



F. No. 01-02/2023-Admn
 Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
 NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi - 110 029
 Tel. No. 26701700



Sub: Advertisement for the various positions of Project Coordinators in National Disaster Management Authority (NDMA) on contract basis.

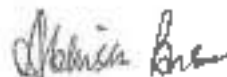
NDMA invites applications from Indian national having requisite qualification and experience for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Project Coordinator (AM)	Contractual	1 (One)	Essential - Masters Degree in the field of Science/Social Science. Master in Disaster Management will be preferred.	<ul style="list-style-type: none"> Should have minimum post qualification experience of 3 years in monitoring and implementation of projects/schemes. Candidates should have good knowledge of English (Writing & Speaking Skills) <p>Note : Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level</p>	40 years (upto 62 years for retired Govt. employee)
2.	Project Coordinator (IT)	Contractual	1 (One)	Essential :- Master's degree preferably in Engineering with 2 years experience or B.E./ B Tech	<ul style="list-style-type: none"> 3 years' post qualification relevant experience in project management/coordination. Experience in handling of web-based management systems, development of websites and mobile application is desirable. Experience in data analysis an advantage. Knowledge of technical aspects of geographical data management and utilization; familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization. Candidates should have good knowledge of English (Writing & Speaking Skills) <p>Note: Retired with Grade Pay 6500/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level.</p>	40 years (upto 62 years for retired Govt employee)

- Remuneration - Rs. 1,00,000/- pm. (Fixed).** Remuneration in respect of retired Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020 subject to maximum of consolidated amount of Rs 1,00,000/- pm.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions are indicated in the Term of References (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>.
- Essential/desirable educational qualifications and experiences will be verified with original certificates.

- 5 Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within 20 days from the date of publication of advertisement in the employment news.

Important note: Separate applications are required for each position/discipline (Field). Incomplete application will not be considered.



(Abhishek Biswas)
Under Secretary (Admn)

Application of engagement as Project Coordinators in the National Disaster Management Authority.

Post applied for : _____



(1) Name : _____

(2) Father's Name :- _____

(3) Sex {Male / Female} : _____

(4) Date of Birth _____ Age _____ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: _____

(12) Publications:- _____

(13) Awards / recognitions: _____

(14) Membership of Professional Bodies/ Associations: _____

(15) Retired Government staff (Pls indicate Pay/Pay band) : _____

(16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

Signature _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

Detailed Term of Reference (ToR) for Project Coordinator (IT) for Up-scaling of Aapda Mitra Scheme

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT)
2.	Name of the Position	Project Coordinator (IT)
3.	Post in Nature	Contractual
4.	Number of Vacancy	One (1)
5.	Purpose of Assignment	Project Monitoring and Implementation
6.	Qualification and competencies	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • Master's degree preferably in Engineering with 2 years experience or B.E/ B.Tech with 3 years' post qualification relevant experience in project management/ coordination. • Experience in handling of web-based management systems, development of websites and mobile application is desirable. • Experience in data analysis an advantage. • Knowledge of technical aspects of geographical data management and utilization; familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization. • Candidates should have good knowledge of English (Writing & Speaking Skills).
	For retired Government Servants only	<ul style="list-style-type: none"> • Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level.
7.	Max. Age Limit	<ul style="list-style-type: none"> • 40 Years (upto 62 years for retired Govt. employee)
8.	Job Description	<ul style="list-style-type: none"> • Support in developing online Management Information Systems/ Web Application/Mobile Application to ensure smooth monitoring, execution and evaluation of the Up-scaling of Aapda Mitra Scheme. • Development and implementation of Information Management systems and strategies • Design, develop and manage databases, spreadsheets and other data tools; • Produce and update information products such as reports, charts and info graphics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.

		<ul style="list-style-type: none"> • Assist in the process of constructing a Database of trained volunteers under Up-Scaling of Aapda Mitra Scheme; • Ensure accurate and consistent inputting of data received from project State/UT into database; • Any other tasks assigned by NDMA time to time.
9.	Duration	<ul style="list-style-type: none"> • Initially the engagement tenure for the positions will be conterminous with the project or upto 03 years (which ever is earlier) based on satisfactory performance.
10.	Monthly Remuneration	<ul style="list-style-type: none"> • The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 9th Dec. 2020 subject to maximum of consolidated amount of Rs. 1,00,000 per month. For others, it would be Rs. 1,00,000 per month (fixed). Other service conditions would be governed by Recruitment Handbook of NDMA applicable to Consultant.

**Detailed Term of Reference (ToR) for Project Coordinator (AM) for Up-scaling of
Aapda Mitra Scheme**

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT)
2.	Name of Position	Project Coordinator (AM)
3.	Post in Nature	Contractual
4.	Number of Vacancy	One (1)
5.	Purpose of Assignment	Project Monitoring and Implementation
6.	Qualification Eligibility , Experience	<p>Essential Qualification & Experience:</p> <ul style="list-style-type: none"> • Masters Degree in the field of Science/Social Science. Master in Disaster Management will be preferred. • Should have minimum post qualification experience of 3 years in monitoring and implementation of projects/schemes. • Candidates should have good knowledge of English (Writing & Speaking Skills).
	For retired Government Servants only	<ul style="list-style-type: none"> • Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level.
7.	Max. Age Limit	<ul style="list-style-type: none"> • 40 Years (upto 62 years for retired Govt. employee)
8.	Job Description	<ul style="list-style-type: none"> • To coordinate and liaise with the Project States/UTs on a monthly basis for smooth implementation of the scheme and monitor the progress with respect to project activities; • To prepare and submit a detailed project implementation chart with segregation of project activities on a monthly basis based on the feedback received from the Project States; • To assist the Programme Division of NDMA in dissemination of the training modules and materials to Project States/UTs; • To liaise with Project States/Districts to get the list of volunteers, create and update this database of the selected and trained volunteers with their essential contact coordinates; • To assist the Programme Division of NDMA in ensuring timely release of funds to the Project States(SDMAs); • To generate reports on the progress of the project deliverables on a monthly and quarterly basis based on

		<p>the inputs available for the Project States,</p> <ul style="list-style-type: none"> • To assist the Programme Division of NDMA to organize the meetings of the project monitoring committee and follow up on its recommendations; • Preparing project reports, technical documents and other related documents relating to Up-scaling Aapda Mitra Scheme; • Any other work that may be considered necessary for overall implementation of the scheme.
9.	Duration	<ul style="list-style-type: none"> • Initially the engagement tenure for the positions will be conterminous with the project or upto 03 years (which ever is earlier) based on satisfactory performance.
10.	Monthly Remuneration	<ul style="list-style-type: none"> • The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIA dated 9th Dec. 2020 subject to maximum of consolidated amount of Rs. 1,00,000 per month. For others, it would be Rs. 1,00,000 per month (fixed). Other service conditions would be governed by Recruitment Handbook of NDMA applicable to Consultant.