

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(MINISTRY OF HOME AFFAIRS)

I.I.P.A. CAMPUS, 5-B, I.P. ESTATE, RING ROAD, NEW DELHI-110002

TERMS OF REFERENCE FOR THE APPOINTMENT OF CONSULTANT FOR INDIA DISASTER KNOWLEDGE NETWORK (IDKN)

Qualifications

1. Essential

- Post Graduate degree with good academic record.
- Experience of working in the disaster management field for a minimum period of three years.
- Minimum of two years work experience in IT related activities and basic understandings over database generation, internet, remote logins, web security, updating and sharing, Intellectual Property Rights (IPR).
- Minimum two years of experience in content writing and management of web portals specially knowledge portals involving multi-stakeholders.
- Good writing skills in English, as demonstrated in by published articles, papers etc.
- Proficiency and skill in the use of basic word processing and design softwares.

2. Desirable

- Knowledge of Database enabled web application, CMS, mapping & GIS will be a added advantage.

Duties and Responsibilities of Consultant

- Assist the Nodal Officer of NIDM in maintaining and updating IDKN.
- Collect, compile, digitize and transmit knowledge resources from the partner organizations on a regular basis for the updation of IDKN.
- Prepare/update profile of partner organizations.
- Develop/update content of the portal as per formats/ templates.
- Maintain and update the content of IDKN.
- Respond to the e-mails, queries, questions discussions, and clarifications from the user group in consultation with the partner organizations/institutions of IDKN.
- Submit periodic progress reports to the Executive Director, NIDM.
- Perform all such functions that may be entrusted by the Executive Director, NIDM.

Salary : Rs 35,000/- P.M. (Consolidated)

Age Bar : 25-35 years

Mode of Recruitment : Contractual basis for a period of one year.

Terms & conditions :-

1. The post is purely temporary & being filled up through Contractual appointment on purely short term basis, initially for a period of one year only.
2. The candidate has no right to claim for regularization or absorption in NIDM or any other post.
3. No TA/DA shall be paid for attending the interview.
4. Eligible candidates are requested to report for the Walk-in Interview **between 10 am – 11 am on 24th September 2012** at Reception Desk of NIDM along with duly filled application form enclosed. Incomplete forms without copies of certificates & photograph will not be accepted.
5. Candidates should bring all the original certificates along with one set of attested copies of certificates & one photograph at the time of interview.

**FORMAT FOR APPLICATION FOR THE POST OF
CONSULTANT FOR INDIA DISASTER KNOWLEDGE NETWORK (IDKN)**

1. Full Name (in Block Letters):
2. Category : (General / SC / ST / OBC)
3. Father's Name:
4. Date of Birth:
5. Age as on 31.07.2012: _____ years _____ months _____ days.
6. Sex: Male / Female
7. Marital Status: Married / Unmarried / Divorcee
8. Educational Qualification:

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	Subjects	Percentage	Board/University
12 th /Intermediate			
Graduation			
Post Graduation			

9. Experience:

Experience in Field	No. of years	Name of Organization	Designation
IT			
Disaster Management			
Content Writing			
Other			

10. Nationality:

11. Correspondence Address:

a. Telephone No. :

b. Mobile No.:

c. Email Id:

12. Permanent Address:

DECLARATION

I HEREBY DECLARE THAT:

1. There are no criminal proceedings contemplated or pending against me.
2. All the particulars mentioned in the above application form are correct and to the best of my knowledge and belief.
3. If particulars mentioned by me are found to be false, untrue at any stage, my selection/ appointment will be treated as invalid and terminated and I shall be responsible for that.

Date:

Signature of Applicant

Place: