

**National Institute of Disaster Management  
(Ministry of Home Affairs)**

**VACANCY ANNOUNCEMENT**

Date: 24.07.2020

Applications are invited for the following positions in the National Institute of Disaster Management, New Delhi on contractual basis under the project on "Preparation of Disaster Management Plan of the Ministry of Housing and Urban Affairs, Govt. of India":

<b>S.no.</b>	<b>Positions</b>	<b>No.</b>	<b>Emoluments (Rs.) p.m.</b>
1.	Sr. Consultant	One	Rs. 1,00,000/-
2.	Jr. Consultant	Two	Rs. 50,000/-
3.	Academic Assistant	One	Rs. 25,000/-

2. The detailed ToRs for the above positions and prescribed format of application are placed below.

3. Interested candidates may send their application in the prescribed format with superscription "**Application for the post of \_\_\_\_\_**". Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001** and must reach latest by **14.08.2020**.

4. Soft copy of the application may also be sent through email at **admofficer.nidm@nic.in**

**Executive Director  
NIDM**

**National Institute of Disaster Management  
(Ministry of Home Affairs)**

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**Terms of Reference of Senior Consultant**

National Institute of Disaster Management (NIDM) is a Statutory Body of Government of India dedicated for capacity building of stakeholder in the area of Disaster Risk Mitigation and Management. The Institute has taken several initiatives in the past to build the capacity of relevant stakeholders at national level.

According to the DM Act-2005, NIDM is mandated to support Government/ Ministries/ Departments and related agencies in developing their policies, plans, capacity building and research activities etc. in the area of disaster risk mitigation and management.

NIDM is looking for **one Senior Consultant** to work on a project on “*Preparation of Disaster Management Plan* of the Ministry of Housing and Urban Affairs, Government of India with following details:

1.	<b>Educational Qualification</b>	Masters’ Degree in Civil/Structural Engineering, Planning or allied discipline with minimum of 55% marks or equivalent grade from an institute of repute. Relevant higher/additional qualifications in disaster management will be preferred.
2.	<b>Experience</b>	<ol style="list-style-type: none"><li>i. 10 years of experience in preparation of disaster management plans, vulnerability assessments of buildings, conducting Rapid Visual Surveys of buildings, implementation of urban development schemes by the MOHUA.</li><li>ii. Good writing skills in English and familiarity with computer application (MS Office etc.).</li><li>iii. Experience of organizing consultation workshops, making presentations and drafting of reports/documents etc.</li><li>iv. Experience of primary and secondary research – collection compilation and analysis of data.</li><li>v. Retired professionals/officials from scientific/academic or other relevant institutions in related domain areas and meeting the eligibility conditions can also apply.</li></ol>
3.	<b>Desirable</b>	<ol style="list-style-type: none"><li>i. Experience of preparation of disaster management plans in urban context will be preferred.</li><li>ii. Experience of report writing based on secondary research, developing publications and case studies/ edited volumes/ manuals etc.</li><li>iii. Experience of supervising a team comprising of junior professional staff etc.</li><li>iv. Knowledge of the principles and practices of disaster management planning process in urban context.</li></ol>

		v. Inter-disciplinary knowledge and exposure at higher level shall be preferred.
4.	<b>Tasks to be carried out</b>	The Senior Consultant shall be responsible for the following tasks: <ul style="list-style-type: none"> <li>i. Assist the Principal Investigator / Project Director (concerned Faculty Member of NIDM).</li> <li>ii. Collect and compile various primary and secondary data/literature needed for the development of strategies, knowledge repository and preparation of disaster management plan.</li> <li>iii. Assist in the study/review of related documents/plans/data collected from various sources for the purpose.</li> <li>iv. Assist by contribution to drafting the documents and project coordination related activities.</li> <li>v. Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministries and prepare periodic progress report and reviews.</li> <li>vi. Organize, and prepare outcome, of review meetings.</li> <li>vii. Project management related work and any other task assigned by the Project Coordinator, from time to time.</li> <li>viii. Maintain confidentiality of information/documents as per instructions.</li> <li>ix. Any other task as given by the Project Director.</li> </ul>
5.	<b>Tenure of Appointment</b>	The period of engagement will be limited to six months extendable for another three months or till the end of project period, whichever is earlier and would be purely contractual basis. The engagement with the project would not entail the candidate for any type of employment with NIDM establishment or the government.
6.	<b>Supervision &amp; Guidance</b>	The Senior Consultant shall assist the Principal Investigator (respective NIDM Faculty) in day-to-day activities of preparation of the DM Plan of the MOHUA.
7.	<b>Age</b>	Normally, the maximum age limit will be 62 years. In exceptional cases of highly relevant and specialized candidate, age upto 65 years can be considered.
8.	<b>Remuneration</b>	1,00,000/- all inclusive.
9.	<b>Place of Work</b>	NIDM Campus in Central Delhi and later in Rohini Campus.
10.	<b>Selection Process</b>	Shortlisted eligible candidates may be called for a personal interview which may also include a written test.

