

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

VACANCY ANNOUNCEMENT

Date: 22.06.2020

Applications are invited for the following position in the National Institute of Disaster Management, New Delhi on contractual basis:

S.no.	Positions	No.	Emoluments (Rs.) p.m.
1.	Jr. Consultant (e-Learning)	one	Rs. 37,500/-

2. The detailed ToR for the above position and prescribed format of application are attached.
3. Interested candidates may send their application in the prescribed format with superscription “**Application for the post of _____**”. Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001** and must reach latest by **21.07.2020**.
4. Soft copy of the application may also be sent through email at **admo officer.nidm@nic.in**

**Executive Director
NIDM**

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs)

Terms of Reference for Junior Consultant (e-Learning)

Duties and Responsibilities:

- Ensure effective communication and coordination with the portal administrator, program manager, developer, task manager, facilitators, assistant facilitators, course participants, administration and accounts personnel for NIDM e-Learning programs.
- Provide technical and administrative/ accounts related support for management and development of NIDM e-Learning programs.
- Handle the queries of different users of the NIDM e-Learning programs and coordinate with various stakeholders and external agencies.
- Manage files & records of NIDM e-Learning programs related to hardware, software, courses, participants, facilitators, results, reports, accounts etc.
- Assist in preparation of action plans, presentations, training calendar, monthly reports etc.
- Any other task(s) assigned by the Controlling Officer/ Executive Director.

Qualifications

Essential

- Graduate from a recognized University/ Institution.
- Minimum 2 years of working experience in managing courses/ training programs.
- Excellent communication and interpersonal skills (both English and Hindi).

Desirable

- Experience with e-learning courses through Content/Learning Management Systems/ MOODLE.
- Experience related to Disaster Management.

Remuneration

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

Age

- Between 25-40 years

Mode of Recruitment

- Contractual basis for six months (likely to be extended)

**Application for engagement as
in the National Institute of Disaster Management**

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Male/Female: _____

5. Domicile: _____

6. Nationality: _____

7. Mailing Address (with Tel./Mob. No. and email address) _____

8. Permanent Address: _____

9. Educational qualification:

Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Division/ Class
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10. Work Experience:

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	to		

11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: _____

12. Whether SC/ST/OBC: _____

13. Reference

(i) (ii)

(Signature)

Date: _____

Mobile No: _____

e-mail address: _____

Photo