

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Govt.of India, Ministry of Home Affairs)

Walk-in-Interview on 23.12.2024

**for the position of Senior Project Associate
under the Project National Highway Climate Adaptation Policy and Guidelines
(HighCAP) at NIDM, Delhi**

The National Institute of Disaster Management is seeking experienced and qualified candidates for the position of one Senior Project Associate purely on contractual basis for its campus at Rohini, Delhi

2, Walk in Interview for the position of Sr. Project Associate in HighCAP project will be held on 23.12.2024 at 9:30 am at NIDM Campus, Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, New Delhi-110042.

3. The detailed Terms of Reference (TOR) for the above position is attached.

4. 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.

5. Only **30 nos. of eligible candidates** for the above position will be entertained on **first come first serve basis**.

6. **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 23.12.2024 for the Walk-in Interview.**

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

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

National Institute of Disaster Management

TERMS OF REFERENCE OF Senior Project Associate (SPA)

No. of Position- 01

1) Educational Qualification:

Masters' Degree in any Branch of Science/Technology/Engineering/Climate change/ Disaster Management/Environment or Transport highway related subject with 3 years of experience.

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) 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.
- (iii) Knowledge of the project management, disaster management, climate and related issues may be preferred.
- (iv) 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 HighCAP 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 initially be 12 months which can be extended further based on requirements under the project. The engagement would be purely on contractual basis 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: The maximum age limit will be 35 years.

6) Remuneration: Senior Project Associate @Rs.42000+ HRA

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

Application format for Project Position

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/ Institute	Year of Passing	Division/ Class
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9. Work Experience:

S.No.	Organization/ Institute	Post Held	Period From To	Pay/ Emoluments drawn*	Nature of Work	Remarks
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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: _____