

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

Date: 22.02.2024

**Application invited for the following Post at NIDM on Contractual basis at NIDM, Southern
Campus**

The National Institute of Disaster Management is seeking experienced and qualified candidates for the following positions purely on contractual basis for its Southern campus at Kondapavuluru Village, Gannavaram Mandal, Krishna District of Andhra Pradesh:

Sno.	Position	No. of Positions	Remuneration Band per month
1	Consultant (IT)	1	Rs.75,000/- - Rs.1,00,000/-
2	Junior Consultant (IT)	1	Rs.50,000/- - Rs.65,000/-
3	Junior Consultant (Admin.)	1	
4	Junior Consultant (Accounts)	1	
5	Junior Consultant (Hostel)	1	
6	Junior Consultant (Training)	1	

2. The detailed Terms of Reference (ToRs) for the above positions are attached.
3. The applicants must ensure eligibility criteria before applying for any position.
4. Interested applicants are requested to apply online through https://nicforms.nic.in/nicforms_designer/nic_form_selector.php?form_id=enRhYmxlNjVkNWQ3YmE1MmQzODlwMjQwMjlxNQ== or through QR Code. The confirmation mail regarding receipt of applications shall be sent by NIDM on next working day.
5. Separate applications forms may be filled for applying for multiple positions.
6. **The last date for online application is 01.03.2024 upto 23:59:59 hrs.**
7. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
8. Depending upon the no. of applications received, NIDM may fix the shortlisting / selection criteria.
9. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.
10. No TA/DA shall be paid for attending the written test / personal interaction.
11. The Consultants shall be governed under NIDM's procedure and guidelines for engagement of Consultants.
12. The remuneration may commensurate with qualifications, experience and profile of the candidate.
13. For any queries please contact at Tel: 011-20873404 or Email: hemant.nidm@nic.in



**(Executive Director)
NIDM**

Terms of Reference
Consultant (IT)

1.	Name of the Division/ Centre/ Cell/ Section	Information Technology
2.	Details of Post	Consultant (IT)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To lead IT activities/staff for fostering the concerned division/centre of the Institute.
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.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To lead IT activities/staff for fostering the concerned division/centre of the Institute. 2. To supervise procurement, maintenance & disposal of IT infrastructure & services along with documentation. 3. To lead development, updation & maintenance of various portals/ websites/ apps of the Institute. 4. To supervise automation/digitization of various activities/data of the Institute. 5. To provide/arrange hand-on training for the employees of the Institute. 6. To prepare plans, SoPs, policies, reports for the IT Cell. 7. To assist CISO in implementation of cyber security measures & other IT related guidelines of the govt. 8. To assist in training and other related activities of the Institute including automation and or digitisation of library, administration and hostel and other assets of the institute. 9. To provide suggestions to the authorities about the advancements in technology and inclusion of AI in routine activities to enhance the efficiency of the institute. 10. Any other task assigned by the Executive Director, NIDM and /or Reporting Officer.
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	
	(i) Essential	Post Graduation Degree in Computer Applications/ Science/ Engineering/ IT
	(ii) Desirable	Ph.D in allied subjects
	(B) Work Experience	
	(i) Essential	i. Minimum 5 years of experience in leading IT & IT enabled services in Govt./Public Sector or reputed organization. ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management and AI skills
	(C) Language Proficiency	Fluency in written and spoken Hindi, English and Telugu 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 (IT) shall report to Joint Director of NIDM, Southern Campus
11.	Schedule of completion of Tasks	The Consultant (IT) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant (IT) 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 handle by Admin Section.

Terms of Reference
Jr. Consultant (IT)

1.	Name of the Division/ Centre/ Cell/ Section	Information Technology
2.	Details of Post	Jr. Consultant (IT)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To assist in IT activities/staff for fostering the concerned division/centre of the Institute.
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.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To assist in IT activities/staff for fostering the concerned division/centre of the Institute. 2. To assist in procurement, maintenance & disposal of IT infrastructure & services. 3. To assist in development, updations & maintenance of various portals/ websites/ apps of the Institute. 4. To assist in automation/digitization of various activities/data of the Institute. 5. To assist in providing /arrange hand-on training for the employees of the Institute. 6. To assist in preparing reports for the IT Cell. 7. To assist in training and other related activities of the Institute including automation and or digitisation of library, administration and hostel and other assets of the institute. 8. To provide suggestions to the authorities about the advancements in technology and inclusion of AI in routine activities to enhance the efficiency of the institute. 9. To officiate as IT consultant in absence of IT consultant. 10. Any other task assigned by the Executive Director, NIDM/ Reporting Officer.
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	

	(i) Essential	Graduation Degree in Computer Applications/ Science/ Engineering/ IT
	(ii) Desirable	Post Graduation Degree in Computer Applications/ Science/ Engineering/ IT
	(B) Work Experience	
	(i) Essential	i. Minimum 2 years of experience in IT & IT enabled services in Govt./Public Sector or reputed organization. ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi, English and Telugu 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	Jr. Consultant (IT) shall report to I/C (IT)
11.	Schedule of completion of Tasks	The Jr. Consultant (IT) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (IT) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Jr. 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 Jr. Consultant. The Individual 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 handle by Admin Section.