**National Institute of Disaster Management  
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**Terms of Reference of Junior Consultants**

National Institute of Disaster Management (NIDM) is a Statutory Body of Government of India dedicated for capacity building of stakeholder in the area of Disaster Risk Mitigation and Management. The Institute has taken several initiatives in the past to build the capacity of relevant stakeholders at national level.

According to the DM Act-2005, NIDM is mandated to support Government/ Ministries/ Departments and related agencies in developing their policies, plans, capacity building and research activities etc. in the area of disaster risk mitigation and management.

NIDM is looking for **two Junior Consultants** to work on a project on *Preparation of Disaster Management Plan* of the Ministry of Housing and Urban Affairs, Government of India with following details:

1.	<b>Educational Qualification</b>	Masters' Degree in Civil/Structural Engineering, Architecture, Planning or allied discipline with minimum of 55% marks or equivalent grade from an institute of repute. Relevant higher/additional qualifications in disaster management preferred.
2.	<b>Experience</b>	<ol style="list-style-type: none"><li>i. 5 years of experience in preparation of disaster management plans, vulnerability assessments of buildings, conducting Rapid Visual Surveys of buildings, implementation of urban development schemes by the MOHUA.</li><li>ii. Experience of writing reports based on primary and secondary research – collection compilation and analysis of data.</li><li>iii. Experience of organizing consultation workshops, making presentations and drafting of reports/documents.</li><li>iv. Good writing skills in English and familiarity with computer application (MS Office etc.)</li><li>v. Retired professionals/officials from scientific/academic or other relevant institutions in related domain and meeting the eligibility conditions can also apply.</li></ol>
3.	<b>Desirable</b>	<ol style="list-style-type: none"><li>i. Higher/additional qualifications in the relevant field will be preferred.</li><li>ii. Experience of preparation of disaster management plans in urban context will be preferred.</li><li>iii. Experience of secondary research, developing publications and case studies/ edited volumes/ training modules/manuals etc.</li><li>iv. Knowledge of the principles and practices of disaster management planning process in urban context.</li></ol>

		v. Inter-disciplinary knowledge and exposure shall be preferred.
4.	<b>Tasks to be carried out</b>	<p>The Junior Consultants shall be responsible for the following tasks:</p> <ol style="list-style-type: none"> <li>i. Assist the Principal Investigator / Project Director (concerned Faculty Member of NIDM) in activities related to preparation of disaster management plan.</li> <li>ii. Collect and compile various primary and secondary data/literature needed for the development of strategies, knowledge repository and preparation of disaster Management plan.</li> <li>iii. Assist in the study/review of related documents/plans/data collected from various sources for the purpose.</li> <li>iv. Assist by contribution to drafting the documents and related coordination.</li> <li>v. Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministries and Prepare periodic progress report and reviews.</li> <li>vi. Organize and prepare outcome of the review meetings.</li> <li>vii. Project management related work and any other task assigned by the Project Coordinator, from time to time.</li> <li>viii. Maintain confidentiality of information/documents as per instructions.</li> <li>ix. Any other task as given by the Project Director.</li> </ol>
5.	<b>Tenure of Appointment</b>	The period of engagement will be limited to six months extendable for another three months or till the end of project period, whichever is earlier and would be purely contractual basis. The engagement with the project would not entail the candidate for any type of employment with NIDM establishment or the government.
6.	<b>Supervision &amp; Guidance</b>	The Junior Consultants shall assist the Principal Investigator (respective NIDM Faculty) in day-to-day activities of preparation of the disaster management plan of the MOHUA.
7.	<b>Age</b>	Normally, the maximum age limit will be 62 years. In exceptional cases of highly relevant and specialized candidate, age upto 65 years can be considered.
8.	<b>Remuneration</b>	50,000/- all inclusive.
9.	<b>Place of Work</b>	NIDM Campus in Central Delhi and later in Rohini Campus.
10.	<b>Selection Process</b>	Shortlisted eligible candidates may be called for a personal interview which may also include a written test.

**National Institute of Disaster Management  
(Ministry of Home Affairs)**

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**Terms of Reference of Academic Assistant**

National Institute of Disaster Management (NIDM) is a Statutory Body of Government of India dedicated for capacity building of stakeholder in the area of Disaster Risk Mitigation and Management. The Institute has taken several initiatives in the past to build the capacity of relevant stakeholders at national level.

According to the DM Act-2005, NIDM is mandated to support Government/ Ministries/ Departments and related agencies in developing their policies, plans, capacity building and research activities etc. in the area of disaster risk mitigation and management.

