

TOR for Recruiting Staffs for EAS-ERR Centre, NIDM

Consultant No. 1: Information Technology, No. of Post - One

- a. **Education:** B.E./B.Tech/Master's degree with 1st class in Information Technology/computer science from recognized institute/university
- b. **Experience:** 5 yrs of experience in computer networks, web portal development using dot net/JAVA, IT & IT enabled services in Govt./Public sector or reputed organisation
- c. **Desirable:**
 - i. Thorough knowledge, understanding and experience of web designing
 - ii. Knowledge of disaster management
 - iii. Disaster data storage, transmission, synchronization and retrieval
 - iv. Ability and proven experience in multi-tasking, in taking initiative and working effectively.
 - v. Good written, oral and interpersonal skills
 - vi. Good experience of finding solutions to issues from Internet and web portal/applications independently
 - vii. Design, development, application, implementation, support or management of computer-based information systems,
- d. **Work:**
 - i. Development of SMS/email server application and other modern communication tools for 24X7 operation
 - ii. Creation and maintenance of website/web contents related to EAS member countries in earthquake risk reduction
 - iii. Collation of information from EAS member countries and archiving them in the web portal
 - iv. Research and study the existing web portals in the field of earthquake risk management in the East Asia Summit (EAS) member countries
 - v. Development of **mobile application** software and **Geocoding** of information based on virtual globe/mapper
 - vi. Website content development/updation/collation of information and editing based on EAS member countries,

- vii. Any other task/work assigned by the centre time to time
- e. **Age:** max 40 yrs (as on the date of advt.)
- f. **Salary :** Rs 50000/- + travel allowance Rs 4500
- g. **Duration:** 1 yr

Consultant No. 2: Content Development, No. of Post - One

- a. **Education:** B.E./B.Tech (Civil Engg.) or B.Arch with 1st class or Master's degree with 1st class in disaster management from recognized institute/university
- b. **Experience:** 5 yrs of working experience in disaster management in reputed Govt./Public sector or in reputed organization
- c. **Desirable:**
 - i. Knowledge of earthquake risk management
 - ii. Earthquake hazard and vulnerability analysis
 - iii. Good written, oral and graphic communication skills
 - iv. Publications in journals/proceedings related to earthquake induced disasters
- d. **Work:**
 - v. Interlinking of the existing web portals in the field of earthquake risk management related to the East Asia Summit (EAS) member countries
 - vi. Creating knowledge-base related to earthquake response and resources network for Virtual Knowledge Centre (VKC)
 - vii. Collation and compilation of earthquake related information for web portal and creating e-knowledgebase
 - viii. Write and/or prepare documents in line with EAS policies
 - ix. Development of training modules on earthquake management and processing of training related database,
 - x. Conducting training programs - ONLINE and offline for EAS member countries
 - xi. Any other task/work assigned by the centre time to time
- e. **Age:** Max 40 yrs (as on the date of advt.)
- f. **Salary :** Rs 50000 + travel allowance Rs 4500
- g. **Duration :** 1 yr

**Application for appointment as Consultant (.....) at EAS-ERR Centre in the
National Institute of Disaster Management**

Surname

Middle

First name

1. Name: _____

2. Father' Name: _____

3. Date of Birth: _____ 4. Marital Status : _____

5. Domicile : _____ 6. Nationality : _____

7. Mailing Address : _____

Dist : _____ City: _____ Pin : _____

Mob. : _____ E-mail : _____

8. Permanent Address: _____

Dist : _____ City: _____ Pin : _____

Mob. : _____ E-mail : _____

9. Educational Qualification: (Please attach self attested copies)

S.No.	Course	Subject	Name of College/ Institute	Degree awarded by University	Year of Passing	Division/ Class

10. Work Experience : (Please attach self attested copies pf certificates/testimonials)

S.No.	Organisation/Institute	Post Held	Period From To	Pay/Emoluments drawn	Nature of Work	Remarks

11. Brief about publications/research/documentation work etc. : _____

12. Write about your suitability for the post : (Max 150 words) _____

13. References:

	<u>Name</u>	<u>Address</u>	<u>E-mail</u>	<u>Mob.</u>	<u>Period of association</u>
(i)					
(ii)					
(iii)					

Date:

(Signature)

Note: Application should be submitted in electronically typed/print format with original signature in the prescribed format with superscription "Application for the post of _____". Application should be addressed to Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P. Estate, Ring Road, New Delhi – 110002, and must reach latest by 15.07.2013.