

National Institute of Disaster Management (NIDM)
Ministry of Home Affairs, Government of India
New Delhi

Date: 17.04.2026

Online Applications are invited for the contractual positions in NIDM

1. The National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India invites online applications from eligible candidates for the following positions purely on contractual basis at Delhi Campus.

S. No.	Name of Position	No. of Position	Remuneration p.m.
1.	Jr. Consultant (Accounts)	2	Rs. 50,000/- (in Remuneration band of Rs. 50,000/- to Rs. 65,000/-)
2.	Jr. Consultant (Publication)	1	Rs. 50,000/- (in Remuneration band of Rs. 50,000/- to Rs. 65,000/-)
3.	Consultant (Publication)	1	Rs. 75,000/- (in Remuneration band of Rs. 75,000/- to Rs. 1,00,000/-)

2. The detailed Terms of Reference (ToRs) for the above positions is attached.
3. The applicants must ensure eligibility criteria before applying for any position.
4. Interested applicants are requested to apply online through URL <https://forms.gle/9nrAkZFa5PsnYqaX6>
5. The last date for online application is 18.05.2026 upto 23:59:59 hrs.
6. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
7. Depending upon the no. of applications received, NIDM may fix the shortlisting /selection criteria.
8. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.
9. No TA/DA shall be paid for attending the written test / personal interaction.
10. The Consultant / Jr. Consultant shall be governed under NIDM's procedure and guidelines for engagement of consultants.
11. The remuneration may commensurate with qualifications, experience and profile of the candidate.
12. For any queries, please contact at Tel: 011-20873404 or Email: hemant.nidm@nic.in

Executive Director
NIDM

**Terms of Reference
Jr. Consultant (Accounts)**

1.	Name of the Division/ Centre/ Cell/ Section	Accounts Section
2.	Details of Post	Jr. Consultant (Accounts)
3.	No. of Vacancy	2 (Two)
4.	Purpose of Assignment	To assist in the work in Accounts Section.
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"> • Handle a broad range of functions within the Accounts Section, including salary processing, maintenance of accounts in Tally software, budgeting, income tax computations, and ensuring compliance with TDS and GST regulations. Prepare financial statements such as the trial balance and receipt and payment accounts. • Oversee banking and financial operations, including audits, project accounting, and the scrutiny of financial proposals and procurement processes. • Maintain and regularly update all files, records, and registers related to the Accounts Section of NIDM. • Undertake any other duties as assigned by the Executive Director, NIDM, or the Reporting Officer.
7.	Functional competencies required for the position	<ul style="list-style-type: none"> • Promoting the vision of NIDM • Advising Leading and supervising • Formulating concepts and strategies • Managing resources • Demonstrates and safeguards ethics and integrity • Displays cultural, gender, religion, and age sensitivity and adaptability • Ability to work in a team situation and engage diverse stakeholders • Ability to plan, organize, implement and report on work • Inter-personal and communication skills • Proactive engagement and dialogue • Strategic advice and communication • Excellent verbal and written communication skills • Proficient with MS office suite and other softwares
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	• Commerce Graduate from a recognized University/Institution.
	(B) Work Experience	
	(i) Essential	<ul style="list-style-type: none"> • Minimum 2 years of experience in handling accounts/ administrative matters/ payroll and statutory compliance (PF, ESI, TDS). • Strong knowledge of Tally Prime/ERP software and Advanced MS Excel.

	(ii) Desirable	<ul style="list-style-type: none"> • Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools. • Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/- - Rs.65,000/- per month (Initial Salary Rs. 50,000/-)
10.	Reporting Mechanism	Jr. Consultant (Accounts) shall report to Accounts Officer.
11.	Schedule of completion of Tasks	The Jr. Consultant (Accounts) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (Accounts) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Jr. Consultant 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 handle by Admin Section.
13.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

Terms of Reference
Jr. Consultant (Publication)

1.	Name of the Division/ Centre/ Cell/ Section	Publication Cell
2.	Details of Post	Jr. Consultant (Publication)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To assist in the production of high-quality printed Materials and publications in adherence to established standards.
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"> • To assist in printing of NIDM publications and other materials viz. Annual Reports, Newsletter, Training Modules, Books, Journals, promotional materials/ IEC materials etc. • To assist in processing of printing as per Govt. rules/procedures through Tenders, Quotations, Local Purchase Committees, Govt. e-Marketplace, Central Public Procurement Portal etc. • To assist in issues related to plagiarism, copyright, translation, proof reading, quality control, etc. • To assist in liaising with various stakeholders & external agencies viz. faculty members, Govt. departments, printers, publishers etc. • To assist in preparation of policies & standard operating procedures for smooth functioning of NIDM. • Any other task assigned by the Executive Director, NIDM and Reporting Officer.
7.	Functional competencies required for the position	<ul style="list-style-type: none"> • Promoting the vision of NIDM • Advising Leading and supervising • Formulating concepts and strategies • Managing resources • Demonstrates and safeguards ethics and integrity • Displays cultural, gender, religion, and age sensitivity and adaptability • Ability to work in a team situation and engage diverse stakeholders • Ability to plan, organize, implement and report on work • Inter-personal and communication skills • Proactive engagement and dialogue • Strategic advice and communication • Excellent verbal and written communication skills • Proficient with MS office suite and other software • Compose letters, primary communications, lists, file notes, directives etc. • Manage ISBN related tasks. • Plan tenders, quotations, proposals, LPCs, and GeM activities. • Oversee every facet of plagiarism and copyright oversight.
8.	Qualification and competencies	
	(A) Academic Qualification	

