

**Advertisement for Position of Project Sr. Associate and Project Jr. Associate at NIDM,
New Delhi**

Walk-in interview (online) will be held for engaging (i) One Project Sr. Associate and (ii) One Project Jr. Associate, purely on contractual basis, under the Project “*National Chemical and Petro Chemical- Disaster Management Plan (NCPC-DMP)*”, for a period of 12 months. Selection process: Walk-in (online) Interview on 30.04.2021 through Cisco WebEx platform. Soft copy of the application must be sent through email at ecdrrm.nidm@gmail.com on or before 25.04.2021.

The detailed Terms of Reference (Remuneration, Qualifications & Responsibilities, etc) are available at NIDM website at www.nidm.gov.in under Recruitment Section.

Scroll below for the Detailed TOR and Application Forms

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

TERMS OF REFERENCE FOR PROJECT SENIOR ASSOCIATE

No. of Position(s) – 01

1) Educational Qualification & Experience:

Ph.D. (in Environment Science/Chemical Science/ Chemistry/Health or allied areas)

WITH

- 4 years relevant experience, preferably a) Drafting of national level sectoral Plan(s) of adaptation/ DRR and b) Experience of dealing with Government Officials and Ministries

2) Desirable Experience:

- (i) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data, analysis and report writing.
- (ii) Knowledge of the principles and practices in climate change and disasters, resilience and sustainable development related issues.
- (iii) Experience of research or risk/vulnerability studies, consultation workshops and drafting of reports/documents.
- (iv) Research Publication, book chapters, scientific articles, etc.
- (v) Experience of developing publications, and case studies/ edited volumes/ training modules/manuals.
- (vi) Experience of developing National level Sectoral Plan(s) of Adaptation/ DRR.
- (vii) Skill of using analytical and diagram software.

3) Tasks to be carried out: The Project Sr. Associate shall be responsible for the following tasks:

- (i) Assist the Principal Investigator in project management and steering,
- (ii) Collect, Compile, analyse and interpret various primary & secondary data/literature needed for development of research reports, papers, strategies, training etc. with reference to Environment, Climate change and Forest sector disaster and climate resilience, HRVA, DM plan, etc.
- (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 and Prepare periodic progress report and reviews.
- (vi) Project management and any other work assigned by the Project Coordinator, from time to time
- (vii) Travel as per the requirements of the project.

(viii) Maintain confidentiality of information/documents as per instructions.

4) Duration of Research Fellowship:

The period of engagement will be limited to the project period, and would be purely on contract basis. The engagement would be under the project and would not entail the Project Sr. Associate for any claim of employment with NIDM establishment or the government.

5) Supervision & Guidance:

The Project Sr. Associate shall assist the Principal Investigator/ Project Director of the Project.

6) Remuneration:

Consolidated Rs. 70,000/- per month.

7) Age Limit:

40 Years as on 30.04.2021

8) Place of Posting:

NIDM Campus at Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, New Delhi-110085.

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

**TERMS OF REFERENCE OF PROJECT JUNIOR ASSOCIATE
No. of Position(s) – 01**

1) Educational Qualification & Experience:

Masters' degree (in Environ. Sc./ Chemistry/ Public Health/ or allied subject), with at least 1 Year relevant experience, preferably a) Drafting of national level sectoral Plan(s) of adaptation/ DRR and b) Experience of dealing with Government Officials and Ministries

2) Desirable Experience:

- (i) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data, analysis and report writing.
- (ii) Knowledge of the principles and practices in climate change and disasters, occupational health, resilience and sustainable development related issues.
- (iii) Experience of research or risk/ vulnerability studies, consultation workshops and drafting of reports/ documents.
- (iv) Research Publication, book chapters, scientific articles, etc.
- (v) Experience of developing publications and case studies/ edited volumes/ training modules/manuals.

3) Tasks to be carried out:

The Project Jr. Associate shall be responsible for the following tasks:

- (i) Assist the Principal Investigator in project management and steering,
- (ii) Collect, Compile, analyse and interpret various primary & secondary data/literature needed for development of research reports, papers, strategies, training etc. with reference to agriculture sector disaster and climate resilience, HRVA, DM plan, etc.
- (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 co ordinations.
- (v) Maintain the inventory of documents/resource materials and Prepare periodic progress report and reviews.
- (vi) Project management and any other work assigned by the Project Coordinator, from time to time
- (vii) Travel as per the requirements of the project.
- (viii) Maintain confidentiality of information/documents as per instructions.

4) Duration of Research Fellowship:

The period of engagement will be limited to the project period, and would be purely on contract basis. The engagement would be under the project and would not entail the Project Jr. Associate for any claim of employment with NIDM establishment or the government.

5) Supervision & Guidance:

The Project Jr. Associate shall assist the Principal Investigator/ Project Director of the Project.

6) Remuneration:

Consolidated Rs. 40,000/- per month.

7) Age Limit:

30 Years as on 30.04.2021

8) Place of Posting:

NIDM Campus at Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, New Delhi-110085.



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

APPLICATION FORMAT FOR PROJECT POSITIONS

Name of the Post Applied for:

Name of the Project/ Assignment:

1. Name:

2. Father' Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing Address (with Tel./Mob.No. and email address) :.....

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7. Permanent Address:

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8. Educational Qualifications:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience :

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

10. Details of Publications/research/documentation work etc.:

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11. Experience of Drafting of sectoral/ disaster management related plan:

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12. Experience of dealing with Government Officials and Ministries:

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13. Additional information if any, which appears would like to mention in support to his/her suitability for the post:

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14. References (upto 2 – Name/Affiliation and Contacts):

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(Signature) Date:

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Mobile No.:

Email address:

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