



सत्यमेव जयते

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



NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

Advertisement No. 1-18/2010-PMU/Vil.III

National Disaster Management Authority (NDMA) is implementing the NCRM Project with assistance from the World Bank in coordination with the States of Andhra Pradesh and Orissa and the National Institute of Disaster Management, New Delhi. NDMA has set up the Project Management Unit (PMU) at its Office in New Delhi. NDMA invites applications for the positions given in the table below which will be filled up on the basis of a contract for the period of employment. The Contract will be for a period of two years initially and may be extended with mutual consent based on need and performance. Salary of Rs. 45,000/- to Rs. 60,000/- per month consolidated, depending on qualifications and experience, will be paid during the contract period. Educational qualifications, experience and expectations required for each position are given in the table below. For details of NCRMP and duties/responsibilities of each position, please visit website www.ncrmp.gov.in or www.ndma.gov.in

S. No.	Designation	Educations Qualifications/ Experience and Expectations/ Desirables
1.	Environment Specialist	<p>Educational qualifications</p> <p>Masters Degree/Degree in Environmental Engineering/Environment Planning/Environmental Sciences/Ecology and Environment</p> <p>Experience and Expectations</p> <p>An experience of at least 5 years in similar assignments. The specialist selected will need to demonstrate experience and expertise in the areas of :</p> <p>a) Environmental regulations relevant to the project.</p> <p>b) Environmental assessment of infrastructure development projects.</p> <p>c) Preparation and management of project specific Environment Management Plans.</p> <p>d) A reasonably high level of written and oral communication skills.</p> <p>Desirable</p> <p>Familiarity with the environmental safeguard policies of the World Bank and experience with externally aided projects.</p>
2.	Procurement Specialist	<p>Educational qualifications</p> <p>He/she should be a graduate in Engineering from a recognized university. Experience and Expectations</p> <p>The specialist selected should have expertise in the areas of :</p> <p>i) Procurement procedures involved in externally aided projects especially World Bank.</p> <p>ii) At least 3 years hands on experience in procurement processes</p> <p>iii) Working Knowledge of basic office software packages.</p> <p>Desirable</p> <p>i)Familiarity and experience in working with implementing agencies at the state and below state level</p> <p>ii)Knowledge of administrative and tender procedures in Government departments.</p> <p>iii)A Post Graduate Diploma/ Degree in construction/contract management or related field.</p>

3.	Financial Specialist	<p>Educational qualifications</p> <p>Qualified Chartered/Cost Accountant with at least 5 years post qualification experience.</p> <p>Experience and Expectations</p> <p>i) Experience in the maintenance of accounts, monitoring of expenditure and forecasting of the budget requirements.</p> <p>ii) Familiarity with the use of off-the-shelf accounting packages /working knowledge of MS Office (Excel/Word/Power Point)</p> <p>Desirable</p> <p>i) Familiarity with government financial procedures and reporting.</p> <p>ii) Experience with Externally Aided Projects.</p>
4.	Engineering Specialist	<p>Educational qualifications</p> <p>Bachelors` Degree in Civil Engineering.</p> <p>Experience and Expectations</p> <p>Minimum 5years practical experience in construction.</p> <p>Desirable</p> <p>i)Experience of construction in the coastal areas and/or related to disaster management projects</p> <p>ii)A Masters Degree in Civil Engineering is desirable</p>

B. General Conditions:

- (i) Candidates applying for more than one post should submit separate applications.
- (ii) Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
- (iii) Applications received after the due date, unsigned applications, applications where the post number is not filled in/not filled in correctly and applications incomplete in any respect will not be considered.
- (iv) Only Indian Nationals need apply.
- (v) Canvassing in any form will be a disqualification.
- (vi) It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- (vii) The applications must be sent in neatly typed out form in A-4 size paper 210x297 mm.
- (viii) Applications received after the due date will not be considered.
- (ix) Persons working in Government /Public Sector Undertakings/Autonomous Organisations should submit their applications through proper channel.

C. Interested qualified persons may send applications by post to the following address not later than 21 days from the date of advertisement.

**Director(Mitigation),
National Disaster Management Authority
NDMA Bhawan A-I , Safdarjung Enclave
New Delhi-110029.**

Proforma for application

01. Advertisement No. and the post applied for and Post No.
02. Name (in Block letters)
03. Date of Birth (Christian era)
04. Nationality
05. Father`s /Spouse`s name
06. Address, e-mail ID, Telephone No. etc. for correspondence
07. Educational Qualifications
08. Secondary and Tertiary skills, if any
09. Total experience directly relevant to the post applied (in months)
10. Total employment experience with details (in months)
11. If selected, minimum time required time to join the post
12. Any other information

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)