

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

Walk-in Interview

Date: 17.04.2026

The National Institute of Disaster Management is seeking experienced and qualified candidates for the following positions purely on contractual basis for its Southern campus at Kondapavuluru, Vijayawada:

| S.No. | Post | Number of Posts | Date of Interview |
|-------|---------------------------------|-----------------|---------------------------|
| 1 | Junior Consultant (Training) | 1 | 11-05-2026 |
| 2 | Consultant (Training) | 1 | 12-05-2026 (Morning) |
| 3 | Junior Consultant (Maintenance) | 1 | 12-05-2026 (Afternoon) |

2. The detailed Terms of Reference (ToRs) for the above positions are attached.
3. Interested candidates are requested to report on the dates mentioned against the name of the posts at NIDM, Vijayawada Campus at Kondapavuluru Village, Gannavaram Mandal, Krishna District-Andhra Pradesh -521212
4. The candidates are requested to bring their certificates/mark sheets and research work, if any, (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
5. The candidates are also required to fill/carry the application format (attached) for the interview.
6. No TA/DA will be provided for attending the walk-in interview.
7. The Consultants/Junior Consultants will be governed under NIDM's procedure and guidelines for engagement of Consultants/Junior Consultants.

**Executive Director
NIDM**

TERMS OF REFERENCE (Consultant Training)

| S. No. | Category | Details |
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| 1 | Name of the Division/Centre/ Cell/ Section | Training |
| 2 | Details of Post | Consultant |
| 3 | No. of Vacancies | 1 (One) |
| 4 | Purpose of Assignment | To assist in Planning, coordination, and execution of Training Programmes. |
| 5 | Duration | The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time. |
| 6 | Tasks Related to Assignment & Job Description | <ul style="list-style-type: none"> i. Assist in overall organizing training programmes/ regional/national workshops /conference/Seminars, etc. ii. Design, facilitate, and evaluate training sessions . iii. Design online self learning modules for I Got Karmayogi platform. iv. Prepare Research proposal, facilitate data collection, compilation, analysis, and research report development. v. Assist in developing documents programs and reports. vi. Preparation of documents, modules, training and workshop reports etc. vii. Coordination with various stakeholders viz. international, national organizations, state governments, academia, civil societies etc. for Coordinating Training programmes and workshops. viii. Facilitate Venue arrangements, logistics, hospitality etc. within the given time frame. ix. Assist in the work assigned to the reporting officer or any other work related to DRR based on need. x. Travel in different parts of country for holding the training programs/ conferences, etc. xi. Making presentation / anchoring the workshops, collecting feedback from participants, making reports, etc. xii. Maintain confidentiality of information/documents. |
| 7 | Functional competencies required for the position | <ul style="list-style-type: none"> i. Knowledge about Disaster Management. ii. Experience in organizing Training Programmes/ national / regional/state level workshops, etc. is essential. |

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| | | <p>iii. Willingness to travel as per requirements.</p> <p>iv. Project coordination and administration experience.</p> <p>v. Excellent analytical, communication and coordination skills.</p> <p>vi. Proficiency with computer applications in MS office (MS Word, Excel and PPTs), etc.</p> <p>vii. Proficiency in handling secondary research, data compilation, and analysis.</p> <p>viii. Excellent reporting/document drafting skills.</p> <p>ix. Research publications, book chapters, or scientific articles authored/edited. Proofs of publications/ Writings may be produced in original.</p> <p>x. Excellent presentation skills, anchoring the workshops/ conference events, etc.</p> |
| 8 | Qualification and competencies | |
| | A) Academic | |
| | (i) Essential Qualification | Master Degree in any of the Social Work/Sociology/ Gender Studies/ Political Science/ Geography / Disaster Management or relevant allied subjects with minimum of 55% marks or equivalent grade |
| | (ii) Desirable Qualification | Doctoral degree (Social Work/Sociology/ Gender Studies/ Political Science/ Geography / Disaster Management) |
| | (B) Experience | |
| | (i) Essential Experience | Minimum 5 years of prior experience in the field of Disaster Management, particularly in conducting training programmes, capacity building activities, and conduct of national/state-level programmes. |
| | (ii) Desirable Experience | <ul style="list-style-type: none"> • Prior working experience in Central/State Govt. Training Organizations • Proven experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders across the country, including government agencies, academia, states/UTs, private sector entities, and other organizations. • Excellent writing skills to finalize quality reports and documentation of the events. • Research publications, book chapters, Training Modules and coordination of research studies and large teams. |
| | (C) Upper Age Limit | 40 years (upto 5 years of age relaxation for those who served in National Institutes in accordance with their years of experience) |
| 9 | Remuneration Band | Rs. 75,000/ - Rs.1,00,000/- per month |

