

**National Institute of Disaster Management (NIDM)**

Ministry of Home Affairs, Government of India

New Delhi

**Date:- 17.08.2026**

**Online Applications are invited for the contractual positions in NIDM**

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.     | Sr. Consultant<br>(Resilient Infrastructure) | 1               | Rs.1,25,000/- - Rs.1,75,000/- per month                                                                                         |
| 2.     | Sr. Consultant (IUINDRR)                     | 1               | Rs.1,25,000/- - Rs.1,75,000/- per month                                                                                         |
| 3.     | Sr. Consultant<br>(Administration)           | 1               | Remuneration, Allowances, Leave entitlements as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020. |
| 4.     | Consultant (Developer – IDRN)                | 1               | Rs.75,000/-- Rs.1,00,000/- per month                                                                                            |
| 5.     | Consultant (Web Designing)                   | 1               | Rs.75,000/-- Rs.1,00,000/- per month                                                                                            |
| 6.     | Consultant (Maintenance)                     | 1               | Rs.75,000/-- Rs.1,00,000/- per month                                                                                            |
| 7.     | Consultant (Trg. Support)                    | 1               | Rs.75,000/-- Rs.1,00,000/- per month                                                                                            |
| 8.     | Consultant<br>(Administration)               | 1               | Remuneration, Allowances, Leave entitlements as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020. |
| 9.     | Jr. Consultant (Personnel)                   | 1               | Rs.50,000/-- Rs.65,000/- per month                                                                                              |
| 10.    | Jr. Consultant (Trg. Support)                | 1               | Rs.50,000/-- Rs.65,000/- per month                                                                                              |
| 11.    | Jr. Consultant<br>(Coordination)             | 1               | Rs.50,000/-- Rs.65,000/- per month                                                                                              |
| 12.    | Jr. Consultant (IT)                          | 1               | Rs.50,000/-- Rs.65,000/- per month                                                                                              |
| 13.    | Jr. Consultant (Accounts)                    | 1               | Rs.50,000/-- Rs.65,000/- per month                                                                                              |
| 14.    | Jr. Consultant (Hostel Support)              | 1               | Rs.50,000/-- Rs.65,000/- per month                                                                                              |

1. The detailed Terms of Reference (ToRs) for the above positions are attached.
2. The applicants must ensure eligibility criteria before applying for any position.
3. Interested applicants are requested to apply online through URL <https://forms.gle/h2Ks6AuVhZMJizBk7>
4. The last date for online application is 14.09.2026 upto 23:59:59 hrs.
5. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
6. Depending upon the no. of applications received, NIDM may fix the shortlisting /selection criteria.
7. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.

8. No TA/DA shall be paid for attending the written test / personal interaction.
9. The Consultant / Jr. Consultant shall be governed under NIDM's procedure and guidelines for engagement of consultants.
10. The remuneration may commensurate with qualifications, experience and profile of the candidate.
11. For any queries, please contact at Tel: 011-20873404 or Email: [megha.nidm@nic.in](mailto:megha.nidm@nic.in)

**Executive Director  
NIDM**

**Terms of Reference**  
**Sr. Consultant (Resilient Infrastructure)**

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|----|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Resilient Infrastructure Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. | Details of Post                                      | Sr. Consultant (RI)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4. | Purpose of Assignment                                | To lead activities or academic work in Resilient Infrastructure Division.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• To prepare/review training modules&amp; curricula for disaster management.</li> <li>• To liaise with nodal ministries and other Central/State/District Govt. Departments on policy formulation and capacity development related matters.</li> <li>• To plan, organize &amp; supervise training programmes, workshops, conferences, webinars, seminars &amp; e-learning courses for various stakeholders.</li> <li>• To lead academic activities/staff for fostering the concerned centre of the Institute.</li> <li>• To carry out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.</li> <li>• To prepare/review Disaster Management Plans of Central/State/District Govt. Department etc.</li> <li>• To collaborate with national &amp; international stakeholders for capacity development, research &amp; publication and promoting awareness on disaster management.</li> <li>• To render technical support in planning and implementation of the various capacity building, IEC and knowledge management initiatives of the Institute.</li> <li>• To provide technical support and supervision to all capacity building interventions related with prevention, mitigation, preparedness and response aspects of disaster management.</li> <li>• Any other task assigned by the Executive Director, NIDM.</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|     |                                 | <ul style="list-style-type: none"> <li>Proficient with MS office suite and other softwares.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>Master's Degree in Earthquake / Structural / Civil Engineering / Urban Planning / Earth Science / Environmental Engineering / / Geo tech Engineering / Engineering / Disaster Management or allied subjects with at least 55% of the marks or its equivalent grade; and</li> <li>Ph.D with a consistently good academic record; and</li> <li>Published work of high quality, actively engaged in research and training with evidence of published work with a minimum of 10 publications as books and or research or policy papers in indexed or International Standard Book Number/ International Standard Serial Number numbered journals and as International Standard Book Number/International Standard Serial Number numbered books;</li> </ul> |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.</li> <li>Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|     | (ii) Desirable                  | <ul style="list-style-type: none"> <li>Experience of guiding candidates for research at Doctoral level.</li> <li>An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned or allied or relevant discipline, to be substantiated by credentials.</li> <li>Prior working experience in Govt./Training/Disaster Management</li> <li>Experience of organising training program for Govt. Officials.</li> </ul>                                                                                                                                                                                                                                                                                   |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | (D) Upper Age Limit             | Maximum 50 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9.  | Remuneration Band               | Rs.1,25,000/- - Rs.1,75,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 10. | Reporting Mechanism             | Sr. Consultant (Resilient Infrastructure) shall report to HOD of RI Division or Executive Director, NIDM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11. | Schedule of completion of Tasks | The Sr. Consultant (RI) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Sr. Consultant (RI) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 12. | Termination of Contract         | The engagement of Sr. 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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**Terms of Reference**  
**Sr. Consultant (IUINDRR)**