NIDM is looking for **one Academic Assistant** to work on a project on *Preparation of Disaster Management Plan* of the Ministry of Housing and Urban Affairs, Government of India with following details:

1.	<b>Educational Qualification</b>	<ol style="list-style-type: none"><li>i. Graduate degree from a recognized University/ Institution with minimum of 55% marks or equivalent grade. Relevant higher/additional qualifications and/or familiarity with disaster management will be preferred.</li><li>ii. Excellent communication and interpersonal skills (both English and Hindi).</li></ol>
2.	<b>Experience</b>	<ol style="list-style-type: none"><li>i. 5 years of experience in office assistance and related activities.</li><li>ii. She/he must have the proficiency in working on Computers, viz. MS office, Internet, E-mail etc. Candidates having proficiency in MS Word, MS Excel and MS Power Point will be preferred. Familiarity with other software will be advantageous.</li><li>iii. Experience in assistance of collection, compilation and analysis of data based on primary and secondary research.</li><li>iv. Experience of organizing consultation workshops, making presentations and drafting of reports/documents.</li></ol>
3.	<b>Desirable</b>	<ol style="list-style-type: none"><li>i. Post graduate qualifications in disaster management and /or allied subjects.</li><li>ii. Experience of working in the areas related to disaster management will be preferred.</li><li>iii. Experience of data collection from primary and secondary sources, drafting reports for publications and preparation of case studies etc.</li><li>iv. Inter-disciplinary knowledge and exposure shall be</li></ol>

		preferred.
4.	<b>Tasks to be carried out</b>	<p>The Academic Assistant shall be responsible for the following tasks:</p> <ol style="list-style-type: none"> <li>i. Assist the Principal Investigator / Project Director (concerned Faculty Member of NIDM) in activities related to preparation of disaster management plan like file management, maintaining records and correspondence etc. related to the project.</li> <li>ii. Assist in providing technical and administrative support related to the project including typing, data analysis etc.</li> <li>iii. Assist in coordination with various stakeholders and external agencies including handling queries related to the project.</li> <li>iv. Assist in preparation of action plans, presentations, monthly reports etc.</li> <li>v. Collect and compile various primary and secondary data/literature needed for the development of strategies, knowledge repository and preparation of disaster management plan.</li> <li>vi. Assist in the study/review of related documents/plans/data collected from various sources for the purpose.</li> <li>vii. Assist in drafting the documents and coordination with relevant stakeholders.</li> <li>viii. Maintain the inventory of persons/documents/resource materials, nodal officers from respective organizations/Ministries and prepare periodic progress report and reviews.</li> <li>ix. Assist in organizing and preparation of outcome of the review meetings.</li> <li>x. Project management related work and any other task assigned by the Project Coordinator, from time to time.</li> <li>xi. Maintain confidentiality of information/documents as per instructions.</li> <li>xii. Any other task as given by the Project Director.</li> </ol>
5.	<b>Tenure of Appointment</b>	<p>The period of engagement will be limited to six months extendable for another three months or till the end of project period, whichever is earlier and would be purely contractual basis. The engagement with the project would not entail the candidate for any type of employment with NIDM establishment or the government.</p> <p>The Institute reserves the right to terminate the services of the</p>

		Academic Assistant at any time without assigning any reason after giving one month's notice.
6.	<b>Supervision &amp; Guidance</b>	The Academic Assistant shall assist the Principal Investigator (respective NIDM Faculty) in day-to-day activities of preparation of the disaster management plan of the MOHUA.
7.	<b>Age</b>	Maximum age limit is up to 40 years.
8.	<b>Remuneration</b>	Rs. 25,000/- all inclusive.
9.	<b>Place of Work</b>	NIDM Campus in Central Delhi and later in Rohini Campus.
10.	<b>Selection Process</b>	Shortlisted eligible candidates may be called for a personal interview which may also include a written test.



# NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Ministry of Home Affairs, Government of India)  
A-Wing, NDCC- Building, JaisinghMarg, New Delhi - 110001

## **Application format for Project Positions in the National Institute of Disaster Management**

Name of the Post Applied For \_\_\_\_\_

Name of the Project/Assignment \_\_\_\_\_

**Photo**

1. Name: \_\_\_\_\_

2. Father' Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Domicile: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Mailing Address (with Tel./Mob. No. and email address): \_\_\_\_\_  
\_\_\_\_\_

7. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

8. Educational Qualification:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class
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9. Work Experience:

S.No.	Organization/Institute	Post Held	Period From To	Pay/Emoluments drawn*	Nature of Work	Remarks
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Note : \* in case of retired, last pay/emoluments drawn

10. Brief about publications/research/documentation work etc.: \_\_\_\_\_  
\_\_\_\_\_

11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post: \_\_\_\_\_  
\_\_\_\_\_

12. References (upto 2 – Name/Affiliation and Contacts):

(Signature)

Date:

Mobile No.: \_\_\_\_\_ Email address: \_\_\_\_\_