

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

Date: 23.12.2025

**NOTICE**

The last date for submitting online application has been extended till 03.01.2026 upto 23:59:59 hrs for following contractual positions in National Institute of Disaster Management, Delhi:

- Consultant (Administration) - One
- Junior Consultant (Administration/Training) – One



**(Col. Manoram Yadav, SM)**  
Joint Director, NIDM

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**  
**Delhi**

**Date: 21.11.2025**

**Online Applications are invited for the following positions in  
NIDM on contractual basis**

The National Institute of Disaster Management is seeking experienced retired government officials for the following positions purely on contractual basis for NIDM.

- a. Consultant (Administration) - one
  - b. Jr. Consultant (Administration/Training) – one
2. The detailed Terms of Reference (ToRs) for the above positions are attached.
  3. The applicants must ensure eligibility criteria before applying for any position.
  4. Interested applicants are requested to apply online through URL <https://forms.gle/V4dA4ymsapHZushP9>
  5. The **last date for online application is 20.12.2025 upto 23:59:59 hrs.**
  6. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
  7. Depending upon the no. of applications received, NIDM may fix the shortlisting /selection criteria.
  8. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.
  9. No TA/DA shall be paid for attending the written test / personal interaction.
  10. The Consultants shall be governed under NIDM's procedure and guidelines for engagement of consultants.
  11. The remuneration may commensurate with qualifications, experience and profile of the candidate.
  12. For any queries, please contact at Tel: 011-20873404 or Email: hemant.nidm@nic.in

**Executive Director**  
**NIDM**

**Terms of Reference**  
**Jr. Consultant (Administration/Training)**

1.	Name of the Division/ Centre/ Cell/ Section	Administration
2.	Details of Post	Jr. Consultant (Administration/Training)
3.	No. of Post	1 (One)
4..	Purpose of Assignment	To assist in various administrative & financial matters relating today to day functioning of the institute
5.	Duration	3 years
6.	Tasks Related to Assignment & Job Description	<ul style="list-style-type: none"> <li>a) To Assist &amp; coordinate various administrative matters relating to day to day functioning of the institute.</li> <li>b) To assist in maintenance of files, records, registers etc. of the admin section.</li> <li>c) To assist in preparation of data, proposals, reports, minutes, orders, circulars etc. of the admin section.</li> <li>d) To coordinate &amp; liaison with various employees, stakeholders &amp; external agencies such as NDMA, SDMAs &amp; Ministries /Departments of GOI, and State /UT governments.</li> <li>e) Any other task assigned by the Executive Director, NIDM/ Reporting Officer.</li> </ul>
7.	Functional competencies required for the position	<ul style="list-style-type: none"> <li>a) Having vast experience in handling administrative/training matters</li> <li>b) Have good knowledge in establishment, Conduct Rules, CCS(CCA) Rules, Leave Rules etc. matters</li> <li>c) Knowledge of DOPT Rules and Regulations</li> <li>d) Working knowledge in e-office/electronic file system</li> <li>e) Having experience in parliamentary related work such as parliament questions, standing committee matters etc</li> <li>f) Having experience in the Governing Body/ Commission/Apex body/DPC meetings etc. related work, drafting its agenda and Minutes and monitoring of Minutes of various high level meetings.</li> <li>g) Having experience in Integrated Finance and knowledge General Finance Rules</li> <li>h) Any other matter related to establishment, administration and training.</li> </ul>
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation Degree
	(B) Work Experience	

	(i) Essential	a) Serving/Retired Central/ State Govt. officers in Pay Level 8-10 (7CPC). b) Minimum 25 years of experience in handling training, administrative, finance, HR matters & coordination in Central/State Govt. c) Proficiency in Computer handling - MS Word, Excel, Power Point, Email.
	(ii) Desirable	Prior working experience in Training/ Disaster Management
	(C) Language Proficiency	Fluency in written and spoken English & Hindi
	(D) Upper Age Limit	Maximum 62 years as on 01.01.2026
9.	Remuneration	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	Jr. Consultant (Administration/training) shall report to Joint Director, NIDM
11.	Schedule of completion of Tasks	The Jr. Consultant (Administration/training) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Jr. Consultant (Administration) shall not take up any other assignment in other Govt./Non Govt/ private or corporate body 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 Jr. Consultant. The individual Jr. Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matters related to this will be handled by Admin Section.
13.	Place of Posting	National Institute of Disaster Management (NIDM), Delhi Campus at Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

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**Terms of Reference  
Consultant (Administration)**

1.	Name of the Division/ Centre/ Cell/ Section	Administration
2.	Details of Post	Consultant (Administration)
3.	No. of Post	1 (One)
4..	Purpose of Assignment	To assist in various administrative & financial matters relating today to day functioning of the institute
5.	Duration	3 years
6.	Tasks Related to Assignment & Job Description	<p>f) To supervise &amp; coordinate various administrative matters relating to day to day functioning of the institute.</p> <p>g) To supervise maintenance of files, records, registers etc. of the admin section.</p> <p>h) To supervise in preparation of data, proposals, reports, minutes, orders, circulars etc. of the admin section.</p> <p>i) To coordinate &amp; liaison with various employees, stakeholders &amp; external agencies such as NDMA, SDMAs &amp; Ministries /Departments of GOI, and State /UT governments.</p> <p>j) Any other task assigned by the Executive Director, NIDM/ Reporting Officer.</p>
7.	Functional competencies required for the position	<p>i) Having vast experience in handling administrative matters</p> <p>j) Have good knowledge in establishment, Conduct Rules, CCS(CCA) Rules, Leave Rules etc. matters</p> <p>k) Knowledge of DOPT Rules and Regulations</p> <p>l) Working knowledge in e-office/electronic file system</p> <p>m) Having experience in parliamentary related work such as parliament questions, standing committee matters etc</p> <p>n) Having experience in the Governing Body/ Commission/Apex body/DPC meetings etc. related work, drafting its agenda and Minutes and monitoring of Minutes of various high level meetings.</p> <p>o) Having experience in Integrated Finance and knowledge General Finance Rules</p> <p>p) Any other matter related to establishment &amp; administration</p>
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation Degree
	(B) Work Experience	

	(i) Essential	d) Serving/Retired Central/State Govt. officers in Pay Level 13 (7CPC). e) Minimum 25 years of experience in handling administrative, finance, HR matters & coordination in Central/State Govt. f) Proficiency in Computer handling - MS Word, Excel, Power Point, Email.
	(ii) Desirable	Prior working experience in Training/ Disaster Management
	(C) Language Proficiency	Fluency in written and spoken English & Hindi
	(D) Upper Age Limit	Maximum 62 years as on 01.01.2026
9.	Remuneration	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 Joint Director,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 in other Govt./Non Govt/ private or corporate body during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the individual Consultant. The individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matters related to this will be handled by Admin Section.
13.	Place of Posting	National Institute of Disaster Management (NIDM), Delhi Campus at Plot No. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

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