sent.

Kind Regards,

Yours sincerely,

[Amit Jha]

Smt.Urvashi Gulati, IAS
Chief Secretary
Government of Haryana
Haryana Secretariat
Chandigarh
[0172 - 2740 118]



NDMA

NATIONAL DISASTER MANAGEMENT AUTHORITY

GOVERNMENT OF INDIA

NDMA : INDIA'S INSTITUTIONAL MECHANISM FOR EFFECTIVE DISASTER MANAGEMENT

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Careers

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2.	Engagement of Consultant in NDMA Details Last Date: 11th January, 2010
1.	Filling up various posts in National Disaster Management Authority (NDMA) Det: Last Date: 20th January, 2010

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Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
(An Authority created under D. M. Act - 2005)



NDMA Bhawan,
A-1, Safdarjung Enclave,
New Delhi – 110029.

Applications from eligible persons are invited for the following Posts on Deputation/ Direct Recruitment basis:-

1. **Advisor (Operations and Communications) :: (One Post) (By Deputation)** in the scale of pay of Rs. 37,400-67,000 plus Grade Pay Rs. 10,000/-
Eligibility: From amongst the officers of the Central Government or Defence Forces or State Governments or Union Territories:

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; **or** (ii) with three years' service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay of Rs. 37,400-67,000 plus Grade Pay Rs. 8,900/- or equivalent in the parent cadre or department; **or** (iii) with five years' service in the grade rendered after appointment thereto on regular basis in the post in the scale of pay of Rs. 37,400-67,000 plus Grade Pay Rs. 8700/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

Essential Educational Qualifications: Master's Degree in Science or Economics or Statistics or Defence Studies or Commerce or Arts or Humanities or Business Administration or Degree in Engineering or Technology from a recognized university or Institute or equivalent.

Experience: (a) Essential: (i) Fifteen years' experience in Defence Forces or Central Police Organisations or Police or Telecommunications; (ii) experience in operational plan or policy formulation or disaster management or conceptualization, preparation, coordination and management of plans or projects or senior level management of Defence Forces or Central Police Organisations or Police or Telecommunications; **and** (iii) knowledge of latest trends and developments in next generation networks or information security or data based management control.

(b) Desirable: (i) having undergone training in the relevant fields at national or international institutes or organisations; (ii) experience of implementation or appraisal or review or analysis of projects of communication and information technology.

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.

2. Joint Advisor (Rehabilitation and Recovery):: (One Post) (By Deputation) in the scale of pay of Rs. 37,400-67000 plus Grade Pay Rs. 8,700/-

Eligibility: From amongst the officers of the Central Government or Defence Forces or Central Police Organisations 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. 15,600-39,100 plus Grade Pay Rs. 7,600/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

Educational Qualifications: (a) Essential: Master's Degree in Science or Medicine or Economics or Statistics or Arts or Humanities or Commerce or Business Administration or Degree in Engineering or Technology from a recognized university or Institute or equivalent.

(b) Desirable: Doctorate Degree in the relevant subject referred to in clause (a) above.

Experience: (a) Essential: (i) Twelve years' experience in Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union territories administration; (ii) experience in policy formulation, analysis, preparation and co-ordination of development plans or project formulation, preparation and implementation or appraisal, review and monitoring of schemes and plans operational at state or national level.

(b) Desirable: (i) experience in preparation or appraisal or execution or monitoring of disaster or mitigation schemes at state or national level; (ii) having undergone training in the relevant fields at reputed national or international institutes or organizations.

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. Joint Advisor (Capacity Building and Training):: (One Post) (By Deputation) in the scale of pay of Rs. 37,400-67,000 plus Grade Pay Rs. 8,700/- ✓

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. 15,600-39,100 plus Grade Pay Rs. 7,600/- or equivalent in the parent cadre or department; **and** (b) Possessing following educational qualifications and experience:-

Educational Qualifications: (a) Essential: Master's Degree in Science or Medicine or economics or Statistics or Defence Studies or Arts or Humanities or Commerce or Business Administration or Degree in any branch of Engineering or Technology from a recognized university or Institute or equivalent.

(b) Desirable: Doctorate Degree in the relevant subject referred to in clause (a) above.

Experience: (a) Essential: (i) twelve years' experience in Central Government or Defence Forces or Central police Organisations or Police or State Governments or Union territories administration (ii) experience in policy formulation, preparation and implementation or project appraisal, review and monitoring of schemes and plans at state or national level; **(b) Desirable:** (i) experience of working in Training Institutes at state or national level. (ii) experience of preparation or appraisal or execution or monitoring of disaster or mitigation schemes operational at state or national level; (iii) experience in management or handling of disasters; (iv) having undergone training in the relevant fields at reputed national or international institutes or organizations.

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.

