

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Govt. of India, Ministry of Home Affairs)

Walk-in-Interview on 21.05.2025

For the position of Project Associate under the Project Development of National Highways 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 Project Associate purely on contractual basis for its campus at Rohini, Delhi

2, Walk in Interview for the position of Project Associate in the HighCAP project will be held on 21.05.2025 at 11:00 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 10:00 am to 10:30 am on 21.05.2025 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
(Ministry of Home Affairs)**

**TERMS OF REFERENCE OF PROJECT ASSOCIATE (PA)
No. of Position- 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) Assist in collection of secondary data/literature needed for the development of strategies, knowledge repository and the training toolkit.
- (iii) Assist in compilation of project related documents/plans/data collected from various sources.
- (iv) Assist in organizing meetings and workshops.
- (v) Assist by contribution to drafting the documents and related coordination.
- (vi) Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministries and Prepare periodic progress report and reviews.
- (vii) Project management and any other work assigned by the PD, and in sync by Project Manager and Project Scientists and Sr. Project Associates from time to time.
- (viii) Provide logistical support to project team.
- (ix) Maintain confidentiality of information/documents as per instructions.

3) Duration

The period of engagement will be for 12 months or till the duration of Project, whichever is earlier. Engagement 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: The maximum age limit will be 35 years.

6) Remuneration: Project Associate @Rs.28000 + HRA (30%) = Rs. 36,400/-

7) Selection Process: Eligible candidates would be interviewed 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 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

9. Work Experience:

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

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 (upto 2–Name/Affiliation and Contact details):

(Signature)

Date _____ Mobile No.: _____ Email address: _____