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| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Indian Universities and Institutions Network for Disaster Risk Reduction-National Institute of Disaster Management, MHA (IUINDRR-NIDM)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. | Details of Post                                      | Sr. Consultant (IUINDRR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | Purpose of Assignment                                | <ul style="list-style-type: none"> <li>The job of Sr. Consultant is to lead the Research Program/Fellowship/Publication and other program divisions of the IUINDRR-NIDM.</li> <li>He/she will be responsible for communicating with the individual/institutions receiving grants from NIDM and monitoring the Research work funded by the NIDM apart from other work assigned by the division.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>Coordinate in various matters pertaining to the IUINDRR Secretariat such as files on all related matters of IUIN-DRR, compilation of latest rules and regulations of UGC and AICTE and MHRD, compilation of minutes of the meetings of Executive Committee and General Body of IUIN-DRR, compilation of reports/ documents related to IUIN-DRR, etc.</li> <li>Coordinate with and updation of the list of National as well as International Universities and Institutions within the network and overall as well.</li> <li>Coordinate and Communicate with Nodal officials of Universities and Institutions for encouraging membership for the network and undertaking various activities of the network.</li> <li>Supervise the administrative, Accounts and other logistic issues pertaining to the project.</li> <li>Liaison with experts and other stakeholders</li> <li>Prepare and coordinate in convening the Executive Committee and General Body meetings</li> <li>Prepare the activity plan and follow up actions for timely completion of the activities of IUIN-DRR.</li> <li>Coordinate the Plagiarism check in the contents, seeking copyright agreement from the writers.</li> <li>Liaison and coordinate with various Sections/ Divisions of NIDM as per the need of IUIN-DRR including updation of the IUIN-DRR website.</li> <li>Any other work assigned by the Executive Director, NIDM.</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>Promoting the vision of NIDM</li> <li>Advising Leading and supervising</li> <li>Formulating concepts and strategies</li> <li>Managing resources</li> <li>Demonstrates and safeguards ethics and integrity</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|     |                                 | <ul style="list-style-type: none"> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other softwares.</li> </ul>                                                       |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Master's Degree in any stream with at least 55% of the marks or its equivalent grade;</li> <li>• Ph.D with a consistently good academic record; and</li> <li>• Published work of high quality, actively engaged in research and training with evidence of published work with a minimum of 10 publications as books and or research or policy papers in indexed or International Standard Book Number/ International Standard Serial Number numbered journals and as International Standard Book Number/International Standard Serial Number numbered books;</li> </ul> |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• A minimum ten years' experience in Post Graduate teaching or training and research at the University or National level Institution.</li> <li>• Contribution to innovation in training or education, design of new curriculum and courses, developing training modules and technology.</li> <li>• Familiarity with University System.</li> <li>• Familiarity of running this type of project.</li> </ul>                                                                                                                                                                 |
|     | (ii) Desirable                  | <ul style="list-style-type: none"> <li>• Experience of guiding candidates for research at Doctoral level.</li> <li>• An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned or allied or relevant discipline, to be substantiated by credentials.</li> <li>• Prior working experience in Govt./Training/Disaster Management</li> </ul>                                                                                                                                                                         |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|     | (D) Upper Age Limit             | Maximum 50 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9.  | Remuneration Band               | Rs.1,25,000/- - Rs.1,75,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10. | Reporting Mechanism             | Sr. Consultant (IUINDRR) shall report to Executive Director, NIDM or a nominee by ED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 11. | Schedule of completion of Tasks | The Sr. Consultant (IUINDRR) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Sr. Consultant (IUINDRR) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                                                                                                                |
| 12. | Termination of Contract         | The engagement of Sr. 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                                                                                                                                                                                                                                                                                                                                |

|     |                  |                                                                                                                                                                                     |
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|     |                  | 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. |
| 14. | 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.                                           |

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**Terms of Reference**  
**Sr. Consultant (Administration)**

