

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

**Vacancy for Research Associate under the project
“Crisis Management Plan to deal with contamination of water bodies”**

Duly filled in applications from eligible candidates are invited for the project position of a Research Associate, purely on contractual basis, under the project “Crisis Management Plan to deal with Contamination of Water Bodies” for a period of one year, supported by CPCB (MoEFCC), GoI. Applications in the prescribed performa may be sent to the Principal Investigator of the project on email: **ccdm.nidm@gmail.com** and copy to **santosh.yogita@gmail.com** with subject line Project Post Application – Crisis Management Plan for Contamination of Water Bodies latest by **19th February 2020**. Detailed TOR and Application form is available on the NIDM website, under recruitment section.

Please see below for the detailed TOR and Application Format

**National Institute of Disaster Management
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**Terms of Reference of Research Associate under the project
“Crisis Management Plan to deal with contamination of water bodies”**

1) Educational Qualification:

- (i) Masters’ Degree in Environment Science/Engineering/Technology or allied discipline with minimum of 55% marks or equivalent grade.

Experience:

- (i) Minimum 2 years of experience in relevant field for MSc/One year experience for M.Tech/M.Phil. PhD or relevant higher/additional qualifications preferred.
- (ii) Retired professionals/officials from scientific/academic or other relevant institutions in related domain and meeting 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 related to management of water bodies/ water resources/water quality/public health/emergency response and capacity building related issues.
- (v) Experience of organizing consultation workshops and drafting of reports/documents.

Desirable:

- (i) Higher/additional qualifications in the relevant field preferred.
- (ii) Experience of secondary research, developing publications and case studies/ edited volumes/ training modules/manuals.
- (iii) Inter-disciplinary knowledge and exposure shall be preferred.

2) Tasks to be carried out:

The RA shall be responsible for the following tasks:

- (i) Assist the Principal Investigator / Project Director (concerned Faculty Member of NIDM).
- (ii) Collect and Compile various primary and secondary data/literature needed for the development of strategies, knowledge repository and the training toolkit.
- (iii) Assist in the study/review of related documents/plans/data collected from various sources for the purpose
- (iv) Assist by contribution to drafting the documents and related coordination.

- (v) Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministries and Prepare periodic progress report and reviews.
- (vi) Project management and any other work assigned by the Project Coordinator, from time to time.
- (vii) Maintain confidentiality of information/documents as per instructions.

3) Supervision & Guidance:

The RA shall assist the project director (respective NIDM Faculty), supported by CPCB-MoEFCC.

4) Age:

Normally, the maximum age limit will be 35 years. In exceptional cases of highly relevant and specialized candidate, age upto 45 years can be considered.

5) Remuneration:

Rs 50,000/- (Consolidated) per month

6) Duration of Engagement

The period of engagement will be one year but limited to the project period, 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.

7) Place of Posting:

At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in process of shifting to its own campus at Sector 29, Rohini, New Delhi in next 2 months.

8) Selection Process:

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, Jai Singh Marg, New Delhi - 110001

Application format for Project Position in the National Institute of Disaster Management

Name of the Post Applied For_____

Name of the Project/Assignment_____

1. Name:_____

2. Father's 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 (Attach necessary documents):

S. No.	Course	Subject	University/Institute	Year of Passing	Division/Class
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9. Work Experience (Attach necessary Certificates):

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/Plan drafting work etc. (Provide a List):_____

11. Additional information if any, which appears 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:_____