

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

Date: 06.04.2026

**Online Applications are invited for the position of Sr. Consultant (IT) in NIDM
on contractual basis**

1. The National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India invites online applications from eligible candidates for engagement of Senior Consultant (Information Technology) to lead the digital transformation and ICT modernization initiatives of the Institute at Delhi Campus.
2. The detailed Terms of Reference (ToRs) for the above position 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/QuqJvEoJnQuGStyD8>
5. The **last date for online application is 30.04.2026 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 Sr. 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
Senior Consultant (Information Technology)**

Date: 06.04.2026

1. Name of the Post: Senior Consultant (Information Technology)

2. Number of Post: 01 (One)

3. Place of Posting: National Institute of Disaster Management (MHA-Gol), Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi – 110042

4. Qualifications

Essential

- B.E / B.Tech / M.Tech in Computer Science / Information Technology / Electronics / MCA / MSc IT or equivalent qualification from a recognized university.

Desirable:

- Certifications in Cloud Computing, Cyber Security, Digital Governance or Enterprise Architecture.
- Applicant with NET/ M.Phil/ Ph.D/ MBA in AI and Data Science (completed or pursuing), MBA in Cyber Security Management ,Executive Program from IIM, e-PGD in Artificial Intelligence and Data Science.

5. Experience:

Condition A: The applicant should have retired from Central Government service at Pay Matrix Level 12 (or its pre-revised equivalent of Pay Band-3 with Grade Pay Rs.7600 under the 6th CPC), with a minimum of Twenty (20) years of regular Government service at the time of retirement.

OR

Condition B: The applicant should have retired from Central Government service having rendered not less than Five (5) years of regular service in Pay Matrix Level 11 (or its pre-revised equivalent of Pay Band-3 with Grade Pay Rs.6,600 under the 6th CPC) immediately before retirement, with a minimum of Twenty (20) years of total regular Government service at the time of retirement.

Desirable:

- Experience with NIC / Government Cloud / e-Governance systems
- Design, development, or oversight of national data repositories, geospatial data platforms, or AI/ML-based decision-support systems for Government applications;
- Experience in ICT modernization of institutions.
- Technical coordination at the level of NIC, MeitY, ISRO, C-DAC, or equivalent Central Government organisations;

- Oversight of Learning Management Systems, digital training delivery platforms, or e-governance capacity building initiatives

6. Age limit: below 62 years on the last date of receiving of the application

7. Core Responsibilities

The Senior Consultant (IT) shall provide strategic, technical and administrative leadership for strengthening and modernizing the Information Technology ecosystem of the National Institute of Disaster Management (NIDM). The role will focus on upgrading existing IT systems, implementing advanced technological solutions including AI/ML integrations, developing national digital platforms and databases and establishing secure and scalable IT infrastructure to support NIDM's training, research and knowledge dissemination functions.

The core responsibilities shall include the following:

A. Secure Government Empaneled Cloud Infrastructure

- Liaison with MeitY / NIC / NICSI for deployment and management of secure hosting solutions on Government empaneled cloud infrastructure (MeghRaj / NIC Cloud).
- Ensure compliance with Government of India cyber security policies, CERT-In guidelines and data protection standards.
- Design and implement disaster-resilient data architecture, backup systems and disaster recovery mechanisms.
- Prepare ICT strategy, digital transformation roadmap and annual action plans for strengthening NIDM's IT infrastructure and digital platforms.
- Coordinate with internal divisions of NIDM for implementation of IT systems, digital training platforms and institutional technology initiatives.
- Liaise with external agencies such as NIC, MeitY, cloud service providers, software vendors and other technology partners for development and maintenance of IT infrastructure.
- Perform any other administrative or technical responsibilities assigned by the Executive Director or Competent Authority of NIDM.

B. Digital Disaster Knowledge Repository (DDKR)

- Design, develop and implement a centralized Digital Disaster Knowledge Repository (DDKR) for storing, managing and disseminating disaster management knowledge resources in accordance with the Disaster Management Amendment Act 2025.
- Develop and maintain the repository platform using modern web technologies (PHP/.NET or similar frameworks) with secure, scalable and user-friendly architecture.

- Create structured systems for uploading, indexing, tagging, categorizing and managing disaster management resources such as research publications, manuals, case studies, reports and multimedia content.
- Ensure integration of the repository with NIDM's Training Management System (TMS) and Learning Management System (LMS) to support training and e-learning programmes.
- Coordinate with NIC/MeitY for secure hosting on Government cloud infrastructure and ensure compliance with cyber security guidelines.
- Develop advanced search, knowledge discovery and information retrieval mechanisms for efficient access to repository resources.
- Establish digital archival systems for long-term preservation and management of institutional knowledge assets.
- Facilitate collaboration with national and international institutions, universities and disaster management agencies for knowledge sharing and repository enrichment.
- Monitor system usage and generate analytical reports on repository access, knowledge dissemination and user engagement.
- Provide technical support and capacity building to NIDM faculty, researchers and stakeholders for effective use of the repository.
- Ensure regular maintenance, system upgrades, data backup and security audits of the repository platform.
- Support the development of a national digital knowledge platform for Disaster Risk Reduction (DRR) to strengthen capacity building and research dissemination.