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|----|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2. | Details of Post                                      | Sr. Consultant (Administration)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4. | Purpose of Assignment                                | To lead in various administrative & financial matters relating to day to day functioning of the institute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• To supervise and coordinate matters relating to establishment, human resources, and general administration of the Institute, ensuring efficient and timely disposal of administrative work.</li> <li>• To ensure compliance with the rules, regulations, policies, and instructions issued by the Government of India, including those of the Department of Personnel &amp; Training (DoPT), Ministry of Home Affairs (MHA), Ministry of Finance (MoF), and other competent authorities.</li> <li>• To oversee matters relating to recruitment, contractual appointments, promotions, vigilance, disciplinary proceedings, grievance redressal, Right to Information (RTI), and court cases.</li> <li>• To supervise the preparation and processing of administrative proposals, reports, minutes, orders, circulars, statements, and other official communications.</li> <li>• To ensure proper management, maintenance, security, and retention of official files, records, registers, confidential documents, and e-Office records in accordance with prescribed procedures and record retention schedules.</li> <li>• To coordinate with various divisions, Ministries, Departments, Government organizations, and external agencies on matters relating to the administration and establishment of the Institute.</li> <li>• To provide administrative coordination and support for meetings, conferences, training programmes, workshops, and other official events organized by the Institute.</li> <li>• To supervise the work of supporting staff, allocate responsibilities as required, and monitor the timely and effective disposal of assigned matters.</li> <li>• To ensure confidentiality and security in the handling of official information, records, and documents in accordance with applicable rules and procedures.</li> <li>• Any other task assigned by the Executive Director /Reporting Officer</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Extensive experience in handling establishment, administrative, and human resource matters in a Government/Autonomous Institution environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|     |                                 | <ul style="list-style-type: none"> <li>• Sound knowledge of service and establishment matters, including CCS (Conduct) Rules, CCS (CCA) Rules, Leave Rules, and other applicable service rules and regulations.</li> <li>• Thorough knowledge of rules, regulations, guidelines, and instructions issued by the Department of Personnel &amp; Training (DoPT) and other competent authorities relating to establishment and administration.</li> <li>• Proficiency in handling e-Office and electronic file management systems, including processing, tracking, and disposal of official files and records.</li> <li>• Experience in handling Parliamentary matters, including Parliament Questions, matters relating to Parliamentary Standing Committees, and preparation of related inputs and correspondence.</li> <li>• Experience in providing secretarial and administrative support for meetings of Governing Bodies, Commissions, Apex Bodies, Departmental Promotion Committees (DPCs), and other high-level committees, including preparation of agendas and minutes and monitoring of action taken on decisions.</li> <li>• Experience in dealing with Integrated Finance matters and sound knowledge of General Financial Rules (GFR) and other applicable financial procedures.</li> <li>• Knowledge and experience in handling other matters relating to establishment, administration, service matters, grievance redressal and official procedures as assigned from time to time.</li> </ul> |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | (i) Essential                   | • Post Graduate Degree from a recognized University or Institution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Serving/Retired Central/State Govt. officers in Pay Level 13/13A (7CPC).</li> <li>• Minimum 25 years of experience in handling administrative, finance, HR matters &amp; coordination in Central/State Govt.</li> <li>• Proficiency in Computer handling - MS Word, Excel, Power Point, Email.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     | (ii) Desirable                  | • Prior working experience in Training/Disaster Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (D) Upper Age Limit             | Maximum 62 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9.  | Remuneration Band               | Remuneration, Allowances, Leave entitlements as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 10. | Reporting Mechanism             | Sr. Consultant (Administration) shall report to Joint Director, NIDM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 11. | Schedule of completion of Tasks | The Sr. Consultant (Administration) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Sr. Consultant (Admin.) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12. | Termination of Contract         | The engagement of Sr. 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|     |                  |                                                                                                                                                                                                                                                          |
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|     |                  | 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. |
| 15. | 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.                                                                                                                |

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**Terms of Reference**  
**Consultant (Developer-IDRN)**

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|----|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | India Disaster Resource Network (IDRN)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. | Details of Post                                      | Consultant (Developer- IDRN)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | Purpose of Assignment                                | Design, development, technical support, maintenance, cloud administration & security audit of the IDRN portal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ol style="list-style-type: none"> <li>1. Design, develop, maintain and provide technical support for the IDRN Portal, IDRN API, including website/application hosting, cloud infrastructure administration, database management and security-related activities.</li> <li>2. Update and further develop the technical and operational guidelines for the implementation of the IDRN portal.</li> <li>3. Manage and support hosting infrastructure, including server configuration, application deployment, resource monitoring, domain/DNS configuration and related technical administration.</li> <li>4. Assist in migration of the Portals, databases and associated applications/services from existing cloud infrastructure to new/upgraded cloud infrastructure.</li> <li>5. Conduct/coordinate Vulnerability Assessment and Penetration Testing (VAPT), security audits and fix vulnerabilities, including development and implementation of security patches.</li> <li>6. Manage domain, DNS records, SSL/TLS certificates, IP configuration and other web infrastructure components of the IDRN Portal.</li> <li>7. Ensure database synchronization, regular backup, restoration and recovery of the IDRN database and application data.</li> <li>8. Prepare SRS, data collection formats, user manuals, technical documentation and training/demonstration materials in consultation with concerned faculty members and IT Division of NIDM.</li> <li>9. Liaise with IDRN stakeholders, including State and District Administrations, Central Ministries/Departments and other concerned agencies, for regular collection and collation of data updation and related technical activities, provide guidance and technical assistance.</li> <li>10. Impart training to the IDRN stakeholders &amp; end users as and when required.</li> <li>11. Prepare and maintain monthly, quarterly and annual reports relating to the IDRN Portal, including system status, data updation, security, hosting and other technical activities.</li> <li>12. Process, maintain and update official files, records, technical documentation and correspondence related to the IDRN Portal.</li> <li>13. Any other task(s) assigned by the Supervisor(s)</li> </ol> |
| 7. | Functional competencies<br>required for the position | <ol style="list-style-type: none"> <li>1. Promoting the vision of NIDM</li> <li>2. Advising Leading and supervising</li> <li>3. Formulating concepts and strategies</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|     |                                 | 4. Managing resources<br>5. Demonstrates and safeguards ethics and integrity<br>6. Displays cultural, gender, religion, and age sensitivity and adaptability<br>7. Ability to work in a team situation and engage diverse stakeholders<br>8. Ability to plan, organize, implement and report on work<br>9. Inter-personal and communication skills<br>10. Proactive engagement and dialogue<br>11. Strategic advice and communication<br>12. Excellent verbal and written communication skills<br>13. Proficient with MS office suite and other software |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|     | (i) Essential                   | Post-Graduation Degree in Computer Applications/ Computer Science/ Computer Engineering/ Computer Technology                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>Minimum 5 years of experience in Design, development, technical support, maintenance, hosting, cloud/server administration, application deployment, security audit, server migration, domain/DNS management, SSL/TLS certificates and related web infrastructure management</li> <li>Development &amp; maintenance of web applications using Microsoft Visual Studio 2022/2026, .NET IDE with ASP.NET, MVC 4/5 using C# and SQL Server 2022/2024.</li> </ul>                                                      |
|     | (ii) Desirable                  | Prior working experience in Govt./Training Institute/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.75,000/- - Rs.1,00,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10. | Reporting Mechanism             | Consultant (Developer -IDRN) shall report to Senior Consultant(IT)/Incharge IDRN in NIDM                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 11. | Schedule of completion of Tasks | The Consultant (Developer- IDRN) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant (Developer-IDRN) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                                                 |
| 12. | 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 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.                                                                                                                                                                                                                                                                                                                                                                                                                |

