

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

VACANCY ANNOUNCEMENT

Date: 12.01.2020

Applications are invited for the following positions in the National Institute of Disaster Management, New Delhi on purely contractual basis:

Sno.	Positions	Required for the Centre/ Cell	Remuneration p.m. (Rs.)
1.	Consultant	Flood Monitoring Cell	1,00,000/-
2.	Consultant (IDRN)	IDRN	50,000/-
3.	Jr. Consultant	Centre for Cultural Heritage	50,000/-
4.	Jr. Consultant	Centre for Community based DRR	50,000/-
5.	Jr. Consultant	Centre for Financial Resilience	50,000/-
6.	Jr. Consultant	Centre for Early Warning & Communication	50,000/-
7.	Jr. Consultant	Centre for Hill Area DRR & R	50,000/-
8.	Jr. Consultant	Centre for Coastal DRR & R	50,000/-
9.	Jr. Consultant (Coordination)	Training Cell	37,500/-
10.	Jr. Consultant (Training Support)	Training Cell	25,000/-
11.	Jr. Consultant (Maintenance)	Maintenance Cell	25,000/-
12.	Multi-Tasking Support Staff (Training)	Training Cell	18,000/-
13.	Helper (Maintenance)	Maintenance Cell	18,000/-

2. The detailed terms of reference for the above positions and prescribed format of application are enclosed.

3. Interested candidates may send their application in the prescribed format with superscription "**Application for the post of _____**". Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001** and must reach latest by **02.02.2021**.

4. Soft copy of the application may also be sent through email at **career.nidm@gmail.com**

**Executive Director
NIDM**

Terms of Reference for the position of Consultant (Flood Monitoring Cell)

1. (a) Essential Qualifications/Experience

- i). Masters Degree in Social Sciences /Environmental/Earth Science/ Engineering/ Disaster Management / Hydrology / Hydrogeology or allied subjects with at least 55% of the marks or its equivalent grade; and
- ii). Good academic record with Ph.D. degree in the concerned or allied disciplines.
- iii). The faculty of Universities/Post Graduate Colleges holding analogous post on regular basis in the parent cadre; or A minimum of 10 years of experience of teaching or of research in a regular position equivalent to that of Assistant Professor; and
- iv). With evidence of published work with a minimum of five publications as books or research or policy papers in indexed or International Standard Book Number or International Standard Serial Number or numbered journals and as International Standard Book Number or International Standard Serial Number numbered books;.

1. (b) Desirable Qualifications/Experience

Contribution to innovation educational, design of new curricula, courses and developing training modules, and technology-mediated teaching learning process.

2. Duties & Responsibilities

- i). To lead academic activities/functions for fostering the concerned flood monitoring cell of the Institute.
- ii). To plan, organize & supervise training programmes, workshops, conferences, webinars, seminars & e-learning courses for various stakeholders.
- iii). To prepare/review training modules & curricula for disaster management.
- iv). To liaise with nodal ministries and other Central/State/District Govt. Departments on policy formulation and capacity development related matters.
- v). To carry out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.
- vi). To prepare/review Disaster Management Plans of Central/State/District Govt. Department etc.
- vii). To collaborate with national & international stakeholders for capacity development, research & publication and promoting awareness on disaster management.
- viii). To supervise in bringing out Institute's journals, newsletter and other publications.
- ix). To render technical support in planning and implementation of the various capacity building, IEC and knowledge management initiatives of the Institute.
- x). To provide technical support and supervision to all capacity building interventions related with prevention, mitigation, preparedness and response aspects of disaster management.
- xi). Any other task assigned by the Executive Director, NIDM or Head, GMR Division, NIDM.

3. Remuneration

- Rs. 1,00,000/- per month (Consolidated)

4. Maximum Age

- 62 years

5. Engagement & Tenure

Contractual basis initially for a period of 6 months which may be further renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

6. Place of Posting

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 month.

Terms of Reference for the position of Consultant (IDRN)

Duties & Responsibilities

- Responsible for day to day office work & smooth functioning of the India Disaster Resource Network (IDRN).
- To maintain files, records, database etc. and process various administrative & financial matters of IDRN.
- To attend & resolve various queries/issues related to IDRN.
- To plan & supervise IDRN training programs across various states/districts of India.
- To prepare & disseminate various reports/data related to IDRN.
- To coordinate & liaison with various stakeholders & external agencies viz. IDRN team members, Central Ministries, State Govts., NIC etc. for updation & maintenance of IDRN.
- To supervise preparation of policies, manuals, standard operating procedures for IDRN.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

Qualifications & Experience

Essential

- Postgraduate in Computer Applications/ Science or Bachelor of Technology/ Engineering from a recognized University/Institution.
- Minimum 4 years of experience in managing national/state level interactive portals(s)/ website(s).
- Knowledge of programming languages & DBMS in MS-Windows under Cloud environment.
- Excellent communication (both English and Hindi) and interpersonal skills.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 45 years

Remuneration

- Rs. 50,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of six months which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in the process of shifting to its own campus at Sector 29, Rohini, New Delhi shortly.

**Terms of Reference for the position of Jr. Consultant
(Centre for Cultural Heritage/ Community based DRR/ Financial Resilience/ Early Warning &
Communication/ Hill Area DRR & R/ Coastal DRR & R)**

1. (a) Essential Qualifications/Experience

Masters Degree with 55% marks in Social Sciences / Environmental / Earth Science / Engineering / Disaster Management or allied subjects with at least 55% of the marks or its equivalent in Masters Degree with consistent good academic record.

1. (b) Desirable Qualifications/Experience

M.Phil or Ph.D. in the concerned or allied disciplines. Contribution to innovation educational, design of new curricula and courses, developing training modules, and technology-mediated teaching learning process.

