

Category A

Designation	Duties and responsibilities
Executive Director	Executive Director is responsible for day to day administration and management of the Institute for the performance of various functions as stated in chapter VII of Disaster Management Act 2005. E.D. is also the Member Secretary of both the General Body and the Governing Body of the Institute; E.D. has been vested with the powers of the Head of the Department under the Book of Financial powers.
Joint Director	Joint Director would perform the following functions: a) assist the Executive Director in the discharge of his functions b) attend to various administrative and financial matters delegated to him. c) Look after the management of Institute in the absence of the Executive Director. d) Represent the NIDM in various forums.
Professor	The post carries the responsibility preparation of Training modules, Disaster Management Plans, Research and documentation of disasters. Impart training and act as a Co-coordinator to the training programmes assigned to him. Coordinating the training programme under the over all guidance of E.D.
Associate Professor	The Associate Professor would be a level between the Professor and Assistant Professor in conducting various training and research programmes of the Institute. Each Associate Professor would be specialization on a subject which would normally not be specialization of the Professors and Assistant Professors. They will be responsible for training and research programmes in the specialized subjects.
Consultant	To conduct Research and documentation of disasters conducting training programmes, to undertake specific activity related to DM assigned to him, like preparation of Disaster Management Plans, Training modules, preparation of Reports, etc.
Assistant Professor	The duties and responsibilities of Assistant Professor are : a) prepare Course Designs and Modules. b) Compile reading materials c) Coordinate the training courses, call nominations, select resource person etc. d) Conduct evaluation of the courses. e) Visit disaster affected areas for field assessment

	f) Document disaster events g) Take part in training and other activities of the Institute.
Accounts Officer	To carry out the Duties of DDO, to prepare and compile accounts and prepare financial statements.

Category B

Designation	Duties
Research Associate	The post carries the responsibilities of Research and Documentnation of disasters Assisting course coordinator in designing the course module, conduct of the course Assisting in technical matter related to the training programme. To undertake research and documentation exercise assigned to .
Computer Programmer	The Computer Programmer shall perform the following functions : a) assist the System Analyst in various IT related functions b) develop and maintain India Disaster Knowledge Network (IDKN) c) maintain the remote sensing and GIS Laboratory. d) maintain and upgrade the website of the Institute.
Librarian	The Librarian shall be responsible for performing all the functions which a Librarian of a National Institute is supposed to perform.
Junior Engineer	The Junior Engineer has the following duties and responsibilities a) carry out ordinary repairs & maintenance of the premise of the Institute and the Hostel. b) Supervise cleanliness and security of the premises c) Work as the Caretaker after office hours. d) Liaise with CPWD, Jal Board, BSES, MTNL etc. for maintenance of various facilities.
Private Secretary	Private Secretary shall be responsible for managing the personal section of the Executive Director which includes appointments, dictation, correspondence, travel, liaison with other senior officers etc.
Administrative Assistant	To maintain the service books and leave accounts and other establishment related work
Jr. Assistant	To prepare bills, maintain pay bill register and other records, preparation and issue of cheque compiling accounts, Bank reconciliation, preparation of financial statements.
Stenograper/Personal Assistant	To take dication, Typing of letters, reports etc., maintaining appointments and diary and dispatch work

Category C

Designation	Duties and responsibilities
Videographer-cum Technical Assistant	a) Videographic and photographic documentation of disaster events b) Documentation of activities of the Institute. c) Handle LCDs, Slide projectors etc. during the training programmes.
Data Entry Operator	a) Typing of letters, reports etc. b) Compilation of reading materials for training courses c) Record keeping. d) Registration of participants of training programmes and workshops e) Receipt and dispatch of daks etc.
Library Attendant	To attend all manual work related to accession, issue of books and its safe custody.
Driver	To drive and maintain the vehicle and also to maintain the logbook.
Machine Operator	Photo copying and binding of reading material, reports and other documents.

Category D

Designation	Duties and responsibilities
Messenger/Peon	a) Attend to various manual work related to day to day function of office. b) Attend to manual work in conduction of training programmes, mock drills, etc. c) Deliver the documents by hand. d) Open and close the premises.