

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Ministry of Home Affairs, Govt. of India)
IIPA Campus, I.P. Estate, New Delhi 110002

Walk-in interview will be held to fill up the post of one Consultant purely on contractual basis for six month period to assist in the preparation of national disaster management plan:

Consultant (One) : Remuneration upto Rs. 50,000/- (consolidated)
plus local conveyance Rs. 4500/-pm

Selection Process: Walk-in interview on **5th August 2013.**

Reporting time at NIDM 10A.M. The detailed Terms of Reference (Qualifications, Age, Duties & Responsibilities etc.) are available at NIDM website at: **www.nidm.gov.in/recruitment.asp**

Executive Director
NIDM

Detailed ToR is placed below

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

TERMS OF REFERENCE OF CONSULTANT

1) Educational Qualification:

- (i) Masters' Degree in Environment or Earth Science/ Disaster Management/Social Work or allied discipline with minimum of 55% marks or equivalent grade.

Experience:

- (i) A minimum of 5 years of experience in relevant field (For Ph.D holder, relaxed to 3 years)
- (ii) (a) Retired Government employees with Grade Pay of Rs.7600/- and above (b) with at least 5 years experience in the related domain/field of Disaster Management and meeting all the eligibility conditions can also apply.
- (iii) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data.
- (iv) Knowledge of the principles and practices of disaster mitigation, response and capacity building related issues.

Desirable:-

- (i) M. Phil or Ph.D in the relevant field.
- (ii) Experience of writing technical reports/publications and knowledge of disaster management related plans.
- (iii) Inter-disciplinary knowledge and exposure shall be preferred.

2) Tasks to be carried out:

The Consultant shall be responsible for the following tasks:

- (i) Assist the Nodal faculty member of NIDM associated with the development of national disaster management plan.
- (ii) Collect and Compile various primary and secondary data/literature needed for the development of plan.
- (iii) Assist in the study/review of related documents/plans/data collected from various sources for the purpose
- (iv) Assist by contribution to writing the document of national plan on disaster management

- (v) Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministries and Prepare periodic progress report and reviews.
- (vi) Provide consultant logistics and the support to conduct survey to assess the capacity needs of the areas specified.
- (vii) Project management and any other work assigned by the nodal faculty members, from time to time
- (viii) Maintain confidentiality of information/documents as per instructions.

3) Duration of Consultancy:

The consultancy will be for a period of six months.

4) Supervision & Guidance:

The Consultant shall assist the nodal faculty members of NIDM engaged with the Ministry of Home Affairs for preparation of national plan for disaster management.

5) Age:

Normally, the maximum age limit will be 65 years. In exceptional cases of highly specialized requirements, age beyond 65 years can be relaxed not more than one year at a time, limited to maximum upto 70 years.

6) Remuneration:

Consolidated salary of Rs.50,000/- p.m. plus local conveyance of Rs.4500/- p.m.

Selection Process:

Walk-in-interview would be conducted on 5th August 2013. Reporting time for the interview is 10:00AM, on First Floor at the below given address. Candidature for interview will not be accepted after 11:00AM. The Applicant must bring original certificates for verification, at the time of interview. Please also fill up the attached application form and bring a hard copy of the same for interview.

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT,
(Ministry of Home Affairs, Government of India),
5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg, New Delhi - 110 002
Tel. - 011-2370 2432, 2370 5583, 2376 6146
TeleFax - 011-2370 2442, 2370 2446**

Application format for Consultant in the National Institute of Disaster Management

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 Passing	of	Division/Class
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9. Work Experience :

S.No.	Organisation/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 appears would like to mention in support to his/her suitability for the post : _____

12. References:

(i)

(ii)

(Signature)

Date:_____

Mobile No.:_____

Email address:_____