2. Duties & Responsibilities

- i). To assist in academic activities for fostering the concerned centre of the Institute.
- ii). To assist in planning & organizing training programmes, workshops, conferences, webinars, seminars & e-learning courses for various stakeholders.
- iii). To assist in preparation/review of training modules & curricula for disaster management.
- iv). To liaise with nodal ministries and other Central/State/District Govt. Departments on policy formulation and capacity development related matters.
- v). To carry out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.
- vi). To assist in preparation/review of Disaster Management Plans of Central/ State/District Govt. Department etc.
- vii). To assist in collaborating with national & international stakeholders for capacity development, research & publication and promoting awareness on disaster management.
- viii). To assist in bringing out Institute's journals, newsletter and other publications.
- ix). To render technical support in planning and implementation of the various capacity building, IEC and knowledge management initiatives of the Institute.
- x). To provide technical support and assistance to all capacity building interventions related with prevention, mitigation and preparedness and response aspects of disaster management.
- xi). Any other task assigned by the Executive Director, NIDM/Reporting Officer.

3. Remuneration

- Rs. 50,000/- per month (Consolidated)

4. Maximum Age

- 62 years

5. Engagement & Tenure

Contractual basis initially for a period of one year which may be further renewed for maximum 3 years as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

6. Place of Posting

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 month.

Terms of Reference for the position of Jr. Consultant (Coordination)

Duties & Responsibilities

- To assist in various administrative & financial matters relating to day to day functioning of the institute (Training cell).
- Assist in preparation of action plans, presentations etc. of Training Cell.
- Assist in coordination with various stakeholders and external agencies including handling queries related to the Training Division.
- To provide assistance in preparation/records of e-certificates.
- Assist in Preparations of Training Policies & SoPs.
- To ensure overall administration of Hostel for smooth running of day to day routine work of Hostel.
- To maintain files, records, registers etc. of Training Cell of NIDM.
- Any other task assigned by the Executive Director, NIDM/ Reporting Officer.

Qualification & Experience

Essential

- Graduate from a recognized University/Institution.
- Minimum 2 years of experience in handling training/ administrative/ logistic matters
- Excellent Communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 40 years

Remuneration

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

Engagement & Tenure

Contractual basis initially for a period of one year which may be further renewed for maximum 3 years as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

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 shortly.

Terms of Reference for the position of Jr. Consultant (Training Support)

Duties & Responsibilities

- Assist in providing training administrative support to the Training Cell like Typing, Data Feeding preparation of letters etc.
- Assist in preparation of presentations, training calendar etc.
- Assist in coordination with various stakeholders and external agencies including handling queries related to the Training Division.
- Any other task assigned by the Executive Director, NIDM/ Reporting Officer.

Qualification & Experience

Essential

- Graduate from a recognized Board/Institution.
- Minimum 01 years of experience in handling training/ administrative/ logistic matters
- Excellent Communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 40 years

Remuneration

- Rs. 25,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of one year which may be further renewed for maximum 3 years as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

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 shortly.

Terms of Reference for the position of Jr. Consultant (Maintenance)

Duties & Responsibilities

- To undertake various electrical maintenance works at NIDM Rohini campus.
- To liaise with external vendors & service providers.
- To provide assistance in processing files for maintenance works.
- To maintain stock of various items (with records) required for maintenance works.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

Qualifications & Experience

Essential:

- 10+2 from a recognized Board/Institution
- ITI certified or Licensed Electrician.
- Minimum 2 years of experience in various electrical maintenance works.
- Knowledge of Hindi & English language.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 45 years

Remuneration

- Rs. 25,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

NIDM Campus at Plot no. 15, Block-B, Pocket 3, Sector 29, Rohini, Delhi.

Terms of Reference for the position of MTSS (Training)

Duties & Responsibilities

- General cleanliness and upkeep of the Training Cell (viz. rooms, furniture, equipment's etc).
- Carrying of files/Dak/papers within& outside the office.
- Physical maintenance of files/records of the Training Cell.
- Perform routine office works (viz. photocopy, fax, diary, dispatch, etc) of the Training Division.
- Watch and ward duties.
- Opening and closing of rooms.
- Other Non-Clerical work of the Training Cell.
- Any other task assigned by the Executive Director, NIDM/ Reporting Officer.

Qualification & Experience

Essential

- 10+2 from a recognized Board/Institution.
- 1 years of working experience as MTS.
- Good communication and interpersonal skills (both English and Hindi).

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 30 years

Remuneration

- Rs. 18,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of one year which may be further renewed for maximum 3 years as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

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 shortly.

Terms of Reference for the position of Helper (Maintenance)

Duties & Responsibilities

- To undertake various plumbing maintenance works at NIDM Rohini campus.
- To liaise with external vendors & service providers.
- To maintain stock of various items (with records) required for maintenance works.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

Qualifications & Experience

Essential:

- Matriculation from a recognized Board/Institution.
- Minimum 1 year of experience in various plumbing maintenance works.
- Knowledge of Hindi & English language.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.
- Licensed Plumber.

Maximum Age

- 40 years

Remuneration

- Rs. 18,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

NIDM Campus at Plot no. 15, Block-B, Pocket 3, Sector 29, Rohini, Delhi.

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Government of India)

APPLICATION FORMAT

Name of the Position applied for:

Under the Centre/Cell:

1. Name:

2. Father' Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing Address:

7. Permanent Address:

8. Educational Qualifications:

Sno.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

Sno.	Organization/Institute	Post held	Period From To	Pay/ Emoluments drawn*	Nature of Work	Remarks

Note : * in case of retired, last pay/emoluments drawn

10. Brief about publications/research/documentation work etc.:

11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post:

12. References (upto 2 – Name/Affiliation and Contacts):

Date:

(Signature)
Mobile No.:
Email address:

