



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi -110 029
Tel. No. 26701796, 26701834 (Fax)



F.No. 01-07/2025-Admn

Dated, the 16th May, 2025

US/DM-II

8/21/25
SODM-II

P,
2/7/25

R. Abdul

To,
Assistant Director, Advertisement,
Employment News,
Ministry of Information & Broadcasting,
VII Floor, Soochna Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003. Phone: 011-24369429
Fax: 011-26193012



Sub: Advertisement for filling up one post of Duty Officer (Operations Centre) on deputation basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that this Authority intends to fill up the following post on deputation basis in National Disaster Management Authority (NDMA).

Sl No.	Name of Position	No of Post
1	Duty Officer (Operations Centre)	01 (One)

2. The enclosed press advertisement to this effect may please be published in Employment News urgently. The same may also be uploaded online on your website.

Encl: As above

Yours faithfully,

Sd/-
(Abhishek Biswas)
Under Secretary, NDMA

Copy to:-

1	The Military Secretary, Room No. 84A, South Block Integrated HQ of MoD (Army), DHQ PO, New Delhi - 110011	for information with request to sponsor/forward nomination of willing and eligible officers/ officials of your organizations as per advertisement and date mentioned above.
2	The Chief of the Naval Staff, IHQ of MoD (Navy), DHQ, PO, South Block, New Delhi - 110011	
3	The Director General, Indian Coast Guard, (DGICG), Ministry of Defence, National Stadium, India Gate, New Delhi- 110001	for information with request to sponsor/forward nomination of willing and eligible officers/ officials of your organizations as per advertisement and date mentioned above.
4	The Director General, CRPF, BSF, ITBP, CISF, CGO Complex, Lodhi Road, New Delhi-110003	

5	The Director General, SSB, East Block-V, R.K.Puram, New Delhi-110066	
6	The Director DCPW, CGO Complex, Lodhi Road, New Delhi-110003	
7	The Deputy Director, Military Secretary's Branch, South Block, Room No. 83, Integrated Hq of MoD (Army) DHQ PO New Delhi – 110011	
8.	Joint Advisor (IT), NDMA :	along with a copy of above press release with the request to upload the details of press release on the official website of NDMA and National Career Service Portal (NCSP) of Ministry of Labour and employment.
9	DS(PR & AG) :	Along with a copy with request to upload on Facebook and twitter page of NDMA.
10	Under Secretary, DM-II Ministry of Home Affairs, (DM Div.) 'C' Wing, 3 rd Floor, NDCC-II, Jai Singh Road, New Delhi-110001	With request to give wide publicity to the vacancy.
11	Under Secretary, CS-I Division, DoPT, Lok Nayak Bhawan, New Delhi	


(Abhishek Biswas)
Under Secretary (Admn)



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NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi -110 029
Tel. No. 26701700



Sub: Advertisement for filling up one post of Duty Officer (Operations Centre) on deputation basis in National Disaster Management Authority (NDMA).

NDMA invites applications from eligible Government officers having following educational qualification and experience:-

Sl. No.	Name of Post	Post in Nature	Number of post	Level in the pay matrix	Eligibility	Experience	Max. Age Limit
1.	Duty Officer (Operations Centre)/ Group 'A'	Deputation	01(One)	Level 11	<p>Officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories;</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre or department;</p> <p>Or</p> <p>(ii) With five year's service in level 9 in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the present cadre or department;</p> <p>(b) possessing following educational qualification and experience;</p> <p>Educational Qualification:</p> <p>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.</p>	<p>Essential:</p> <p>Five years experience in administration and operational areas, etc., in Defence Forces or Central Police Organizations or Police or Telecommunications.</p>	56 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> The 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 eligible Government officer may send their application in the prescribed proforma available on the NDMA website alongwith certificates establishing educational qualification, experience and grade pay through proper channel to Under Secretary (Admn.), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within **60 days** from the date of publication of advertisement in the employment news.

(Signature)
(Abhishek Biswas),
Under Secretary (Admn)

Government of India
NATIONAL DISASTER MANGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave
New Delhi-110029

Website: www.ndma.gov.in

Phone: 011-26701700

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

1. Applications are invited in the prescribed format from suitable officers for the one (1) post of Duty Officer (Operations Centre) on deputation basis in the Level-11 (pay matrix Rs. 67,700-2,08,700/-) in National Disaster Management Authority, New Delhi.
2. **Eligibility:** From amongst the officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union Territories:
 - (a) (i) Holding analogous post on regular basis in the parent cadre or department;
or
(ii) with five years' service in the Level-9 in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department;
and
 - (b) Possessing the following educational qualifications and experience:-

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

Experience:-

Five years' experience in administration and operational areas, etc., in Defence Forces or Central Police Organizations or Police or Telecommunications.

Note 1 : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed five years.

Note 2 : The maximum age-limit for appointment by deputation shall not exceed fifty-six years of age as on the closing date for the receipt of applications.

3. The closing date for receipt of application will be **60 days** from the date of publication of this advertisement in the Employment News.
4. Eligible and willing officers working in Central Government or Defence Forces or Central Police Organizations or Police or State Governments or Union territories administration may forward their application through proper channel. The officer once selected will not be allowed to withdraw his/her name.

5. While forwarding the application copy of the following documents are to be sent along with the application.
- Complete ACR dossier's/attested copies of ACR'S of the applicant (last five years).
 - A certificate about the Integrity of the officer recommended for appointment on Deputation.
 - Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate Status.
 - Certificate, Major/Minor penalty imposed if any, on the officer during the last 10 years/service period whichever is less.
6. Application format can be downloaded from here. The duly filled in application along with attested copy of all relevant certificates to be sent to **Under Secretary (Admn.), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029** super scribing on the envelope "Application for the Duty Officer (Operations Centre) in NDMA, New Delhi.

APPLICATION FOR THE POST OF DUTY OFFICER (OPERATIONS CENTRE) ON DEPUTATION BASIS IN NATIONAL DISASTER MANAGEMENT AUTHORITY, NEW DELHI

Bio-Data Proforma

1. Name and Address in Block Letters: _____
2. Father's Name : _____
3. Date of Birth(in Christian era) : _____
4. Date of superannuation under Central/State Government rules : _____
5. Educational Qualification : _____
6. Whether Educational and other Qualifications required for the post are Satisfied (if any qualification has been treated as equivalent to the prescribed in the rules, state the authority for the same)

Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential (1)	
(2)	
(3)	
Desirable (1)	
(2)	

(Add additional sheet if necessary)

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : _____

8. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organisation	Post held	From	To	Scale of pay/Grade Pay /Pay Level and basic pay	Nature of duties

9. Nature of present employment, ie,
Adhoc or temporary or permanent: _____

10. In case of the present employment is
held on deputation/contract basis,
please state:-

(a) The date of initial appointment : _____

(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:-

(i) Central Government _____

(ii) Defence Forces : _____

(iii) State Government _____

(iv) Union Territory _____

(v) Central Police Organisations _____

(vi) Police : _____

12. Are you in Revised Scale of Pay as per 7th CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale: _____

13. Additional information, if any, which you would like to mention in support to your suitability for the post. Enclose a separate sheet, if the space is insufficient: _____

14. Whether belongs to SC/ST: _____

15. Remarks: _____

(Signature of the Candidate)

Date: _____

Address _____

Tel./Mobile No _____

E.mail _____

To be filled up by the cadre controlling authority

Office of

F. No.

Date:

1. The applicant If selected, will be relieved immediately for a period of three years. The lending department may relieve the officer for a lesser period as per their own policy/rules, which should not be less than three years in any case.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/ contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed.

Signature

Name, Designation & Tele of the following officer

(Office Stamp)

Date: _____

Place: _____