

Times of India, Delhi (18-10-2023)

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**
(Ministry of Home Affairs, Govt. of India)

WALK IN INTERVIEW
The National Institute of Disaster Management, Delhi is seeking qualified candidates for the following contractual positions:

S no.	Name of the position	Remuneration Band (Rs.)
1.	Sr. Consultant (IPRO)	1,25,000/- - 1,75,000/- p.m.
2.	Consultant (IUIIN-DRR)	75,000/- - 1,00,000/- p.m.
3.	Jr. Consultant (IUIIN-DRR)	50,000/- - 65,000/- p.m.

Details of the assignment and information for applicants can be found on the website at <https://nidm.gov.in>. The date of the walk-in interview is **26.10.2023**. The interview will be held at **NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042**.



Executive Director, NIDM
CBC 19107/11/0024/2324

Hindustan (Hindi), (18-10-2023)

**राष्ट्रीय आपदा प्रबंधन संस्थान**
(गृह मंत्रालय, भारत सरकार)

वाक इन इंटरव्यू
राष्ट्रीय आपदा प्रबंधन संस्थान, दिल्ली निम्नलिखित आनुबंधात्मक पदों के लिए सुयोग्य उम्मीदवारों की प्रत्याशा कर रहा है:

क्र.सं.	पद का नाम	पारिश्रमिक बैंड (रु.)
1.	सीनियर कन्सल्टेंट (आईपीआरओ)	1,25,000/- - 1,75,000/- प्रति माह
2.	कन्सल्टेंट (आईयूआईएन-डीआरआर)	75,000/- - 1,00,000/- प्रति माह
3.	जूनियर कन्सल्टेंट (आईयूआईएन-डीआरआर)	50,000/- - 65,000/- प्रति माह

कार्यभार का विवरण तथा आवेदकों के लिए जानकारी वेबसाइट: <https://nidm.gov.in> पर देखी जा सकती है। वाक-इन-इंटरव्यू की तिथि **26.10.2023** है। साक्षात्कार का आयोजन **एनआईडीएम, प्लॉट नं. 15, पॉकेट-3, ब्लॉक-बी, सेक्टर-29, रोहिणी, दिल्ली-110042** में आयोजित किया जायेगा।



सीबीसी 19107/11/0024/2324
कार्यकारी निदेशक, एन.आई.डी.एम.

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

Date: 16.10.2023

Walk-in Interview on 26.10.2023

The National Institute of Disaster Management is seeking experienced and qualified candidates for the following positions purely on contractual basis for its campus at Rohini, Delhi:

S. No.	Positions	No. of positions	Remuneration Band (Rs./-)
1.	Senior Consultant (Information and Public Relations Officer)	1	Rs.1,25,000/- - Rs.1,75,000/- per month
2.	Consultant (Indian Universities and Institutions Network for Disaster Risk Reduction)	1	Rs.75,000/- - Rs.1,00,000/- per month
3.	Junior Consultant (Indian Universities and Institutions Network for Disaster Risk Reduction)	1	Rs.50,000/- - Rs.65,000/- per month

2. The detailed Terms of Reference (ToRs) for the above positions are attached.

3. Only **15 nos.** of eligible candidates for each position will be entertained on first come first serve basis.

4. Interested candidates are requested to report at NIDM, Plot No.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi - 110042 on **26.10.2023 for the Walk-in Interview** as per following schedule:

Positions	Reporting time	Interview timings
Senior Consultant (IPRO)	Between 9.00 a.m. to 9.30 a.m.	10.00 am to 12.00 noon
Consultant (IUINDRR)	Between 1.00 pm-1.30 p.m.	2.00 pm to 4.00 p.m.
Junior Consultant (IUINDRR)	Between 3.00 pm-3.30 p.m.	4.00 pm to 6.00 p.m.

5. The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.

6. The candidates are also required to fill/carry the application format (attached) for the interview.

7. No TA/DA will be provided for attending the walk-in interview.

8. The Consultants will be governed under NIDM's procedure and guidelines for engagement of Consultants.

9. The remuneration will commensurate with the qualifications, experience and profile of the candidate.

**Executive Director
NIDM**

Terms of Reference
Senior Consultant (Information and Public Relations Officer)

1.	Name of the Division/ Centre/ Cell/ Section	Executive Director's Office
2.	Details of Post	Information and Public Relations Officer in the grade of Senior Consultant
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	The Senior Consultant (Information and Public Relations Officer) shall be responsible for building a vertical for required professional support services in information and public relations either in house or outsourcing.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. Developing PR strategies and media campaigns. 2. Content Creation: Generating contents such as developing write-ups for communication and promotional materials to be used in awareness-raising campaigns, including briefing materials, presentations, flyers, brochures, posters, leaflets, and broadcasting materials, etc. 3. Use of Content: In addition to above, also using content for various digital media platforms such as for websites of the institute as also for various social media platforms. 4. Communication Strategy: Crafting the communication strategies to promote the cause and the organization is committed to including the assigned functions under the DM Act and other higher authorities from time to time. 5. Event management: Coordinating and assisting in successful promotion of events, press conferences / briefings and other public relations activities. 6. Monitoring Social Media: Monitoring social media sites, alerts and blogs on related topics, researching and coordinating the appropriate response in a timely and effective manner. 7. Research & Analysis: Conducting research and analysis of new social media trends, sites, tools and news, updating on significant developments and making recommendations. 8. Team Supervision: It is expected from Senior Consultant to build a vertical for required professional support services in information & public relations either in house or outsourcing. Also expected to overseeing and leading a team of professionals in this vertical and report to the ED NIDM and seek instructions. 9. Any other task assigned by the Reporting Officer/Executive Director, NIDM, within or outside duty station.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity

