



F. No. 01-25/2022/Admn/DMGRI  
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 Consultants in National Disaster Management Authority (NDMA) on contract basis.

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

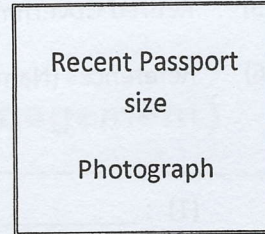
Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Consultant (Disaster Management)	Contractual	01 (One)	<b>Essential :-</b> Master's degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Law, Science, Engineering. <b>Desirable:-</b> Person with M. Phil and/or Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weightage.	<ul style="list-style-type: none"><li>• 3 years of relevant post qualification work experience in the field of Policy, Plans and Guidelines related to different disasters.</li><li>• Duration of Research work (Ph.D, Post Doctoral) will be counted in work experience either actual duration or 5 years, whichever is less.</li></ul> <b>Desirable:-</b> Candidates having reasonable experience and understanding of issues pertaining to policy, plans and preparation of Disaster Management Plans will be given additional weightage. <b>Note :</b> Retired Central Government employees with Grade Pay of Rs. 6600 (pre-revised) / Level - 11 (7th CPC) and above with 3 years' experience in the relevant fields.	40 years for consultant (In case of retired Govt. employee, maximum age limit is 62 years)

2. **Remuneration Band** Rs. 75,000/- – 1,00,000/- pm for Consultants, 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 09<sup>th</sup> December, 2020.
3. 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>.
4. 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.

(Manoj Kumar Jangir)  
Under Secretary (PR & AG)

## Application of engagement as Consultant 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.

# National Disaster Management Authority

Government of India

## Terms of Reference

### Position: Consultant (Disaster Management)

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Details of Post	Consultant (Disaster Management)
3.	No. of vacancy	01
4.	Purpose of Assignment	<ul style="list-style-type: none"><li>• To facilitate and guide Ministries/Departments in preparation of their Disaster Management Plans.</li><li>• To build capacity of Ministries/Departments for DRR activities and as per the programmes and activities envisaged for them.</li><li>• Liaise with different Ministries and Departments of Government of India with a view to mainstreaming disaster risk reduction in their plans and strategies.</li><li>• Liaise and coordinate between the Ministry of Home Affairs and Ministries/Departments.</li></ul>
5.	Duration	<i>Contract is initially for a period of three years, based on satisfactory performance. Year to Year continuation is subject to performance review during these three years.</i>
6.	Tasks Related to Assignment & Job Description	<ul style="list-style-type: none"><li>• The Consultant will help the Ministries/Departments and facilitate them in preparation of their DM Plans.</li><li>• Support the Ministries/Departments of Governments of India and State Government in taking measures for preparation of their Disaster Management Plans and mainstreaming of DRR.</li><li>• Provide technical support and feedback to Ministries and Departments of GoI on preparation of their Disaster Management Plans.</li><li>• Monitor and analyse implementation of the National Guidelines developed by NDMA in Ministries/Departments.</li><li>• Review of Disaster Management Plans of Ministries/Departments of Government of India.</li><li>• Review of documents on DM issues, received from</li></ul>

		<p>MHA, other Ministries etc. and provide comments/ inputs.</p> <ul style="list-style-type: none"> <li>• Compiling data on technical matters related to DM for use by NDMA, MHA, Parliamentary Committees etc.</li> <li>• Coordination with States/UTs on disaster management related issues</li> <li>• Compilation of reports about the lessons learnt and best practices in the field of Disaster Management.</li> <li>• Monitoring the progress on indicators of Sendai Framework on DRR with regard to other international protocols.</li> <li>• Coordination with stakeholders on DRR related programmes and projects.</li> <li>• Any other task assigned by NDMA.</li> </ul>
7.	<b>Functional competencies required for the position</b>	<ul style="list-style-type: none"> <li>i. Promoting the vision of NDMA</li> <li>ii. Advising, leading and supervising</li> <li>iii. Formulating concepts and strategies</li> <li>iv. Managing resources</li> <li>v. Demonstrates and safeguards ethics and integrity</li> <li>vi. Displays cultural, gender, religion, and age sensitivity and adaptability.</li> <li>vii. Ability to work in a team situation and engage diverse stakeholders</li> <li>viii. Ability to plan, organize, implement and report on work</li> <li>ix. Inter-personal and communication skills</li> <li>x. Proactive engagement and dialogue</li> <li>xi. Strategic advice and communication</li> <li>xii. Excellent verbal and written communication skills</li> <li>xiii. Proficient with MS Office suite and other Software</li> </ul>
8.	<b>Qualifications and Competencies</b>	
	<b>(A). Academic</b>	
	<b>i. Essential Qualification</b>	Master's degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Law, Science, Engineering.
	<b>ii. Desirable Qualifications</b>	Person with M. Phil and/or Ph.D, additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weightage.
	<b>iii. Work Experience</b>	<ol style="list-style-type: none"> <li>1. 3 years of relevant post qualification work experience in the field of Policy, Plans and Guidelines related to different disasters.</li> <li>2. Duration of Research work (Ph.D, Post Doctoral) will</li> </ol>

		be counted in work experience either actual duration or 5 years, whichever is less
		<p><b>Desirable:</b></p> <p>Candidates having reasonable experience and understanding of issues pertaining to policy, plans and preparation of Disaster Management Plans will be given additional weightage.</p>
	iv. <b>Language Proficiency</b>	Fluency in written and spoken English is required for this position.
	<b>(B). Upper Age Limit</b>	<p>1. Maximum 40 years.</p> <p>2. <b>62 years</b> for Retired Central Government employees with Grade Pay of Rs. 6600 (pre-revised) / Level – 11 (7<sup>th</sup> CPC) and above with 3 years' experience in the relevant fields.</p>
9.	<b>Remuneration Band</b>	<p>Rs. 75,000/- — Rs. 1,00,000/- per month*</p> <p><b>*Remuneration, Allowances, Leave entitlement,</b> Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>
10.	<b>Reporting Mechanism</b>	Consultant shall report to JS/Advisor, NDMA
11.	<b>Schedule completion Tasks</b>	of The Consultant shall complete the assigned tasks in a time of bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.
12.	<b>Termination Contract</b>	of The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA. <b>Irrespective of Division, all mater related to this will be handle by Admin Division.</b>