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**Terms of Reference**  
**Consultant (Web-Designing)**

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|----|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Information Technology Section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. | Details of Post                                      | Consultant (Web Designing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4. | Purpose of Assignment                                | Design, development, technical support, maintenance, cloud administration & security audit of the NIDM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• Manage, maintain and update design of the NIDM websites/portals, intranet and other web-based applications.</li> <li>• Design posters, flyers, banners, backdrops, digital standees, certificates, brochures, advertisements, social media creatives, presentations, cards and other digital/print communication materials for NIDM training programmes and other important events.</li> <li>• Develop, design, manage and update forms for training participants such as nominations, registrations, assessments, feedback, recruitment and other institutional requirements.</li> <li>• Compile, design and analyse training and feedback data and prepare related reports, presentations and related technical documentation.</li> <li>• To ensure development of NIDM portal(s)/website(s) in compliance of Guidelines for Indian Government Websites (GIGW).</li> <li>• Undertake regular website/application and data backups and assist in data management, restoration and related technical activities.</li> <li>• Provide technical and design support for NIDM projects, portals, intranet and other IT initiatives, including coordination with NIC, vendors and external technical agencies.</li> <li>• Assist in IT procurement-related activities, e-Office files, preparation of technical specifications, reports and other IT-related documentation.</li> <li>• To coordinate &amp; liaison with various stakeholders and external agencies.</li> <li>• Assist in implementation of website/application hosting, migration, security measures and cyber crisis management activities of NIDM.</li> <li>• Any other task(s) assigned by the Supervisor(s)</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising Leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|     |                                 | <ul style="list-style-type: none"> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other software</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (i) Essential                   | Postgraduate in Computer Applications/ Science or Bachelor of Technology/ Engineering from a recognized University/Institution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Minimum five years of experience in developing interactive portal(s)/website(s) in windows Environment (IIS, .Net. MS-SQL)</li> <li>• <b>Technical Skills:</b> Working knowledge of HTML, CSS, JavaScript, Bootstrap, ASP/ASP.NET, MS SQL Server or equivalent database technologies, along with website maintenance and web application management.</li> <li>• <b>Graphic Design Skills:</b> Proficiency in Adobe Photoshop, CorelDRAW, Adobe Illustrator, Canva or equivalent graphic design tools and experience in designing digital and print communication materials.</li> </ul> |
|     | (ii) Desirable                  | Prior working experience in Govt./Training Institute/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.75,000/- - Rs.1,00,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10. | Reporting Mechanism             | Consultant (Web-Designing) shall report to Senior consultant(IT) in NIDM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 11. | Schedule of completion of Tasks | The Consultant (Web-Designing) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant (Web-Designing) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                                                                                                                           |
| 12. | 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 handle by Admin Section.                                                                                                                                                                |
| 14. | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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**Terms of Reference  
Consultant (Maintenance)**

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| 1. | Name of the Division/<br>Centre/ Cell/ Section      | Maintenance Section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. | Details of Post                                     | Consultant (Maintenance)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3. | No. of Vacancy                                      | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4. | Purpose of Assignment                               | To supervise and coordinate the activities of the Maintenance Section, ensuring effective maintenance and upkeep of the Institute's assets and facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5. | Duration                                            | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6. | Tasks Related to<br>Assignment & Job<br>Description | <ul style="list-style-type: none"> <li>• To oversee the maintenance and upkeep of the Institute's buildings, campus infrastructure, and allied facilities.</li> <li>• To supervise the operation and maintenance of electrical, mechanical, plumbing, HVAC, fire safety, water supply, sewage, and other utility systems.</li> <li>• To monitor the execution of annual maintenance contracts (AMCs), comprehensive maintenance contracts (CMCs), and other maintenance works, ensuring compliance with the terms and conditions of the contracts.</li> <li>• To inspect maintenance works regularly and ensure timely rectification of defects and breakdowns.</li> <li>• To coordinate with CPWD, local authorities, service providers, contractors, and other agencies for maintenance-related matters.</li> <li>• To prepare estimates, technical specifications, maintenance schedules, work orders, and inspection reports for routine and special maintenance works.</li> <li>• To assist in procurement of maintenance-related materials, equipment, and services in accordance with the General Financial Rules (GFR), 2017, and other applicable Government instructions.</li> <li>• To maintain records relating to maintenance activities, assets, inspections, repairs, complaints, inventories, and contract performance.</li> <li>• To ensure compliance with safety standards, statutory requirements, environmental regulations, and fire and electrical safety norms applicable to the Institute.</li> <li>• To monitor housekeeping, sanitation, landscaping, waste management, and upkeep of common areas of the Institute.</li> <li>• To coordinate preventive and periodic maintenance of Institute assets to ensure uninterrupted functioning of essential services.</li> <li>• To prepare periodic reports on maintenance activities, expenditure, pending works, and the condition of Institute assets for submission to the Competent Authority.</li> <li>• To attend to emergency maintenance requirements and coordinate prompt restoration of essential services.</li> <li>• Any other task assigned by the Executive Director, NIDM/Reporting Officer.</li> </ul> |