Terms of Reference
Junior Consultant (Administration)

1.	Name of the Division/ Centre/ Cell/ Section	Administration
2.	Details of Post	Junior Consultant (Administration)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To assist in various administrative & financial matters relating to day to day functioning of the institute
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.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To assist in various administrative & financial matters relating to day to day functioning of the institute. 2. To maintain files, records, registers etc. of the secretariat/ admin section. 3. To prepare data, proposals, reports, minutes, orders, circulars etc. for the secretariat/ admin section. 4. To coordinate & liaison with various employees, stakeholders & external agencies. 5. Any other task assigned by the Executive Director, NIDM/ Reporting Officer.
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	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation Degree
	(B) Work Experience	
	(i) Essential	<ol style="list-style-type: none"> i. Minimum 2 years of experience in handling coordination/ administration/ financial/ public relations matters in Govt. ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi, English and Telugu 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 (Administration) shall report to I/C (Admin)
11.	Schedule of completion of Tasks	The Junior Consultant (Administration) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (Administration) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Junior Consultant 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 Junior 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 handle by Admin Section.

Terms of Reference
Junior Consultant (Accounts)

1.	Name of the Division/ Centre/ Cell/ Section	Accounts
2.	Details of Post	Junior Consultant (Accounts)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To assist in various accounts & financial matters relating to day to day functioning of the institute
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.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To assist in various financial matters relating to day to day functioning of the institute. 2. To maintain files, records, registers etc. of the Accounts section. 3. To prepare data, proposals, reports, minutes, orders, circulars etc. for the secretariat/ accounts section. 4. To coordinate & liaison with various employees, stakeholders & external agencies. 5. Any other task assigned by the Executive Director, NIDM/ Reporting Officer.
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	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation Degree
	(B) Work Experience	
	(i) Essential	<ol style="list-style-type: none"> i. Minimum 2 years of experience in handling coordination/ financial/accounts/ public relations matters in Govt. ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi, English and Telugu 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 (Accounts) shall report to I/C (Accounts)
11.	Schedule of completion of Tasks	The Junior Consultant (Accounts) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (Accounts) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Junior Consultant 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 Junior 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 handle by Admin Section.

Terms of Reference
Junior Consultant (Hostel)

1.	Name of the Division/ Centre/ Cell/ Section	Campus Management
2.	Details of Post	Junior Consultant (Hostel)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To assist in various work relating the Hostel of NIDM.
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.
6.	Tasks Related to Assignment & Job Description	<ul style="list-style-type: none"> • To reside in the NIDM hostel at Southern campus (without family) and perform full-time duties by working on all days of the week. • Record keeping and allotment of rooms including suites. • Assistance in maintenance of Hostel property, security, water & electricity supply, cleaning & sanitation, house-keeping & civil works, furniture & equipments and Hostel mess/kitchen including quality of foods & beverages served. • Assistance in supervision of Hostel staff engaged for security, reception, mess/kitchen, house-keeping, cleaning & sanitation, electricity & water, carpenter, plumbing, civil works, telephone, internet and other utility services etc. • To assist in procurement of goods, services and AMC for day to day functioning of the Hostel. • To handle emergency situations viz. accidents, sickness, thefts, power/water failure etc. • To attend and resolve issues/grievances/complaints of guests w.r.t. Hostel • To process & maintain files and records w.r.t. Hostel. • To remain available in the campus from 6:00 AM to 10:00 PM except lean hours and on mobile 24x7. • Any other task assigned by the Executive Director, NIDM/ Reporting Officer.
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	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation Degree
	(B) Work Experience	
	(i) Essential	<ul style="list-style-type: none"> • Minimum 2 years of working experience as Hostel in-charge/warden in reputed educational institutes/organizations. • Excellent communication (Hindi, English & Telugu) and interpersonal skills. • Knowledge of Computer Application including MS-Office, Internet, Email etc.
	(ii) Desirable	Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi, English and Telugu 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 (Hostel) shall report to I/C (Hostel)
11.	Schedule of completion of Tasks	The Junior Consultant (Hostel) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (Hostel) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Junior Consultant 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 Junior 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 handle by Admin Section.

Terms of Reference
Junior Consultant (Training)

1.	Name of the Division/ Centre/ Cell/ Section	Training
2.	Details of Post	Junior Consultant (Training)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To process various matters of training cell relating to training programs, webinars, seminars, conferences, training calendar, trainee database, nominations, certificates, internship, SOPs, drafting of letters etc.
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.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To process various matters of training cell relating to training programs, webinars, seminars, conferences, training calendar, trainee database, nominations, certificates, internship, SOPs, drafting of letters etc. 2. To prepare data, proposals, reports, minutes, orders, circulars etc. for the secretariat/ Training section. 3. Preparation of action plans, presentations etc. of Training Cell. 4. To prepare various administrative & financial matters relating to day to day functioning of the institute. 5. To make various policies related to training. 6. To make standing operating procedures related to training. 7. All Logistics arrangements related to training programmes. 8. To coordinate & liaison with various stakeholders & external agencies. 9. To maintain files, records, registers etc. of training section of NIDM. 10. Any other task(s) assigned.
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	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation degree
	(B) Work Experience	
	(i) Essential	<ul style="list-style-type: none"> Minimum 2 years of experience in handling training/ administrative/ logistic matters. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi, English and Telugu 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 (Training) shall report to I/C (Training)
11.	Schedule of completion of Tasks	The Junior Consultant (Training) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (Training) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Junior Consultant 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 Junior 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 handle by Admin Section.
