

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

Dated:06.12.2024

Walk-in Interview on 17.12.2024

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.	Name of Position	No. of Position	Remuneration band (in Rs.)
1.	Jr. Consultant (IUINDRR)	2	Rs. 50,000/- - Rs. 65,000/- per month

2. The detailed Terms of Reference (TOR) for the above positions is attached.
3. Only **30 nos. of eligible candidates** for the above positions 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 at 09:30 am to 10:00 am on 17.12.2024 for the Walk-in Interview.**
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 Jr. Consultant 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 (ToR)
Junior Consultant (IUINDRR)

1	Name of the Division/ Centre/ Cell/ Section	Indian Universities and Institutions Network for Disaster Risk Reduction-National Institute of Disaster Management (IUINDRR-NIDM)
2	Details of Post	Junior Consultant (IUINDRR)
3	No. of Vacancy	2 (one)
4	Purpose of Assignment	The job of Jr. Consultant is to provide support in the effective management and enhancement of the IUINDRR-NIDM initiatives including internship programme and Research Facility. This role involves developing and implementing guidelines, maintaining routine communication with interns, doctoral candidates, and institutions, reviewing/monitoring of progress reports of NIDM Doctoral programme, Research project and internship programme. Preparation of policy, and providing support and ensure the smooth functioning of the IUINDRR-NIDM activities & internship program.
5	Duration	The Consultancy is for one year initially and thereafter extendable subject to satisfactory performance.
6	Task related to Assignment and Job Description	<ul style="list-style-type: none"> • Provide support in the effective management and enhancement of the IUINDRR-NIDM • Reviewing/monitoring of progress reports of NIDM Doctoral programme, Research project and internship programme. • Support in documentation, programme planning, training and different initiatives of IUINDRR-NIDM. • Support the creation and implementation of guidelines for effective management of NIDM internship programme. • Prepare and manage calls for internship advertisements, ensuring wide dissemination and outreach. • Assist in the recruitment process, including the selection and on boarding of interns. • Assist in the academic and technical collaboration. • Provide support in Research facility for selection and scrutiny of the proposals. • Prepare noting and drafts related to the IUINDRR-NIDM & internship program. • Maintain routine communication with universities, institutions and candidate of research facility and internship programme. • Monitoring of intern performance and completion of internship assignments. • Assist in the review and approval of documents submitted by interns, ensuring they meet the required standards and guidelines and provide feedback and guidance as needed. • Any other task assigned by the competent authority of NIDM.
7	Functional competencies	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising

	required for the position	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	
	Essentials	Master's degree with at least 50% marks in Social Science/ Sciences subject.
	Desirable	Applicant with NET/M.Phil/Ph. D. (completed or pursuing) will be given preference
	(B) Work Experience	
	Essential	Minimum 2 years work experience in Programme planning / Research work, internship and report writing.
	Desirable	<ul style="list-style-type: none"> Experience in programme planning, coordination and management Proficiency in Computer handling -MS Word, Excel, and Power Point
	(C) Language Proficiency	Fluency in written and spoken English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9	Remuneration	Rs. 50,000/- - Rs. 65,000/- per month
10	Reporting Mechanism	Junior Consultant (IUINDRR) shall report to Sr. Programme Consultant (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 Jr. 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 Jr. Consultant. The Individual Jr. 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.

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Application format for the position of Jr. Consultant (IUINDRR)

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 of Passing	Division/Class
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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.