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| 7.  | Functional competencies required for the position | <ul style="list-style-type: none"> <li>Promoting the vision of NIDM</li> <li>Advising Leading and supervising</li> <li>Formulating concepts and strategies</li> <li>Managing resources</li> <li>Demonstrates and safeguards ethics and integrity</li> <li>Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>Ability to work in a team situation and engage diverse stakeholders</li> <li>Ability to plan, organize, implement and report on work</li> <li>Inter-personal and communication skills</li> <li>Proactive engagement and dialogue</li> <li>Strategic advice and communication</li> <li>Excellent verbal and written communication skills</li> <li>Proficient with MS office suite and other software</li> </ul> |
| 8.  | Qualification and competencies                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|     | (A) Academic Qualification                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|     | (i) Essential                                     | <ul style="list-style-type: none"> <li>Master's Degree in <b>Civil Engineering</b> or <b>Electrical Engineering</b> or <b>Mechanical Engineering</b> from a recognized University/Institution.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|     | (B) Work Experience                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|     | (i) Essential                                     | <ul style="list-style-type: none"> <li>Minimum 5 years' post-qualification experience in maintenance and upkeep of Government buildings, institutional campuses, commercial complexes, or similar infrastructure.</li> <li>Knowledge of Government procurement procedures, General Financial Rules (GFR), 2017, and contract management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
|     | (ii) Desirable                                    | Prior working experience in Govt./Training Institute/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.75,000/- - Rs.1,00,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10. | Reporting Mechanism                               | Consultant (Maintenance) shall report to I/C Maintenance Section in NIDM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11. | Schedule of completion of Tasks                   | The Consultant (Maintenance) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant (Maintenance) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 12. | 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 handle by Admin Section.                                                                                                                                                                                                                                                                                            |
| 15. | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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## Terms of Reference

### Consultant (Training Support)

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|----|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Training Cell                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. | Details of Post                                      | Consultant (Training Support)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4. | Purpose of Assignment                                | To coordinate the activities of the Training Cell, ensuring effective functioning of Training Cell of NIDM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• To provide administrative and technical support in planning, coordination, and implementation of training programmes, workshops, seminars, and capacity-building activities organized by the Institute.</li> <li>• To coordinate with programme coordinators, participating organizations, and other stakeholders for smooth conduct of training programmes.</li> <li>• To assist in preparation of training calendars, programme schedules, concept notes, and other related documents.</li> <li>• To provide support in organizing online and offline training programmes, including participant registration, logistics arrangements, and feedback collection.</li> <li>• To maintain records relating to training programmes, including participant details, training materials, feedback forms, reports, and completion certificates.</li> <li>• To assist in preparation of presentations, briefs, and documentation of training activities.</li> <li>• To coordinate with various departments, State Governments, Central Government organizations, academic institutions, and other stakeholders for training-related activities.</li> <li>• To support the development, compilation, and dissemination of training materials, resource materials, and knowledge products.</li> <li>• To provide support in arranging meetings, conferences, workshops, and other capacity-building events.</li> <li>• To assist in maintaining databases related to trainers, resource persons, participants, and training programmes.</li> <li>• Any other task assigned by the Executive Director, NIDM/Reporting Officer.</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising Leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|     |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|     |                                 | <ul style="list-style-type: none"> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other software</li> </ul>                                                                                                                                                                                                             |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Master's Degree in Management, Education, Social Sciences, Disaster Management, Public Administration, or any other relevant discipline from a recognized University/Institution.</li> </ul>                                                                                                                                                                                                                                                                                         |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Minimum <b>5 years' post-qualification experience</b> in coordination and management of training programmes, workshops, seminars, capacity-building activities, or related academic/administrative activities.</li> <li>• Experience in organizing and coordinating training programmes in Government departments, autonomous bodies, academic institutions, or reputed organizations.</li> <li>• Good knowledge of MS Office applications and online training platforms.</li> </ul> |
|     | (ii) Desirable                  | Prior working experience in Govt./Training Institute/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.75,000/- - Rs.1,00,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10. | Reporting Mechanism             | Consultant (Training Support) shall report to I/C Training Cell in NIDM                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 11. | Schedule of completion of Tasks | The Consultant (Training Support) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant (Training Support) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                   |
| 12. | 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 handle by Admin Section.                                                              |
| 16. | 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.                                                                                                                                                                                                                                                                                                                                                                                     |

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**Terms of Reference**  
**Consultant (Administration)**