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| 10 | Leave | Shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un-availed leave in a calendar year cannot be carried forward to next calendar year. |
| 11 | Reporting Mechanism | The Consultant shall report to Joint Director or any other authority as per need. |
| 12 | Schedule of completion of Tasks | Consultant shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant shall not take up any other assignment during the period of consultancy in NIDM. |
| 13 | Termination of Contract | The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section. |
| 14 | Place of Posting | National Institute of Disaster Management (NIDM), Vijayawada Campus at Kondapavuluru Village, Gannavaram Mandal, Krishna District of Andhra Pradesh – 521212 |

TERMS OF REFERENCE
Junior Consultant (Training)

| S. No. | Category | Details |
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| 1. | Name of the Division/Centre/ Cell/ Section | Training |
| 2. | Details of Post | Junior Consultant |
| 3. | No. of Vacancies | 1 (One) |
| 4 | Purpose of Assignment | To process various matters of training cell relating to training programs, webinars, seminars, conferences, training calendar, trainee database, nominations, certificates, internship, SOPs, drafting of letters etc. |
| 5. | Duration | The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time. |
| 6. | Duties and responsibility: | <ul style="list-style-type: none"> i. Assist in organizing regional/national workshops/conference, training programs, etc. ii. Liaise with line departments to formally request and follow up on nominations for upcoming training programmes. iii. Engage with nominated officers to confirm their participation and ensure timely communication regarding training details. iv. Prepare and maintain a comprehensive list of participants, including their contact details, arrival information, and logistical needs. v. Develop and maintain a detailed training calendar, aligning with institutional priorities and stakeholder availability. vi. Identify and coordinate with relevant external resource persons, ensuring their expertise aligns with the training objectives. vii. Extend formal invitations to selected resource persons and provide timely updates on session requirements and expectations. viii. Manage logistics for resource persons, including travel, accommodation, honorarium, and on-site support during training delivery. ix. Data collection, compilation, analysis, and research report development. x. Review and study related documents/plans/data. xi. Assist in preparation of draft documents, modules, minutes of the meeting, training and workshop reports, etc. xii. Assist in preparation of inventory of resource materials, database of experts/stakeholders and prepare progress reports. xiii. Assistance in venue arrangements, logistics, hospitality etc. within the given time frame. Other Tasks: <ul style="list-style-type: none"> a. Record keeping, assisting in meetings, proceedings, official matters and keep the record of files. b. Supporting the Division/faculty in academic and related work as assigned from time to time. c. Assist in the work assigned to the reporting officer |

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| 7 | Functional competencies required for the position | <ul style="list-style-type: none"> i. Proficiency with computer applications (MS Word, Excel). ii. Knowledge of secondary research, data compilation, and analysis. iii. Knowledge about various line departments and functions iv. Experience in coordinating research studies and large teams. v. Strong report/document drafting skills. vi. Research publications, book chapters scientific articles authored/edited. vii. Coordination and administration experience. |
| 8 | Qualification and competencies | |
| | (A) Academic | |
| | (i) Essential Qualification | Graduation Degree |
| | (ii) Desirable Qualification | Post-Graduation degree |
| | (B) Experience | |
| | (i) Essential Experience | Minimum 2 years of prior experience in the field of Disaster Management, particularly in conducting training programmes, capacity building activities, and conduct of national/state-level programmes. |
| | (ii) Desirable Experience | <ul style="list-style-type: none"> • Prior working experience in Central/State Govt. Training Organizations. • Proven experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders across the country, including government agencies, academia, states/UTs, private sector entities, and other organizations. • Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools. |
| | (C) Upper Age Limit | 40 years (upto 5 years of age relaxation for those who served in National Institutes in accordance with their years of experience) |
| 9. | Remuneration Band | 50,000 – 65,000 Per month |
| 10. | Leave | shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un- availed leave in a calendar year cannot be carried forward to next calendar year. |
| 11. | Reporting Mechanism | Jr. Consultants shall report to Joint Director or any other authority as per need. |
| 12. | Schedule of completion of Tasks | Jr. Consultant shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant shall not take up any other assignment during the work period at NIDM. |

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| 13. | Termination of Contract | The engagement of Jr. Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section. |
| 14. | Place of Posting | National Institute of Disaster Management (NIDM), Vijayawada Campus at Kondapavuluru Village, Gannavaram Mandal, Krishna District of Andhra Pradesh - 521212 |