4. Joint Advisor (Operations Centre):: (One Post) (By Deputation) in the scale of pay of Rs. 37,400-67,000 plus Grade Pay Rs. 8,700/-

Eligibility: From amongst the officers of the Central Government or Defence Forces or Central Police Organisations 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. 15,600-39,100 plus Grade Pay Rs. 7,600/- or equivalent in the parent cadre or department; and (b) Possessing following educational qualifications and experience:-

Educational Qualifications: Master's Degree in Science or Economics or Statistics or Defence Studies or Arts or Humanities or Commerce or Business Administration or Degree in Engineering or Technology from a recognized university or Institute or equivalent.

Experience: (a) Essential: (i) twelve years' experience in Defence Forces or Central police Organisations or Police or Telecommunications; (ii) experience in policy formulation, preparation and implementation or project appraisal, review and monitoring of schemes and plans at state or national level.

(b) Desirable: (i) experience of preparation, appraisal, execution or monitoring of operational plans or disaster response or mitigation schemes operational at state or national level; (ii) experience of attending courses or seminars on disaster management at national or international level; (iii) experience in management or handling of disasters; (iv) having undergone training in the relevant fields at reputed national or international or Defence Forces or Central Police organizations or Police or Telecommunications institutes or organizations.

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.

5. Joint Advisor (Communications and Information Technology):: (One Post) (By Deputation) in the scale of pay of Rs. 37,400-67,000 plus Grade Pay Rs. 8,700/-

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. 15,600-39,100 plus Grade Pay Rs. 7,600/- or equivalent in the parent cadre or department; and (b) Possessing following educational qualifications and experience:-

Educational Qualifications: Master's Degree in Science or Business Administration or Defence Studies or Degree in Electronics or Telecommunications or information Technology or Computer Science from a recognized University or Institute or equivalent.

Experience: (a) Essential: (i) twelve years' experience in Defence Forces or Central Police Organizations or Police or Police Wireless and Communications or Telecommunications or Information Technology; (ii) experience in policy formulation, preparation and handling of large integrated communication networks; and (iii) knowledge of latest trends and development in the field of communication or information security or developments in next generation networks or data based management. (b)

Desirable: (i) experience in formation or preparation or implementation of communication projects at national level; (ii) experience in establishment of data fusion centre, data recovery and cyber space protection;

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.

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

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 from a recognized university or institutes or equivalent.

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

7. Assistant Advisor (Communications) :: (One Post) (By Deputation) in the scale of pay of Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-
Eligibility: From amongst the officers of the Central Government or Defence Forces or Central Police Organisations 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 informational Technology or Telecommunications from a recognized university or institute or equivalent.

Experience: five years' experience in handling of communication network projects in Defence Forces or Central Police Organisations or Police or Police Wireless and Communications or Telecommunications.

Note 1.- The requirement of experience is relaxable by the Central Government on the recommendations of the Selection Committee in the case of candidate 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.

8. **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/-

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 Informational Technology or Telecommunications from a recognized university or institutes or equivalent.

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

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.

9. **Duty Officer (Operations Centre) :: (2 Posts) (By Deputation)** in the scale of pay of Rs. 15,600-39,100 plus Grade Pay Rs. 6,600/-

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 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.

10. Senior Research Officer :: (Pay Band Rs.15,600-39,100 plus Grade Pay Rs. 6,600/-)

No. of posts	-	To be filled by Direct Recruitment	-	02 (UR-1, OBC-1)
(subject to variation)		To be filled on Deputation basis	-	04

(A) Eligibility conditions for Direct Recruitment:

Age: 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.

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 Pangri 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' experience for those possessing educational qualifications referred to in item (i) above. (ii) three years' experience for those possessing educational qualifications referred to in item (ii) above. (iii) two years' experience for those possessing educational qualifications referred to in item (iii) above.

(B) Eligibility conditions for posts to be filled on Deputation basis:

From amongst the officers of the Central or State Governments or Union Territories or University or Public Sector Undertakings or Recognized Academic or Research or Training Institutions or 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 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 of Rs. 5,400/- or equivalent in the parent cadre or department; and (b) Possessing educational qualifications and experience:- as per (A) above

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.

Nothing in this advertisement shall affect reservations, relaxation of age-limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, the Other Backward classes, the ex-servicemen and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.

The terms and conditions as contained in the DOPT OM No. 2/29/91-Estt. (Pay- II) dated 5.1.94 as amended from time to time will govern the deputation. Eligible persons may submit their applications accompanied by the Vigilance Clearance and photocopies of ACRs 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 duties immediately. Officer once selected will not be allowed to withdraw his/ her name. 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.

Applications for the above post may be addressed to **Under Secretary (Admn.), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi- 110 029** within 60 days from the date of publication of this advertisement in Employment News. However applications from the persons who are already in the employ of Govt./Ministry/Deptts./PSU/Autonomous Bodies etc may be forwarded through proper channel. The detail of advertisement may also be seen on the official website of NDMA at <http://ndma.gov.in>.

Bio-Data Pro Forma

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 officer
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	

(Add additional sheet if necessary)

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, ie.,
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 : _____

0. 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. Enclose a separate sheet, if the space is insufficient: _____

14. Whether belongs to SC/ST: _____

15. Remarks : _____

Date : _____

Countersigned: _____
(Employer)

Signature of the
Candidate

Address _____