

Detailed ToR is Placed Below



NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Govt. of India)

VACANCY ANNOUNCEMENT

Applications are invited for appointment of following vacant posts purely on short term contract basis in National Institute of Disaster Management (NIDM) :-

1. **One post of Sr. Consultant : @ consolidated pay of Rs. 70,000/- p.m. plus local conveyance of Rs. 8000/- p.m.**
2. **One post of Jr. Consultant (Human Behaviour / Community Development) : @ Consolidated pay of Rs. 35,000/- p.m. plus local conveyance of Rs. 2500/- p.m.**
3. **One post of Stenographer : @ Consolidated pay of Rs. 14,000/- p.m.**

The detailed Terms of Reference (Qualifications, Age, Duties & Responsibilities etc.) for the above positions are available at **www.nidm.gov.in/recruitment.asp**

The prescribed educational qualifications & experience are minimum & mere possessions of the same doesn't entitle candidates to be called for interview. A limited number of candidates on the basis of merit & experience will be called for interview. It will not be obligatory on the part of the Institute to call all eligible candidates for interview. **Last date of submission of Application is 15 days from the date of advertisement.**

Executive Director
NIDM

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

TERMS OF REFERENCE OF SENIOR CONSULTANT

1) Educational Qualification:

- i) Masters Degree in Disaster Management/ Allied subject with at least 55% of the marks or its equivalent grade

Experience:

- i) A minimum of 10 years of experience in requisite field preferably at national/regional level. For Ph.D. holder, relaxed to 7 years
- ii) Retired Government employees with Grade Pay of Rs.10,000/- and above and having educational qualification and experience as mentioned above can also apply.

Desirable:-

- i) PhD/M.Phil in the relevant subject.
- ii) Experience of working in the area of disaster risk reduction/disaster management

2) Tasks to be carried out:

- i) To develop course curriculum.
- ii) To prepare/review of training modules.
- iii) To prepare/review Disaster Management Plans of State/District/Department etc.
- iv) To carry out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.
- v) To conduct training programmes for various stakeholders, including trainers of State ATIs/SIRDs etc.
- vi) To organise workshops, & seminars.
- vii) To undertake capacity building and awareness generation activities.
- viii) To develop Information, Education & Communication (IEC) materials.
- ix) To assist Disaster Management Centres of Administrative Training Institutes in training and capacity development.
- x) To assist in bringing out Institute's journals, newsletter and other publications.

- xi) To render technical support in planning and oversee implementation of the various capacity building, IEC and Knowledge management initiatives of the Institute.
- xii) To provide technical support and supervision for capacity building initiative.
- xiii) To liaise with nodal ministries and other government departments on all the policy and capacity development related matters.
- xiv) To provide technical support and supervision for any programs related to Cross cutting issues.
- xv) To provide technical support and attend workshops /conferences/seminars as and when required.
- xvi) To provide technical support and supervision to all capacity building interventions related with prevention, mitigation and preparedness and response of various hazards.
- xvii) Any other Job assignment on the subject which can be assigned by the Executive Director, NIDM

4) Duration of Consultancy:

Initially the consultancy will be for a period of one year with a possibility of extension. However, the Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

5) Supervision & Guidance:

Executive Director, NIDM will supervise and provide guidance to the consultant. Action Taken Reports submitted monthly will form the basis for further extension of the consultant as the activity is perennial in nature. The report on work done by the consultant should be submitted at the end of each month.

6) 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.

7) Remuneration:

Consolidated salary of Rs.70,000/- p.m. plus local conveyance of Rs.8000/- p.m.

8) How to apply

Interested candidates may send their application in the prescribed format (attached) 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 days from the date of publication of advertisement.

Application for Appointment as Senior 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 of Passing	Division/Class

9. Work Experience :

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

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: _____

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

**TERMS OF REFERENCE OF JUNIOR CONSULTANT
(HUMAN BEHAVIOR/COMMUNITY DEVELOPMENT)**

1) Educational Qualification:

- (i) A Masters' degree in Psychology/ Psychiatry/Medicine/Social Work with at least 55% marks or equivalent grade.

Desirable:

- (i) M.Phil/PhD in the relevant field.
- (ii) Experience of working in the area of disaster risk reduction/disaster management

Note:

- (i) Retired Government employees with Grade Pay of Rs.5400/- and above and having educational qualification and experience as mentioned above can also apply.

2) Tasks to be carried out:

- (i) To provide technical support for curriculum development.
- (ii) To assist in preparation of training modules
- (iii) To assist in preparation of Disaster Management Plans of State/District/Department etc.
- (iv) To assist in carrying out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.
- (v) To conduct training programmes for various stakeholders, including trainers of State ATIs/SIRDs etc.
- (vi) To organise workshops, seminars, conferences etc.
- (vii) To undertake capacity building and awareness generation activities.
- (viii) To develop Information Education & Communication (IEC) materials,
- (ix) To assist regional Disaster Management Centres in training and capacity development.
- (x) To assist in bringing out Institute's journals, newsletter and other publications.

- (xi) To assist in planning and oversee implementation of the various capacity building, Awareness and Knowledge management initiatives of the Institute.
- (xii) To assist in implementation of Projects/Programs under implementation in the Institute.
- (xiii) Any other Job assignment on the subject which can be assigned by the Executive Director, NIDM

4) Duration of Consultancy:

Initially the consultancy will be for a period of one year with a possibility of extension. However, the Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

5) Supervision & Guidance:

Professor (Policy Planning & Cross Cutting Issues) NIDM will supervise and provide guidance to the Junior Consultant. Action Taken Reports submitted monthly will form the basis for further extension of the consultant as the activity is perennial in nature. The monthly report on work done by the consultant should be submitted at the end of each month.

6) 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.

7) Remuneration:

Consolidated salary of Rs.35,000/- p.m. plus local conveyance of Rs.2500/- p.m.

8) How to apply

Interested candidates may send their application in the prescribed format (attached) 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 days from the date of publication of advertisement.**

**Application for Appointment as Junior Consultant in the National Institute of Disaster Management
in the field of Human Behavior/Community Development**

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

9. Work Experience :

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

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: _____

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

TERMS OF REFERENCE FOR STENOGRAPHER

1) Educational Qualification

Graduate with possessing a speed of 80 words per minute in shorthand and typing 40 w.p.m. in English .

2) Desirable

Having proficiency in Hindi also with shorthand speed of 60 w.p.m. and typing with 30 w.p.m.

3) Experience

Five years experience in reputed organization.

4) Duration

Initially the tenure will be for a period of one year with a possibility of extension.

5) Age

Maximum age limit will be 45 years.

6) Remuneration

Consolidated salary of Rs. 14,000/- p.m.

7) How to apply

Interested candidates may send their application in the prescribed format (attached) 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 days from the date of publication of advertisement.**

Application for Appointment as Stenographer in National Institute of Disaster Management

- 1) Post applied for _____
- 2) Category (General/SC/ST/OBC) _____
- 3) Full Name(in Block letters)_____
- 4) Father's Name _____
- 5) Date of Birth _____
- 6) Age as on 30.11.2013 ____years ____month ____days_____
- 7) Sex : Male/Female
- 8) Marital Status Married/unmarried
- 9) Educational Qualification
- 10) a) Stenography speed (Eng.) _____ Typing speed (Eng.)_____
- b) Stenography speed (Hindi) _____ Typing speed (Hindi)_____
- 11) Past Experience :
- 12) Nationality
- 13) Correspondence Address:
Telephone no.
Mobile no.
Email ID
- 14) Permanent Address:

Signature