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|----|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section                                                      | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. | Details of Post                                                                                     | Consultant (Administration)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. | No. of Vacancy                                                                                      | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4. | Purpose of Assignment                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5. | Duration                                                                                            | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 6. | <ul style="list-style-type: none"> <li>Tasks Related to Assignment &amp; Job Description</li> </ul> | <ul style="list-style-type: none"> <li>To assist in the day-to-day administration of the Institute, including establishment, human resources, and general administrative matters.</li> <li>To process matters relating to recruitment, contractual appointments, promotions, leave, service records, vigilance, disciplinary proceedings, grievance redressal, RTI matters, and court cases in accordance with prescribed rules and instructions.</li> <li>To prepare drafts of proposals, reports, minutes, orders, circulars, statements, and other official communications relating to administrative matters.</li> <li>To maintain and update files, records, registers, service documents, and other official records, including e-Office files, in accordance with prescribed procedures and record retention schedules.</li> <li>To assist in ensuring compliance with rules, regulations, guidelines, and instructions issued by the Government of India, DoPT, MHA, MoF, and other competent authorities.</li> <li>To coordinate with concerned divisions, Ministries, Departments, Government organizations, and external agencies for the timely processing and disposal of administrative matters.</li> <li>To provide logistical and administrative support for meetings, conferences, training programmes, workshops, and other official events organized by the Institute.</li> <li>To monitor the progress of assigned administrative matters and bring pending or important issues to the notice of the supervisory officer for appropriate action.</li> <li>To assist in maintaining the confidentiality and security of official information, files, records, and documents.</li> <li>Any other task assigned by the Executive Director/Reporting Officer.</li> </ul> |
| 7. | Functional competencies required for the position                                                   | <ul style="list-style-type: none"> <li>Extensive experience in handling establishment, administrative, and human resource matters in a Government/Autonomous Institution environment.</li> <li>Sound knowledge of service and establishment matters, including CCS (Conduct) Rules, CCS (CCA) Rules, Leave Rules, and other applicable service rules and regulations.</li> <li>Thorough knowledge of rules, regulations, guidelines, and instructions issued by the Department of Personnel &amp; Training (DoPT) and other competent authorities relating to establishment and administration.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|     |                                 | <ul style="list-style-type: none"> <li>• Proficiency in handling e-Office and electronic file management systems, including processing, tracking, and disposal of official files and records.</li> <li>• Experience in handling Parliamentary matters, including Parliament Questions, matters relating to Parliamentary Standing Committees, and preparation of related inputs and correspondence.</li> <li>• Experience in providing secretarial and administrative support for meetings of Governing Bodies, Commissions, Apex Bodies, Departmental Promotion Committees (DPCs), and other high-level committees, including preparation of agendas and minutes and monitoring of action taken on decisions.</li> <li>• Experience in dealing with Integrated Finance matters and sound knowledge of General Financial Rules (GFR) and other applicable financial procedures.</li> <li>• Knowledge and experience in handling other matters relating to establishment, administration, service matters, grievance redressal and official procedures as assigned from time to time.</li> </ul> |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Post Graduate Degree from a recognized University or Institution</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Serving/Retired Central/State Govt. officers in Pay Level 11/12 (7CPC).</li> <li>• Minimum 20 years of experience in handling administrative, finance, HR matters &amp; coordination in Central/State Govt.</li> <li>• Proficiency in Computer handling - MS Word, Excel, Power Point, Email.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|     | (ii) Desirable                  | <ul style="list-style-type: none"> <li>• Prior working experience in Training/Disaster Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|     | (D) Upper Age Limit             | Maximum 62 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9.  | Remuneration Band               | Remuneration, Allowances, Leave entitlements as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10. | Reporting Mechanism             | Consultant (Administration) shall report to I/C Administration in NIDM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 11. | Schedule of completion of Tasks | The Consultant (Administration) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant (Administration) shall not take up any other assignment during the period of consultancy in NIDM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 12. | 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 handle by Admin Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 12. | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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

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|----|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. | Details of Post                                      | Jr. Consultant (Personnel)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3. | No. of Vacancy                                       | 1 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4. | Purpose of Assignment                                | To assist in the recruitment related matters of filling up of academic and non-academic Posts given in NIDM RR, 2014.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• To assist in preparation of incumbent and vacant positions of regular staff.</li> <li>• To process files and supporting documents for seeking approval of competent authority/Ministry</li> <li>• Once approval is given, thereafter assist in writing or taking up matters with DAVP etc for publishing notices for inviting applications for vacant posts. Seeking quotes for notices from them and related coordination with accounts division etc. Also replying to external agencies and in responding to routine queries relating to said work.</li> <li>• To develop and data and details of applicants of advertises post in the excel sheet.</li> <li>• To maintain and update relevant files, records, registers, statements, and supporting documents and other administrative matters.</li> <li>• To provide administrative and logistical support for official meetings, events, training programmes, workshops, and other institutional activities.</li> <li>• To monitor the status of assigned administrative matters and follow up with the concerned stakeholders for their timely processing and disposal.</li> <li>• To assist in conduct of Departmental Promotion/Selection Committee meetings</li> <li>• To correspond with MHA,SSC,DOPT etc</li> <li>• To maintain the records of files, documents and reports as per the practice and norms of NIDM.</li> <li>• To perform any other administrative or related duties as may be assigned by the Reporting Officer or Executive Director, NIDM, from time to time.</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Experience in handling routine administrative</li> <li>• Ability to coordinate effectively with internal stakeholders, service providers, external agencies, and other concerned parties.</li> <li>• Good written and verbal communication skills for handling queries, correspondence, and routine official communication.</li> <li>• Experience in maintain files, records, registers, bills, statements, and other administrative documents accurately and systematically.</li> <li>• Ability to efficiently handle assigned work in accordance with applicable rules.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|     |                                 | <ul style="list-style-type: none"> <li>Working knowledge of MS Office applications, e-Office/electronic file systems, email, and other relevant digital tools.</li> </ul>                                                                                                                                                                                                                                                                                             |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>Graduate from a recognized University/Institution.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>Minimum 3 years of experience in handling admin, coordination and personnel matters in a govt. office</li> <li>Knowledge of Computer Application including MS-Office, Internet, Email etc</li> </ul>                                                                                                                                                                                                                           |
|     | (ii) Desirable                  | <ul style="list-style-type: none"> <li>Prior working experience in Training/Disaster Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                         |
|     | (D) Upper Age Limit             | Maximum 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.50,000/- - Rs.65,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10. | Reporting Mechanism             | Jr. Consultant (Coordination) shall report to I/C Administration.                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11. | Schedule of completion of Tasks | The Jr. Consultant (Coordination) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (Coordination) 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.                                                                                                                                                                                                                                                                                                                             |

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**Terms of Reference**  
**Jr. Consultant (Training Support)**