		6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	Essential	Master's degree in journalism or mass communication.
	Desirable	Candidates having 60% marks and above in the master's degree is desirable.
	(B) Work Experience	
	Essential	1. Minimum 5 years of experience in handling media/public relations in Central or State Government Organization or Public Sector Undertaking or Autonomous Bodies or Research Institutes or Training Institutes. 2. Digital media development skills, such as graphic design, video editing and blog administration. 3. Social media management skills, experience of working with and supervising a multi camera set up for live and recorded events.
	Desirable	1. Experience in teaching mass communication 2. Should be well acquainted with the functioning and rules / regulations of Government / Organization.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 50 years
9.	Remuneration Band	Rs.1,25,000/- - Rs.1,75,000/- per month
10.	Reporting Mechanism	Senior Consultant (IPRO) shall report to Executive Director, NIDM or any other channel as ordered by competent authority.
11.	Schedule of completion of Tasks	The Senior Consultant (IPRO) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Senior Consultant (IPRO) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section.

Terms of Reference
Consultant (Indian Universities and Institutions Network for Disaster Risk Reduction)

1.	Name of the Division/ Centre/ Cell/ Section	Indian Universities and Institutions Network for Disaster Risk Reduction-National Institute of Disaster Management, MHA (IUIDRR-NIDM)
2.	Details of Post	Consultant (Indian Universities and Institutions Network for Disaster Risk Reduction)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	<ol style="list-style-type: none"> 1. The job of Consultant is to assist the Research Program/Fellowship/Publication and other program divisions of the IUIDRR-NIDM. 2. He/she will be responsible for communicating with the individual/institutions receiving grants from NIDM and monitoring the Research work funded by the NIDM apart from other work assigned by the division.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To organise relevant events and meetings such as academic committee meetings, Executive Committee meetings, academic research committee meetings. 2. To review the proposals and synopsis submitted by principal investigators & research scholars 3. Assisting in conducting, monitoring and co-ordinating the activities for research projects and fellowships. 4. Assist in process of scrutiny and finalization of proposal for research projects and fellowships. 5. Communicating, writing emails, letters, processing bills etc. 6. Assisting in the modification of web based platforms. 7. computer applications / work on need basis 8. To document all proceedings including meetings, workshops and technical sessions. 9. Coordination and follow-ups with partners/stakeholders/ individual/institutions. 10. Monitoring the progress report of the research work funded by the NIDM. 11. Any other duty assigned by the NIDM.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders

		8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	Essential	Master's Degree with at least 55% marks in any discipline.
	Desirable	Applicant with NET/M.Phil/Ph.D (completed or pursuing) will be given preference
	(B) Work Experience	
	Essential	1. Minimum 3 years of experience in the field research / teaching/ training programme 2. Proficiency in Computer handling MS Word, Excel, Power Point, knowledge of statistical tools.
	(C) Language Proficiency	Fluency in written and spoken English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.75,000/- - Rs.1,00,000/- per month
10.	Reporting Mechanism	Consultant (IUINDRR) shall report to Senior Advisor (IUINDRR)
11.	Schedule of completion of Tasks	The Consultant (IUINDRR) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant (IUINDRR) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section.

Terms of Reference
Junior Consultant (Indian Universities and Institutions Network for Disaster Risk Reduction)

1.	Name of the Division/ Centre/ Cell/ Section	Indian Universities and Institutions Network for Disaster Risk Reduction-National Institute of Disaster Management, MHA (IUINDRR-NIDM)
2.	Details of Post	Junior Consultant (Indian Universities and Institutions Network for Disaster Risk Reduction)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	The job of Junior Consultant is to assist in the day-to-day assignments and work of IUINDRR-NIDM and research including preparation of proposals, advertisements and Terms of References for Research Projects, fellowship and Best thesis ranking.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. Assist in launching of the National Disaster Risk Reduction Research Facility. 2. Preparation of call for proposals and advertisement for the research projects, fellowship programme and ranking of thesis. 3. Assist in organising national and international conferences and meetings, training programmes. 4. Coordination with National and International experts and preparation of minutes/ proceedings for finalization of research proposals. 5. Make arrangements for monitoring visits to project sites, if required 6. Assist in review and approval of documents submitted by IUINDRR-NIDM members for knowledge partnership. 7. Assist in identification of partners, experts for solution based services. 8. Preparation of notes and drafts, coordination with IUN members. 9. Assist in routine communications with stakeholders; institutions, experts and academic research committees. 10. Assist in monitoring and review of progress reports submitted by research scholars and principal investigators for release of fund by NIDM. 11. Any other duty assigned by the NIDM.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders

		8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	Essential	Master's degree with at least 50% marks in any discipline
	Desirable	Applicant with NET/M.Phil/Ph.D (completed or pursuing) will be given preference
	(B) Work Experience	
	Essential	1. Minimum 1 year of experience in programme planning and report writing. 2. Proficiency in Computer handling MS Word, Excel, Power Point, knowledge of statistical tools.
	(C) Language Proficiency	Fluency in written and spoken English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/- - Rs.65,000/- per month
10.	Reporting Mechanism	Junior Consultant (IUINDRR) shall report to Senior Advisor (IUINDRR)
11.	Schedule of completion of Tasks	The Junior Consultant (IUINDRR) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (IUINDRR) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section.

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

Application format for the position of

1. Name:

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

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

7. Permanent Address:

8. Educational qualification:

Sl.No.	Course	Subject	Universities/ Institute	Year Passing	of Division/Class

9. Work Experience:

Sl.No.	Organization/ Institute	Post held	Period		Nature work	Nature of work	Remarks
			From	To			

10. Brief about publications/research/documentation work etc.:

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

12. References (upto 2-Name/Affiliation and Contacts):

Date:

(Signature):

Mobile No:

Email address:

Note: The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.