**TERMS OF REFERENCE
Junior Consultant (Maintenance)**

| S. No. | Category | Details |
|--------|---|--|
| 1) | Name of the Division/ Centre/ Cell/ Section | Maintenance Division |
| 2) | Details of Post | Junior Consultant (Maintenance) |
| 3) | No. of Vacancies | 01 (One) |
| 4) | Purpose of Assignment | To assist in planning, supervision, monitoring, and execution of civil & electrical works, repair & maintenance activities, and infrastructure development at NIDM Southern Campus |
| 5) | Duration | The consultancy is for a maximum period of 5 years, initially for 3 years, extendable subsequently for two years in blocks of 6 months each, subject to performance and requirement. |

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| 6) | Tasks Related to Assignment & Job Description | <p>(i) Assist in planning, execution, and monitoring of all civil works and maintenance activities.</p> <p>(ii) Support day-to-day supervision of ongoing construction/maintenance activities.</p> <p>(iii) Preparation of technical drawings, civil designs, layout plans, and structural detailing.</p> <p>(iv) Assist in estimation of quantities, BOQs, cost analysis, and technical specifications.</p> <p>(v) Support procurement processes, including tender documentation and bid evaluation.</p> <p>(vi) Assist in developing and monitoring project budgets.</p> <p>(vii) Maintain project files, drawings, inspection notes, and civil works records.</p> <p>(viii) Ensure implementation of safety, environmental, and quality assurance norms.</p> <p>(ix) Regular inspection of buildings, utilities, and campus infrastructure.</p> <p>(x) Liaison with contractors and vendors to resolve site issues.</p> <p>(xi) Use AutoCAD, MS Office, and relevant engineering software.</p> <p>(xii) Ability to multitask, work under pressure, and maintain confidentiality.</p> <p>(xiii) Any other responsibility assigned by the controlling officer</p> |
| 7) | Functional competencies required for the position | <p>a) Engineering design, construction planning, AutoCAD/Etabs proficiency, quality control, site investigation, project documentation, environmental and safety compliance.</p> <p>b) Promoting the vision of NIDM</p> <p>c) Advising Leading and supervising</p> <p>d) Formulating concepts and strategies</p> <p>e) Managing resources</p> <p>f) Demonstrates and safeguards ethics and integrity</p> <p>g) Displays cultural, gender, religion, and age sensitivity and adaptability</p> <p>h) Ability to work in a team situation and engage diverse stakeholders</p> <p>i) Ability to plan, organize, implement and report on work</p> <p>j) Inter-personal and communication skills</p> <p>k) Proactive engagement and dialogue</p> <p>l) Strategic advice and communication</p> |

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| | | <p>m) Excellent verbal and written communication skills</p> <p>n) Proficient with MS office suite and other software</p> |
| 8) | Qualification and competencies | |
| | (A) Academic | |
| | (i) Essential Qualification | B.Tech / B.E./B. Sc. in Civil Engineering |
| | (ii) Desirable Qualification | M.Tech / M.E. in Civil/Structural Engineering |
| | (B) Experience | |
| | (i) Essential Experience | Minimum 3 years of civil works/maintenance experience in Central/State Govt; MS Office & Auto CAD proficiency |
| | (ii) Desirable Experience | (i) Prior working experience in Training/Disaster Management related Institutions. (ii) Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools. |
| | (C) Upper Age Limit | 40 years (upto 5 years of age relaxation for those who served in National Institutes in accordance with their years of experience) |
| 9) | Remuneration Band | 50,000 – 65,000 Per month |
| 10) | Leave | Shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un-availed leave in a calendar year cannot be carried forward to next calendar year. |
| 11) | Reporting Mechanism | Jr. Consultants shall report to Joint Director or other reporting officer as per need. |
| 12) | Schedule of completion of Tasks | The Junior Consultant (Maintenance) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and JC (Maintenance) shall not take up any other assignment during the period of consultancy in NIDM. |
| 13) | Termination of Contract | The engagement of Junior Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section. |
| 14) | Place of Posting | National Institute of Disaster Management (NIDM), Vijayawada Campus, Kondapavuluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh – 521212 |

**National Institute of Disaster
Management (Ministry of Home Affairs,
Government of India)**

Application format for the position of

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:

| Sl.No. | Course | Subject | Universities/ Institute | Year of Passing | Division/Classes |
|--------|--------|---------|----------------------------|-----------------------|------------------|
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9. Work Experience:

| Sl.No. | Organization/ Institute | Post held | Period | | Nature work | Nature of work | Remarks |
|--------|----------------------------|--------------|--------|----|-------------|-------------------|---------|
| | | | From | To | | | |
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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: _____

Note: 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.