

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

**Walk-In Interview on 17.02.2020  
for one position of Project Associate (e-PG Pathshala)**

The National Institute of Disaster Management, New Delhi is conducting Walk-In Interview on 17.02.2020 for one position of Project Associate (e-PG Pathshala) purely on contractual basis.

2. Applicants fulfilling the required qualifications & experience may attend the Walk-in Interview alongwith detailed CV, all testimonials, passport size photograph, certificates, marksheets in original for verification.
3. Reporting time will be at 09:30 am at National Institute of Disaster Management, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001. Entry will only be allowed against original Photo ID proof (Aadhar Card/Voter ID Card/ Driving License/Passport)
4. No TA/DA will be paid for attending the Walk-in Interview.

**Detailed ToR is placed below**

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**  
**(Ministry of Home Affairs)**

**ToR for Project Associate (e-PG Pathshala)**

**1. Duties & Responsibilities**

- Coordination and Communication with writers and reviewers of e-Content on Disaster Management
- Liaisoning with concerned experts
- Prepare the activity plan and follow up actions for timely completion of the project
- Contact experts and resource persons for different activities related to e-Content Development
- Checking Plagiarism in the contents, seeking copyright agreement from the writers
- Ensuring power point presentations and videos as per standards of the project
- Putting up files on all related matters to the Project PI /CoPI
- Any other work assigned by the Executive Director, NIDM or Co-PI of the Project

**2. Qualifications**

- Ph.D / Master's Degree in Social Sciences / Environmental / Earth Sciences / Technology / Engineering / Disaster Management or allied subjects from a recognized University/Institution
- Minimum 3 years (NIL for Ph.D degree holders) experience in development of course modules or managing Training Programs, workshops, seminars, conferences etc.
- Excellent communication and interpersonal skills (both English and Hindi)

**3. Remuneration**

- Rs. 37,500/- per month (Rs.35,000/- as Salary + Rs.2,500/- as Local Conveyance)

**4. Maximum Age**

- 40 years

**5. Mode of Recruitment**

- Contractual for the period of six months from the date of joining.

**6. Duration of Engagement**

- The period of engagement will be six month but may be limited to the project period, and would be purely contractual basis. The engagement with the project would not entail the candidate for any type of employment with NIDM establishment or the government.

#### **7. Place of Posting, Working Hours:**

- At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in process of shifting to its own campus at Sector 29, Rohini, New Delhi in next 2 months.
- Working hours shall normally be from 9 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/ Sundays and other Gazetted holidays.

#### **8. Terms and Conditions**

- The Institute reserves the right to terminate the services of the Project Associate at any time without assigning any reason after giving one month's notice.
- He/she may withdraw his/her contract at any time during the contract period by giving one month advance notice.

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