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|-----|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Division/<br>Centre/ Cell/ Section       | Training Cell                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.  | Details of Post                                      | Jr. Consultant (Training Support)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.  | No. of Vacancy                                       | 1 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.  | Purpose of Assignment                                | To assist in the work in Training Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5.  | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6.  | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• Assist in providing training administrative support to the Training Cell like Typing, Data Feeding preparation of letters etc.</li> <li>• Assist in preparation of presentations, training calendar etc.</li> <li>• Assist in coordination with various stakeholders and external agencies including handling queries related to the Training Division.</li> <li>• Any other task assigned by the Executive Director, NIDM/ Reporting Officer.</li> </ul>                                                                                                                                                                                                                                                                                     |
| 7.  | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising Leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other softwares</li> </ul> |
| 8.  | Qualification and competencies                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|     | (A) Academic Qualification                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|     | (i) Essential                                        | <ul style="list-style-type: none"> <li>• Graduate from a recognized University/Institution.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|     | (B) Work Experience                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|     | (i) Essential                                        | <ul style="list-style-type: none"> <li>• Minimum 3 years of experience in handling training/ administrative/ logistic matters.</li> <li>• Proficiency in Computer handling - MS Word, Excel, Power Point, Email.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     | (ii) Desirable                                       | <ul style="list-style-type: none"> <li>• Prior working experience in Govt./Training/Disaster Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|     | (C) Language Proficiency                             | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|     | (D) Upper Age Limit                                  | Maximum 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.50,000/- - Rs.65,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10. | Reporting Mechanism                                  | Jr. Consultant (Training) shall report to I/C Training Cell.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| 11. | Schedule of completion of Tasks | The Jr. Consultant (Training support) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (Training Support) 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.                                                                                                                                                                                                                                                                                                                             |

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

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|----|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2. | Details of Post                                      | Jr. Consultant (Coordination)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3. | No. of Vacancy                                       | 1 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4. | Purpose of Assignment                                | To assist in the coordination work in Administration Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• To assist in various administrative &amp; financial matters relating to day to day functioning of the institute (Administration cell).</li> <li>• Assist in coordination with various stakeholders and external agencies including handling queries related to the Administration Division.</li> <li>• Booking of Air Tickets for the official visits of faculty and staff of NIDM.</li> <li>• To assist in organizing official events, meetings, training programmes, and other institutional activities requiring administrative support.</li> <li>• To process of files for payment of Air Travel, Telephone bills, Wifi bills and other bills etc.</li> <li>• To maintain files, records, registers etc. of Administration related with Air Travel, Telephone bills, Wifi bills etc.</li> <li>• Any other task assigned by the Reporting Officer/Executive Director, NIDM.</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising Leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other softwares</li> </ul>                                                                                                                                             |
| 8. | Qualification and competencies                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | (A) Academic Qualification                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | (i) Essential                                        | <ul style="list-style-type: none"> <li>• Graduate from a recognized University/Institution.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|    | (B) Work Experience                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | (i) Essential                                        | <ul style="list-style-type: none"> <li>• Minimum 3 years of experience in handling training/ administrative/ logistic matters</li> <li>• Knowledge of Computer Application including MS-Office, Internet, Email etc</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|     | (ii) Desirable                  | <ul style="list-style-type: none"> <li>• Prior working experience in Govt./Training/Disaster Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                         |
|     | (D) Upper Age Limit             | Maximum 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.50,000/- - Rs.65,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10. | Reporting Mechanism             | Jr. Consultant (Coordination) shall report to I/C Administration.                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11. | Schedule of completion of Tasks | The Jr. Consultant (Coordination) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (Coordination) 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. |
| 14. | 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.                                                                                                                                                                                                                                                                                                                             |

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

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|----|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. | Details of Post                                      | Jr. Consultant (IT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. | No. of Vacancy                                       | 1 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | Purpose of Assignment                                | To assist in the work of IT Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• To ensure stock taking and maintenance of stock registers, issue registers, gate pass etc. w.r.t. various IT hardware &amp; software of NIDM.</li> <li>• To perform market research, planning, installation, configuration, troubleshooting, maintenance and upgradation w.r.t. various IT hardware, software and services of NIDM.</li> <li>• To ensure networking (LAN, WAN, WiFi) along with internet connectivity at NIDM.</li> <li>• To liaison with external organizations (NIC, AMC providers, Vendors &amp; Service providers)</li> <li>• To assist in processing files for AMC, project outsourcing, office automation, procurement &amp; disposal of various IT equipment &amp; services of NIDM.</li> <li>• To provide training/support to all departments &amp; employees of NIDM in operating IT equipment &amp; services.</li> <li>• To ensure smooth functioning of various training halls and labs (Computer, GIS, EOC, Video Conferencing) of NIDM.</li> <li>• Any other task assigned by the Reporting Officer/Executive Director, NIDM.</li> <li>• Managing Video Conference Infrastructure i.e. Cisco/Polycom VC Device, Zoom, Cisco WebEx, NIC Bharat VC, Microsoft Teams, Google Meet, etc</li> <li>• Creation, Updating &amp; deletion of NIC email Admin Console.</li> <li>• Implementation of e-Office along with hands-on training and installation of Digital Signature Certificate (DSC) in user's system.</li> <li>• Process e-files in e-Office as per GeM procedure</li> <li>• E-office, eHRMS and Support &amp; Digital Signature certificate in NIDM.</li> <li>• Work pertaining to the purchase of computer hardware/ software and networking equipment through the GeM portal, NICSI, and open market.</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising Leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|     |                                 | <ul style="list-style-type: none"> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other softwares</li> </ul>                                                                                 |
| 8.  | Qualification and competencies  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     | (A) Academic Qualification      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Graduate in Computer Applications/ Science or Bachelor of Technology/ Engineering from a recognized University/Institution</li> </ul>                                                                                                                                                                                                                                                                                        |
|     | (B) Work Experience             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Minimum 3 years of experience in handling IT equipments &amp; services viz. Hardware, Software, Networking, Procurement, Maintenance, Disposal etc.</li> </ul>                                                                                                                                                                                                                                                               |
|     | (ii) Desirable                  | <ul style="list-style-type: none"> <li>• Prior working experience in Govt./Training/Disaster Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                         |
|     | (D) Upper Age Limit             | Maximum 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.50,000/- - Rs.65,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10. | Reporting Mechanism             | Jr. Consultant (IT) shall report to Senior Consultant(IT)                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11. | Schedule of completion of Tasks | The Jr. Consultant (IT) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (IT) 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. |
| 15. | 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.                                                                                                                                                                                                                                                                                                                             |

