

# **NATIONAL INSTITUTE OF DISASTER MANAGEMENT**

(Govt.of India, Ministry of Home Affairs)

**12.03.2024**

## **Advertisement for various Posts under the Project National Highway Climate Adaptation Policy and Guidelines (High CAP) at NIDM, New Delhi**

Advertisement for engaging following staff on contractual basis, under the Project National Highway Climate Adaptation Policy and Guidelines (High CAP) with Ministry of Road Transport and Highways (MoRTH).

|       |                          |   |    |
|-------|--------------------------|---|----|
| (i)   | Project Manager          | - | 01 |
| (ii)  | Project scientist 'II'   | - | 02 |
| (iii) | Senior Project Associate | - | 02 |
| (iv)  | Project Associate        | - | 01 |

**Selection Process:** The filled application must be sent to NIDM Campus at Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, New Delhi-110042 and a soft copy should also be sent through email at [ecdrmdivision.nidm@gmail.com](mailto:ecdrmdivision.nidm@gmail.com) on or before 22.03.2024. Only Selected Candidates would be called for Personal Interaction at NIDM, Rohini Campus.

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

## **Scroll Below for the Detailed TOR and Application Forms**

- 1) Project Manager -01**
- 2) Project scientist 'II' - 02**
- 3) Senior Project Associate - 02**
- 4) Project Associate - 01**

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

\*\*\*

**TERMS OF REFERENCE OF Project Manager (PM)  
No. of Position (s)-01**

**1) Educational Qualification & Experience:**

- Doctoral degree (Allied subjects Science/Technology/Management) with at least 7 years relevant experience,  
OR
- Master's Degree (Allied subjects Science/Technology/Management) with at least 10 years relevant experience,

**Desirable Experience:**

- (i) Good analytical, communication and coordination/managerial skills and familiarity with computer application (MS Word, Excel) and know-how of secondary research-collection and compilation of data, analysis, report writing and project management.
- (ii) Knowledge of the principles and practices in climate risk vulnerability analysis, disaster risk reduction, resilience, infrastructure and sustainable development related issues.
- (iii) Experience of coordination of research studies and teams, consultation workshops and drafting of reports/documents.
- (iv) Some Research Publication, book chapters, scientific articles, etc. authored and/or edited.
- (v) Experience of coordination and administration including finances, consortium groups, etc

**2) Tasks to be carried out:**

The Project Manager shall be responsible for the following tasks:

- (i) Assist the Principal Investigator/PD in project management and steering of coordination.
- (ii) Supervise and contribute along the team in Collection, Compilation, analysis and interpretation of various primary & secondary data/ literature needed for development of research reports, papers, strategies, synthesis document, training, etc. with reference to national highways climate risk resilience, GIS application, HRVA, DM, adaptation, 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 the needs.

**3) Duration:** The period of engagement will be for 24 months with initial contract for 12 months, and would be purely on contract basis. The engagement would be under the project and would not entail for any claim of employment with NIDM establishment or the government.

**4) Supervision & Guidance:** The Project Manager shall assist the Principal Investigator/PD of the Project.

**5) Remuneration :** Project Manager Rs.1.5 lac pm

**6) Selection Process:** Shortlisted eligible candidates would be called for personal interaction which may also include a short written test.

\*\*\*\*\*

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

\*\*\*

**TERMS OF REFERENCE OF Project Scientist II (PS)  
No. of Position(s)- 02**

**1) Educational Qualification & Experience:**

Doctoral Degree (Science / Technology /Management)with 2 years of experience in Climate / DRR / Infrastructure related areas.

OR

Master's degree (in Science /Technology/ Earth Science)with 5 years relevant experience.

**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, hands on GIS application, analysis, interpretation, data management and report writing.
- (ii) Knowledge of the principles and practices in science and technology, especially GIS application, data collection and analysis/processing, climate change and disasters, adaptation and infrastructure resilience related issues.
- (iii) Experience of research or risk/vulnerability studies, consultation workshops, team coordination, and drafting of reports/documents.
- (iv) Some Research Publication, book chapters, scientific articles, technical reports, etc.
- (v) Understanding on climate change adaptation, highway/road sector, DRR, etc.

**2) Tasks to be carried out:**

The Project Scientist shall be responsible for the following tasks:

- (i) Assisting PD/PI and coordinate with team in project management and steering,
- (ii) Collect, Compile, analyze and interpret various primary & secondary data/literature,neededfordevelopmentofresearchreports,papers,strategies,etc.withreferenceto climate adaptation and resilience, National Highway sector, 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 PD/PI and in sync by the Project Manager, from time to time.
- (vii) Travel as per the requirements of the project.
- (viii) Maintain confidentiality of information/ documents as per the policy/need.

**3) Duration**

The period of engagement will be before 24 months with initial contract for 12 months, and would be purely on contract basis. The engagement would be under the project and would not entail for any claim of employment with NIDM establishment or the government.

**4) Supervision & Guidance:**

The Principal Scientist shall assist the Principal Investigator/PD of the Project.

**5) Remuneration:** Project scientist 'II' @Rs.67, 000+HRA

**6) Selection Process:** Shortlisted eligible candidates would be called for personal interaction which may also include a written test.

