

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

Date: 07.04.2022

Online Walk-in Interview on 22.04.2022

for the position of Project Associate under the Project “Ministry of Ayush – Disaster Management Plan (AYUSH-DMP)”, at National Institute of Disaster Management, Delhi

The National Institute of Disaster Management is seeking experienced qualified candidates for the following position purely on contractual basis under the Project “Ministry of Ayush – Disaster Management Plan (AYUSH-DMP)”, at NIDM Campus, Rohini, Delhi:

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S.No.	Positions	No. of position	Remuneration p.m. (Rs.)
1.	Project Associate	1	Rs.55,000/- + 27% HRA

The detailed ToR for the above positions is attached.

2. The date of the Online Walk-in Interview is **22.04.2022**. Interested candidates may send their detailed resume in the prescribed format (including email-id, mobile no., alternate no.) through email at **ecdrm.nidm@gmail.com** latest by **18.04.2022** for booking their time slot. Only **20 nos.** of eligible candidates will be entertained on first come first served basis.

3. The Online Walk-in Interview shall be held on free video conferencing software for which an app is required to be installed at the applicant’s mobile/laptop. The details of video conferencing software including login credentials shall be sent only to confirmed applicants through email by **20.04.2022**.

**Executive Director
NIDM**

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

TERMS OF REFERENCE FOR PROJECT ASSOCIATE

No. of Position(s) – 01

1) Educational Qualification & Experience:

Master's in Public Health/ Ayurveda/ Homeopathy/ Yunani/ Disaster Management/Environment Science or allied areas

WITH

at least 2 years relevant experience, preferably in 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 Associate shall be responsible for the following tasks:

- (i) Assist the Project Director 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 Ayush sector disaster resilience, HRVA, DM plan, etc.
- (iii) Assist in the study/review of related documents/plans/data collected from various sources for the purpose.
- (iv) Drafting the documents, conducting related meetings, consultations, workshops 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 Director, 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 Engagement:

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 Associate for any claim of employment with NIDM establishment or the government.

5) Supervision & Guidance:

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

6) Remuneration:

Rs. 55,000/- + 27 % HRA per month.

7) Age Limit:

40 Years as on 30.03.2022

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	of	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(upto2–Name/Affiliation and Contacts):.....

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(Signature)

Date:.....

Mobile No.....

Email address:.....