

National Institute of Disaster Management

(Govt. of India, Ministry of Home Affairs)

A-Wing, NDCC-2 Building, Jaisingh Marg, New Delhi – 110001

VACANCY FOR PROJECT POST

Duly filled in applications from eligible candidates are invited for the project positions (i) One Research Associate (Project Sr. Associate) and (ii) One Junior Research Fellow (Project Jr. Associate), purely on contractual basis, under the project “**Health Adaptation and Resilience: Advancing Strategies Knowledge and Capacities**” for a period of one year, supported by WHO India. Applications in the prescribed proforma may be sent to the Principal Investigator of the project on email: ccdm.nidm@gmail.com with copy to santosh.yogita@gmail.com with subject line “**Project Post Application – Health Adaptation & Resilience**” latest by 11th September 2019 (5.00 pm). Detailed ToR and Application Form is available on the NIDM website, under recruitment section.

Please see below for the detailed TOR and Application Format

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

TERMS OF REFERENCE OF RESEARCH ASSOCIATE (Project Sr. Associate)

1) Educational Qualification:

- (i) Masters' Degree in Health/Medical/Bioscience/Environment or allied discipline with minimum of 55% marks or equivalent grade.

Experience:

- (i) 2 years of experience in relevant field. Relevant higher/additional qualifications preferred.
- (ii) Retired professionals/officials from scientific/academic or other relevant institutions in related domain and meeting the eligibility conditions can also apply.
- (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.
- (iv) Knowledge of the principles and practices of climate change / public health related issues and capacity building related issues.
- (v) Experience of organizing consultation workshops and drafting of reports/documents.

Desirable:

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

2) Tasks to be carried out:

The RA shall be responsible for the following tasks:

- (i) Assist the Principal Investigator / Project Director (concerned Faculty Member of NIDM).
- (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 Project Coordinator, from time to time
- (vii) Maintain confidentiality of information/documents as per instructions.

3) Duration of Fellowship:

The period of engagement will 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.

4) Supervision & Guidance:

The RA shall assist the project coordinator (respective NIDM Faculty), supported by WHO.

5) Age:

Normally, the maximum age limit will be 62 years. In exceptional cases of highly relevant and specialized candidate, age upto 65 years can be considered.

6) Remuneration:

As per DST-GOI rates for Research Associate (Rs. 47,000 + 24% HRA).

Selection Process:

Shortlisted eligible candidates may be called for a personal interview which may also include a written test.

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

TERMS OF REFERENCE OF JUNIOR RESEARCH FELLOW (Project Jr. Associate)

1) Educational Qualification:

- (i) Masters' Degree in Health/Medical/Bioscience/Environment or allied discipline with minimum of 55% marks or equivalent grade.

Experience:

- (i) Experience/internship in relevant field preferred.
- (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.
- (iii) Knowledge of the principles and practices of climate change / public health related issues and capacity building 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 Research Associate / Consultant shall be responsible for the following tasks:

- (i) Assist the Principal Investigator / Project Director (concerned Faculty Member of NIDM).
- (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 Project Coordinator, from time to time
- (vii) Maintain confidentiality of information/documents as per instructions.

3) Duration of Fellowship:

The period of engagement will 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.

4) Supervision & Guidance:

The Jr. Research Fellow shall assist the project coordinator (respective NIDM Faculty), supported by WHO.

5) Age:

Normally, the maximum age limit will be 35 years.

6) Remuneration:

As per DST-GOI rates for JRF (Rs. 31,000 + 24% HRA).

Selection Process:

Shortlisted eligible candidates may be called for a personal interview which may also include a written test.

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Ministry of Home Affairs, Government of India)

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Application format for Project Positions in the National Institute of Disaster Management

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. Brief about 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 Contacts):

(Signature)

Date: _____ Mobile No.: _____ Email address: _____