



महानिदेशालय/ DIRECTORATE GENERAL  
केन्द्रीय औद्योगिक सुरक्षा बल/ CENTRAL INDUSTRIAL SECURITY FORCE  
(गृह मंत्रालय)/(MINISTRY OF HOME AFFAIRS)

ब्लॉक 13 सी.जी.ओ. कॉम्प्लेक्स/ BLOCK-13, CGO COMPLEX,  
लोधी रोड, नई दिल्ली -03/ LODHI ROAD, NEW DELHI

No.E-16015/CISF/MHA-DEPU/MISC/2023/PERSII-109084-(E)/325 Dated : 10-06-2025  
To,

1. SDG(APS, New Delhi) / ADsG(North/South)
2. All Sector IsG Concerned including Trg. Dte. / NISA Hyderabad

Subject :- **FILLING UP THE POST OF DUTY OFFICER (OPERATIONS CENTRE) IN NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA) ON DEPUTATION BASIS : REG.**

Nominations are invited in the rank of Deputy Commandant/Exe for deputation for the post of Duty Officer (Operations Centre) in the prescribed Bio-data proforma (copy enclosed) circulated by National Disaster Management Authority, New Delhi (Copy enclosed for ready reference) **alongwith supporting certificate / documents in respect of claimed eligibility criteria i.e. educational qualification and experience including essential qualification of Bachelor Degree (duly attested).**

2. It is, therefore, requested that nominations of willing and eligible officers in the rank of DC/Exe for the post of Duty Officer (Operations Centre), who fulfill the eligibility criteria as per details given below as well as norms of MHA's deputation policy dated 22.11.2016, may kindly be sent alongwith Annexure-B (In excel format using Alt+Enter) to this Directorate in **hard** copy only (mail copy will be entertained for processing the case at the Directorate), through concerned SDG/ADsG by **19.06.2025 positively**. Nominations which are not routed through SDG/ADsG concerned or received with incomplete records or received after due date, will be summarily rejected.

3. The eligibility criteria for the above said post is mentioned below as under:-

|             |   |
|-------------|---|
| Post name,  | Duty Officer (Operation Centre),  |
| Pay Level & | Pay Level-11 and  |
| Vacancy     | 01  |
| Eligibility | Officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories:<br>(a) (i) holding analogous post on regular basis in the parent cadre or department (which is equivalent to the rank of Dy. Comdt./Exe in CISF);<br>(b) Possessing following educational qualification and experience;<br>Educational Qualification |

|                   |   |
|-------------------|---|
|                   | 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. |
| Age Criteria      | 56 years of age as on the closing date for the receipt of applications  |
| Deputation Period | 05 years extendable upto 07 years   |

#### ANNEXURE-B

| S. NO. | Force No., Rank, Name (Shri/Ms.), Unit/Sector | D.O.B. D.O.A. (initial Rank) D.O.P. (Each rank mention) | Details of previous deputation /UN Mission/ abroad, if any done | Details of Hard Area service, if any done after last deputation | Age as on last date | Service as on last date | Edu. Qual. (with attested supporting document) |
|--------|---|---|---|---|---------------------|-------------------------|--|
| (1)    | (2)   | (3)   | (4)   | (5)   | (6)                 | (7)                     | (8)  |

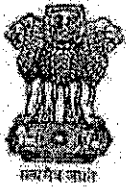
| Pay Level | Experience | Details of Major/Minor |      | SHAPE Category | Remarks |
|-----------|------------|------------------------|------|----------------|---------|
| (9)       | (10)       | (11)                   | (12) | (13)           | (14)    |

4. This has the approval of the DG, CISF.

Digitally signed by  
धर्मवीर यादव  
DHARMVEER YADAV,  
वरिष्ठ कमाण्डेन्ट/कार्मिक  
SR. COMMANDANT/PERS,  
FHQ NEW DELHI,  
10-06-2025

Copy to:-

All Branch(s), FHQrs., New Delhi - For similar action, please  
I/C EDP Cell - To upload this letter on CISF website, please.



F.No. 01-07/2025-Admn  
Government of India  
**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                | Officers of the Central Government or Defence Forces or Central Police Organizations or Police or State Government or Union Territories;<br><br>(a)(i) holding analogous post on regular basis in the parent cadre or department;<br>Or<br>(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;<br><br>(b) possessing following educational qualification and experience;<br><br><b>Educational Qualification:</b><br><br>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. | Essential:<br>Five years experience in administration and operational areas, etc., in Defence Forces or Central Police Organizations or Police or Telecommunications. | 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.

  
(Abhishek Biswas),  
Under Secretary (Admn)

F.No. 01-07/2025-Admn

**Government of India**

**NATIONAL DISASTER MANGEMENT AUTHORITY**

**NDMA Bhawan, A-1, Safdarjung Enclave**

**New Delhi-110029**

Website: [www.ndma.gov.in](http://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/<br>Organisation | Post held | From | To | Scale of pay/Grade Pay/<br>Pay Level and basic<br>pay | Nature of<br>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 7<sup>th</sup> 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: \_\_\_\_\_