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

\*\*\*

**TERMS OF REFERENCE OF Senior Project Associate (SPA)  
No. of Position(s)- 02**

**1) Educational Qualification:**

- (i) One: Masters' Degree in any Branch of Science/Technology, Climate change, Disaster Management, Environment or Transport highway related subject with 3 years of experience. OR
- (ii) One: Masters' Degree in any Branch of Management/ Finance/Accounts/ Social Science /Science/Technology, Project Management or Transport highway related subject with 3 years of experience,  
OR Graduate Degree in Science/Commerce or related subject with 6 years' experience in project management/accounts / records management, Coordination, etc.

**Experience:**

- (i) More than 3 years of experience in relevant field. Relevant higher/additional qualifications preferred in DM/Climate change, Infrastructure/Road sector/research related organizations.
- (ii) Retired professionals/officials from scientific/academic/Govt. or other relevant institutions in related domain and meeting the eligibility conditions can also apply (for Coordination related post).
- (iii) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data/records, etc.
- (iv) Knowledge of the project management, disaster management, climate and related issues may be preferred.
- (v) Experience of organizing consultation workshops and drafting of reports/documents, etc.

**Desirable:**

- (i) Higher/additional qualifications in the relevant field preferred.
- (ii) Experience of secondary research, developing publications and case studies/manuals/reports, etc.
- (iii) Inter-disciplinary knowledge and exposure shall be preferred.

**2) Tasks to be carried out:**

The Senior Project Associate shall be responsible for the following tasks:

- (i) Assist the Principal Investigator / Project Director of High CAP project.
- (ii) Collect and Compile various primary and secondary data/literature needed for the development of strategies, knowledge repository and the training toolkit.
- (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, nodal officers from respective organizations/Ministries and Prepare periodic progress report and reviews.
- (vi) Project management and any other work assigned by the PD and in sync by Project Manager from time to time
- (vii) Maintain confidentiality of information/documents as per instructions.

**3) Duration**

The period of engagement will be before 24 months with initial contract for 12 months, and

would be purely on contract basis. The engagement would be under the project and would not entail for any claim of employment with NIDM establishment or the government.

**4) Supervision & Guidance:** The SPA shall assist the Project Director.

**5) Age:**

Normally, the maximum age limit will be 35 years. In exceptional cases of highly relevant and retired person, age up to 65 years can be considered.

**6) Remuneration:**

Senior Project Associate @Rs.42000+ HRA

**7) Selection Process:**

Shortlisted eligible candidates would be called for Personal interaction which may also include a written test.

\*\*\*\*\*

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

\*\*\*

**TERMS OF REFERENCE OF Project Associate (PA)  
No. of Position(s)- 01**

**1) Educational Qualification:**

- Masters' Degree in relevant subject with minimum of 55% marks or equivalent grade.  
OR
- Bachelor's Degree in Engineering/Technology with experience in assignment of research/analytical report making, coordination, etc. OR Bachelor's Degree (Science/Management/Commerce/Social Science) with 2 years' experience in project management/ coordination / research or field project(s).

**Experience:**

- (i) Experience/internship in relevant field preferred.
- (ii) Good writing skills (with English) and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data.
- (iii) Knowledge of the principles and practices of climate change / disaster and infrastructure, project related issues and project management related issues.

**Desirable:**

- (i) Experience of developing publications and case studies/ edited volumes/ training modules /manuals.
- (ii) Inter-disciplinary knowledge and exposure shall be preferred.
- (iii) Experience of organizing consultation workshops and drafting of reports/documents.

**2) Tasks to be carried out:**

The Project Associate shall be responsible for the following tasks:

- (i) Assist the Principal Investigator / Project Director of High CAP.
- (ii) Collect and Compile various primary and secondary data/literature needed for the development of strategies, knowledge repository and the training toolkit.
- (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, nodal officers from respective organizations/Ministries and Prepare periodic progress report and reviews.
- (vi) Project management and any other work assigned by the PD, and in sync by Project Management and Project Scientists and SPAs, from time to time
- (vii) Maintain confidentiality of information/documents as per instructions.

**3) Duration**

The period of engagement will be before 24 months with initial contract for 12 months, and would be purely on contract basis. The engagement would be under the project and would not entail for any claim of employment with NIDM establishment or the government.

**4) Supervision & Guidance:**

The Project Associate shall assist the PD/PI – High CAP.

**5) Age:**

Normally, the maximum age limit will be 35 years.

**6) Remuneration:**

Project Associate @Rs.28000 + HRA

**7) Selection Process:** Shortlisted eligible candidates may be called for a personal interaction which may also include a written test.

\*\*\*\*\*





**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**  
(Ministry of Home Affairs, Government of India)  
Rohini Sector 29, NewDelhi-110042

**Application format for Project Positions**

Name of the Post Applied For \_\_\_\_\_  
Name of the Project/Assignment \_\_\_\_\_

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:

| S.No. | Course | Subject | University/<br>Institute | Year of<br>Passing | Division/ Class |
|-------|--------|---------|--------------------------|--------------------|-----------------|
|-------|--------|---------|--------------------------|--------------------|-----------------|

9. Work Experience:

| S.No. | Organization/<br>Institute | Post<br>Held | Period<br>From<br>To | Pay/<br>Emoluments<br>drawn* | Nature<br>of Work | Remarks |
|-------|----------------------------|--------------|----------------------|------------------------------|-------------------|---------|
|-------|----------------------------|--------------|----------------------|------------------------------|-------------------|---------|

Note: \* in case of retired, last pay/emoluments drawn

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

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

12. References(upto2-Name/Affiliation and Contact details):

(Signature)

Date \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Email address: \_\_\_\_\_