C. Comprehensive Training Management System (TMS)

- Design, develop, configure and implement a comprehensive Training Management System (TMS) for managing physical, hybrid and online training programmes conducted by NIDM. Develop modules for:
 - Training programme planning and scheduling
 - Online participant registration and nomination
 - Participant database management
 - Attendance and session management
 - Training evaluation and feedback
 - Certificate generation and verification
 - MIS dashboards and reporting systems.
- Ensure seamless integration of the Training Management System (TMS) with Learning Management Systems (LMS) such as Moodle (version 3.10 or higher).

- Configure, customize and maintain LMS platforms to support e-learning and hybrid training programmes.
- Develop custom Moodle plugins, modules and blocks to meet institutional training requirements.
- Configure and manage virtual classroom integrations for online and hybrid training delivery.
- Develop scripts and automated workflows to streamline administrative processes, course management and reporting functions.
- Implement API integrations with third-party platforms and Government digital services including authentication systems, certificate verification platforms and other institutional systems.
- Customize and maintain mobile learning applications to enhance accessibility of NIDM courses nationwide.
- Ensure efficient functioning of course management, participant records, assessments, certification processes and reporting systems.
- Ensure proper data management, security compliance, system backup and scalability for the Training Management System

D. Modernize ICT Infrastructure in Training Halls

- Lead modernization of ICT infrastructure in NIDM training facilities including:
 - Smart classrooms
 - Hybrid learning systems
 - Video conferencing systems
 - Lecture capture systems
 - Digital display systems
 - Interactive learning boards
 - Integrated AV control systems
- Prepare technical specifications, RFP documents and procurement proposals for IT equipment and software in accordance with Government procurement procedures.
- Monitor performance of ICT systems and provide technical recommendations for system improvements.
- Maintain documentation, digital records and inventory of IT systems, hardware assets and software platforms.
- Ensure compliance with Government IT policies, cyber security guidelines and data governance standards.
- Plan, install and maintain servers, networking systems, storage devices, firewalls and backup infrastructure.

- Coordinate installation and maintenance of audio-visual equipment, conferencing systems and smart classroom technologies.
- Monitor hardware performance and ensure timely maintenance, upgrades and repair of ICT equipment.
- Maintain IT asset inventory and hardware lifecycle management.
- Coordinate with vendors and service providers for maintenance and technical support services.

E. Transformation of the eLearning program into technologically robust national platform for DRR capacity building

- Lead the digital transformation of NIDM's e-Learning programme into a technologically robust national platform for Disaster Risk Reduction (DRR) capacity building.
- Design and develop scalable e-learning infrastructure using modern LMS technologies to support large-scale national and international learners.
- Upgrade and customize LMS platforms with advanced digital learning features, including virtual classrooms, hybrid learning modules, automated assessments and learner performance tracking.
- Integrate modern digital learning technologies, including mobile learning platforms, interactive multimedia content, video-based learning and virtual collaboration tools.
- Coordinate with NIC/MeitY and other technical agencies for secure hosting on Government cloud infrastructure.
- Develop API integrations with national digital platforms and institutional systems for interoperability and data exchange.
- Ensure compliance with cyber security standards, data protection requirements and system backup protocols.
- Provide technical support and capacity building to faculty members and course facilitators for development and delivery of digital training content.
- Monitor platform performance, user engagement and training outcomes through analytical dashboards.
- Promote national outreach and accessibility by enabling multilingual content, mobile access and inclusive user interfaces.
- Ensure continuous system enhancement and technological innovation to position NIDM's platform as a national digital hub for DRR training, research and knowledge dissemination.

8. Remuneration: Remuneration for retired officers will be strictly regulated as per the Department of Expenditure (DoE) OM No. 3-25/2020-E.IIIA, dated 09.12.2020 calculated as Last Basic Pay Drawn Minus Basic Pension, plus a fixed transport allowance &/or DOE's OM no. 03-25/2020-E.III(A)/Pt dated 18.10.2023 calculated as amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration.

9. Contract duration: Initially contract for 1 year, extendable based on project requirements and performance.

10. Reporting Mechanism: Senior Consultant (IT) shall report to Executive Director, NIDM or to any other officer as decided by the Executive Director.

11. Schedule of completion of Tasks: The Senior Consultant (IT) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Sr. Consultant shall not take up any other assignment during the period of consultancy in NIDM.

12. Termination of Contract: The engagement of Senior Consultant (IT) 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. The Individual Senior Consultant (IT) 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.

13. Application process: Applicants must ensure that they meet the eligibility criteria before applying for the position. Interested candidates may apply online through the URL (<https://forms.gle/QuqJvEoJnQuGStyD8>). The last date for submission of the online application is 30.04.2026 up to 11:59:59 hrs.

Note: NIDM reserves the right to cancel the recruitment process at any stage without assigning any reason.

**Executive Director
NIDM**