	(i) Essential	Graduate from a recognized University/Institution
	(ii) Desirable	Post Graduate Diploma in Publishing
	(B) Work Experience	
	(i) Essential	Minimum 2 years of experience in publications including editing, copy editing, proof reading, printing works etc.
	(ii) Desirable	<ul style="list-style-type: none"> • Prior working experience in publications of Govt./Disaster Management/ Academics. • Knowledge of APA referencing style. • Proficiency in Computer handling - MS Word, Excel, Power Point, Email.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position.
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/- - Rs.65,000/- per month (Initial Salary Rs. 50,000/-)
10.	Reporting Mechanism	Jr. Consultant (Publication) shall report to I/C (Publication)
11.	Schedule of completion of Tasks	The Jr. Consultant (Publication) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (Publication) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Jr. Consultant 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 handle by Admin Section.
13.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

**Terms of Reference
Consultant (Publication)**

1.	Name of the Division/ Centre/ Cell/ Section	Publication Cell
2.	Details of Post	Consultant (Publication)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To ensure the production of high-quality printed materials and publications of NIDM in adherence to established standards.
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	<p>A. Printing Management:</p> <ol style="list-style-type: none"> 1. Collaborate with internal teams to understand printing requirements for various materials, including Annual Report, Tidings, brochures, modules, reports, manuals, journal, promotional materials/ IEC materials etc. 2. Identify suitable printing vendors and manage the end-to-end printing process to ensure timely and cost-effective production. 3. Conduct quality checks to ensure that printed materials meet specified standards and requirements. 4. Plan tenders, quotations, proposals, LPCs, and GeM activities. 5. Oversee every facet of plagiarism and copyright oversight. <p>B. Publication Oversight:</p> <ol style="list-style-type: none"> 1. Work closely with printer, faculty and staff related to printing work to coordinate the publication of various materials, ensuring accuracy and consistency. 2. Develop and implement publication schedules, considering deadlines and distribution requirements. 3. Review layouts, designs, and content to guarantee alignment with organizational branding and messaging. 4. Supervise the Distribution work of printing material among the Stakeholder and other Government department. 5. Compose letters, primary communications, lists, file notes, directives etc. 6. Manage ISBN related tasks. <p>C. Proofreading and Editing:</p> <ol style="list-style-type: none"> 1. Conduct thorough proofreading, editing and copy editing of written materials to identify and correct grammatical errors, typos, and inconsistencies. 2. Provide constructive feedback on writing style, clarity, and coherence to enhance the overall quality of content.

		<p>3. Collaborate with faculty, social media team and staff related to printing work to maintain a high standard of writing across all publications.</p> <p>D. Quality Assurance:</p> <ol style="list-style-type: none"> 1. Establish and implement quality control measures to uphold the organization's standards for printed and published materials. 2. Monitor and evaluate the performance of printing and publication vendors, providing feedback for improvement when necessary. <p>E. Documentation and Reporting:</p> <ol style="list-style-type: none"> 1. Maintain detailed records of all printing and publication activities, including costs, timelines, and vendor performance. 2. Manage the file number system, monitor printing status (with faculty and printing vendors) and oversee file processing for the department. 3. Generate regular reports summarizing key metrics, challenges, and recommendations for publication process enhancement. <p>F. Other:</p> <ol style="list-style-type: none"> 1. Undertake any additional tasks delegated by the higher authority and reporting officer.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team, situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other relevant software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Post Graduation Degree from a recognized University/Institution
	(ii) Desirable	Post Graduate Diploma in publishing
	(B) Work Experience	
	(i) Essential	Minimum 5 years of experience in publications including editing, copy editing, proof reading etc.
	(ii) Desirable	<ul style="list-style-type: none"> • Prior working experience in publications of Govt./Disaster Management/ Academics. • Knowledge of APA referencing style. • Proficiency in Computer handling such as MS Word, Excel, Power Point, email.

	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position.
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.75,000/- - Rs.1,00,000/- per month (Initial Salary Rs. 75,000/-)
10.	Reporting Mechanism	Consultant (Publication) shall report to I/C (Publication)
11.	Schedule of completion of Tasks	The Consultant (Publication) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant (Publication) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultant 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 handle by Admin Section.
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