

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

**Walk-In Interview on 01.02.2020  
for two positions of Jr. Consultant (Admin)**

The National Institute of Disaster Management, New Delhi is conducting Walk-In Interview on 01.02.2020 for two positions of Jr. Consultant (Admin) purely on contractual basis.

2. Applicants fulfilling the required qualifications & experience may attend the Walk-in Interview alongwith detailed CV, all testimonials, passport size photograph, certificates, marksheets in original for verification.

3. Reporting time will be at **09:30 am at YMCA Tourist Hostel**, Jai Singh Road, New Delhi – 110001. Entry will only be allowed against original Photo ID proof (Aadhar Card/Voter ID Card/ Driving License/Passport)

4. No TA/DA will be paid for attending the Walk-in Interview.

**Detailed ToR is placed below**

**National Institute of Disaster Management,  
(Ministry of Home Affairs, Govt. of India)**

**ToR for Jr. Consultant (Admin)**

The National Institute of Disaster Management is seeking retired Assistant Section Officer level candidates for two positions of Jr. Consultant (Admin) purely on contractual basis.

2. The terms & conditions for the position of Jr. Consultant (Admin) are as follows:

- i). The work profile and responsibilities of the Jr. Consultant (Admin) would be equivalent that of an Assistant Section Officer in Government.
- ii). **He/she must be a graduate having retired from Government Service at the level of Assistant Section Officer.**
- iii). He/she must be well acquainted with the functioning of Government/Ministries.
- iv). He/she should be well aware of various rules/regulations of Government, capable to handle administrative matters relating to framing of Recruitment Rules, DPC, Court cases, General Administration matters, Vigilance matters, GFR etc.
- v). He/she must have the proficiency in working on Computers, viz. MS Word, Internet, E-mail etc. Candidates having knowledge of MS Excel and MS Power Point will be preferred. No typing assistance shall be provided.
- vi). The consolidated fee of Rs. 37,500/- (Rs. 35,000/- + Rs. 2,500/- (local conveyance)) per month (minus Professional Tax/TDS as applicable) shall be payable to the Jr. Consultant (Admin), subject to periodical completion of work certified by the controlling Officer. He/she will not get any HRA, DA, TA, Residential accommodation or residential telephone facility etc.
- vii). The engagement of the Jr. Consultant (Admin) shall be initially for a period of six months, which may be extended till the Institute requires the services of Jr. Consultant (Admin) or whenever regular incumbents are available, whichever is earlier.
- viii). **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.**
- ix). Working hours shall normally be from 9 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/ Sundays and other Gazetted holidays.
- x). He/she will be eligible for eight (8) leaves in a calendar year on pro-rata basis subject to the approval of the controlling Officer. Un-availed leaves in a calendar year can't be carried forward to next calendar year.
- xi). He/she will be governed by the Official Secrets Act, 1923, as amended from

time to time and will not disclose to any unauthorized person(s) any information/data that may be supplied to them during the period of your engagement as 'Consultant' in the Institute. All such documents will be property of the Institute.

- xii). He/she will complete the assigned task within the stipulated period as per the requirement of their controlling officer. They will not take up any assignment or contract which conflicts the interest of the Institute in this matter, elsewhere during the period of contract.
- xiii). The Institute reserves the right to terminate the services of the Jr. Consultant (Admin) at any time without assigning any reason after giving one month's notice.
- xiv). He/she may withdraw his/her contract at any time during the contract period by giving one month advance notice.
- xv). **Maximum age limit for the Jr. Consultant (Admin) is up to 65 years.**

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