

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

Date: 03.02.2021

**Online Walk-in Interview on 23.02.2021
for the position of Multi-Tasking Support Staff
at Child Centric - DRR Unit
at National Institute of Disaster Management,
Southern Campus, Andhra Pradesh**

The National Institute of Disaster Management is seeking experienced qualified candidates for the position of Multi-Tasking Support Staff purely on contractual basis for its Child Centric - DRR Unit, based at NIDM Southern Campus, Andhra Pradesh. The project is supported by UNICEF. The detailed ToR for the above position is enclosed.

2. The date of the Online Walk-in Interview is **23.02.2021 at 10:30 am**. Interested candidates may send their detailed resume (including email-id, mobile no., alternate no.) through email at **ccdrr.nidm@gmail.com** latest by **21.02.2021** for booking their time slot. Only **30 nos. of time slots** are available **on first come first serve basis**.

3. The Online Walk-in Interview shall be held on free video conferencing software for which an app is required to be installed in the applicant's mobile/laptop. The details of video conferencing software including login credentials shall be sent only to confirmed applicants through email by **22.02.2021**.

**Executive Director
NIDM**

**National Institute of Disaster Management
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Terms of Reference for Multi-Tasking Support Staff, CCDRR

Duties & Responsibilities

- General cleanliness and upkeep of the project unit (viz. rooms, furniture, equipments etc).
- Carrying of files/Dak/papers within& outside the office.
- Physical maintenance of files/records of the project unit.
- Perform routine office works (viz. photocopy, fax, diary, dispatch, etc) and ensure basic facilities of the project unit.
- Watch and ward duties.
- Opening and closing of rooms.
- Any other task(s) assigned by the Project Director or the Executive Director.

Qualifications & Experience

Essential

- Fluency in English, Hindi and Telugu
- Matriculation from a recognized Board/Institution.
- 1 years of working experience as MTS.

Maximum Age

- 35 years

Remuneration

- Rs. 25,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of six months which may be further extended as per performance, requirements at NIDM and willingness of both the parties.

Place of Posting

- CCDRR unit at NIDM Southern Campus, Andhra Pradesh