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**Terms of Reference**  
**Jr. Consultant (Hostel Management)**

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|----|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2. | Details of Post                                      | Jr. Consultant (Hostel Management)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4. | Purpose of Assignment                                | To look after and assist the work in Hostel, NIDM Delhi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• Perform full-time duties by working on all days of the week.</li> <li>• Record keeping and allotment of rooms including suites.</li> <li>• Custodian &amp; maintenance of Hostel property, security, water &amp; electricity supply, cleaning &amp; sanitation, house-keeping &amp; civil works, furniture &amp; equipments etc.</li> <li>• Hostel mess/kitchen including quality of foods &amp; beverages served.</li> <li>• Manage and supervise Hostel staff engaged for security, reception, mess/kitchen, house-keeping, cleaning &amp; sanitation, electricity &amp; water, carpenter, plumbing, civil works, telephone, internet and other utility services.</li> <li>• Assist in procurement of goods, services and AMC for day to day functioning of the Hostel.</li> <li>• Handle emergency situations viz. accidents, sickness, thefts, power/water failure etc.</li> <li>• Attend and resolve issues/grievances/complaints of guests w.r.t. Hostel.</li> <li>• Process &amp; maintain files and records w.r.t. Hostel.</li> <li>• Any other task assigned by the Reporting Officer/Executive Director, NIDM.</li> </ul> |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising Leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other softwares</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| 8. | Qualification and competencies                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | (A) Academic Qualification                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | (i) Essential                                        | • Commerce Graduate from a recognized University/Institution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    | (B) Work Experience                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|     | (i) Essential                   | <ul style="list-style-type: none"> <li>• Minimum 3 years of working experience as Hostel in-charge/warden in reputed organizations.</li> <li>• Knowledge of Computer Application including MS-Office, Internet, Email etc.</li> </ul>                                                                                                                                                                                                                                 |
|     | (ii) Desirable                  | <ul style="list-style-type: none"> <li>• Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.</li> <li>• Prior working experience in Govt./Training/Disaster Management</li> </ul>                                                                                                                                                                                                                                  |
|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position.                                                                                                                                                                                                                                                                                                                                                                                        |
|     | (D) Upper Age Limit             | Maximum 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.50,000/- - Rs.65,000/- per month                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10. | Reporting Mechanism             | Jr. Consultant (Hostel Management) shall report to I/c Maintenance Section.                                                                                                                                                                                                                                                                                                                                                                                           |
| 11. | Schedule of completion of Tasks | The Jr. Consultant (Hostel Management) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (Hostel Management) 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. |
| 14. | 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.                                                                                                                                                                                                                                                                                                                             |

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

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|----|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Division/<br>Centre/ Cell/ Section       | Accounts Section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2. | Details of Post                                      | Jr. Consultant (Accounts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. | No. of Vacancy                                       | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4. | Purpose of Assignment                                | To assist in the work in Accounts Section.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5. | Duration                                             | The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6. | Tasks Related to<br>Assignment & Job<br>Description  | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Oversee banking and financial operations, including audits, project accounting, and the scrutiny of financial proposals and procurement processes.</li> <li>• Maintain and regularly update all files, records, and registers related to the Accounts Section of NIDM.</li> <li>• Undertake any other duties as assigned by the Executive Director, NIDM, or the Reporting Officer.</li> </ul>           |
| 7. | Functional competencies<br>required for the position | <ul style="list-style-type: none"> <li>• Promoting the vision of NIDM</li> <li>• Advising Leading and supervising</li> <li>• Formulating concepts and strategies</li> <li>• Managing resources</li> <li>• Demonstrates and safeguards ethics and integrity</li> <li>• Displays cultural, gender, religion, and age sensitivity and adaptability</li> <li>• Ability to work in a team situation and engage diverse stakeholders</li> <li>• Ability to plan, organize, implement and report on work</li> <li>• Inter-personal and communication skills</li> <li>• Proactive engagement and dialogue</li> <li>• Strategic advice and communication</li> <li>• Excellent verbal and written communication skills</li> <li>• Proficient with MS office suite and other softwares</li> </ul> |
| 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"> <li>• Minimum 3 years of experience in handling accounts/ administrative matters/ payroll and statutory compliance (PF, ESI, TDS).</li> <li>• Strong knowledge of Tally Prime/ERP software and Advanced MS Excel.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | (ii) Desirable                                       | <ul style="list-style-type: none"> <li>• Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.</li> <li>• Prior working experience in Govt./Training/Disaster Management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|     | (C) Language Proficiency        | Fluency in written and spoken Hindi and English is required for this position                                                                                                                                                                                                                                                                                                                                                                                         |
|     | (D) Upper Age Limit             | Maximum 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.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.                                                                                                                                                                                                                                                                                                                             |

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