

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Govt. of India, Ministry of Home Affairs)

A – Wing, NDCC-2 Building, Jaisingh Marg, New Delhi - 110001

WALK IN INTERVIEW FOR PROJECT POSTS

Walk-in interview will be held for engaging (i) one Research Associate/Consultant and (ii) Research Assistant, purely on contractual basis for six month period to assist in the preparation policy document on climate change and disasters under the project jointly with the Ministry of Environment, Forests & Climate Change:

1. Research Associate/Consultant (One): Remuneration Rs. 70,000/- per month (consolidated).
2. Research Assistant (One): Remuneration Rs. 35,000/- per month (consolidated)

Selection Process:

Walk-in Interview on 27th July 2018. Reporting time at NIDM 09.30 am. Venue: YMCA Hostel, Jai Singh Road, New Delhi.

The detailed Terms of Reference (Qualifications, Age, Duties & Responsibilities, etc.) are available at NIDM website at: www.nidm.gov.in under Recruitment Section.

Executive Director
NIDM

Note: Applicants are requested to carry one photo id (issued by Govt. like Aadhar, Voter's i-card, Driver's license etc.) with them.

**Detailed ToR and Application Format is
placed below**

National Institute of Disaster Management (Ministry of Home Affairs)

TERMS OF REFERENCE OF RESEARCH ASSOCIATE/CONSULTANT

1) Educational Qualification:

Masters' Degree in Any of the Environmental / Earth or Agriculture Science / Disaster Management / Natural Resource Management / Social Work or allied discipline with minimum of 55% marks or equivalent grade.

Experience:

- (i) A minimum of 3 years of experience in relevant field (For Ph.D. holder, relaxed to 1 year).
- (ii) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data/literature.
- (iii) Knowledge of the principles and practices of climate change/environment and disaster management related issues.

Desirable:

- (i) M. Phil or Ph.D. in the relevant field.
- (ii) Experience of writing technical reports/publications and editorial skills.
- (iii) Inter-disciplinary knowledge and exposure shall be preferred.

2) Tasks to be carried out:

The Research Associate/Consultant shall be responsible for the following tasks:

- (i) Assist the Nodal faculty/Project Coordinator NIDM associated with the preparation of policy/knowledge document, under overall supervision of ED NIDM.
- (ii) Assist in communication with the relevant officials in the MoEFCC/UNDP, authors, reviewers, and necessary follow up.
- (iii) Compilation of the documents/chapters and review comments, coordination with the authors for updating/revision of the manuscript, and cross-check of the same.
- (iv) Assisting in organizing author's workshop/review workshops, developing reports and follow- up actions.
- (v) Assisting in the related administrative/project logistics and other related works as required from time to time.
- (vi) Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministry and Prepare periodic progress report and reviews.
- (vii) Project management and any other work assigned by the nodal faculty members, from time to time
- (viii) Maintain confidentiality of information/documents as per instructions.

3) Duration of assignment: The assignment will be for a period of six months.

4) Supervision & Guidance: The Research Associate/Consultant shall assist the nodal faculty member of NIDM responsible for the preparation of said policy document.

5) Age: Normally, the maximum age limit will be 65 years.

6) Remuneration: Consolidated salary of Rs. 70,000/- p.m.

Selection Process: Walk-in-interview would be conducted on 27th July 2018. Reporting time for the interview is 09:30am. Candidature for interview will not be accepted after 10:00am. The Applicant must bring original certificates for verification, at the time of interview. Please also fill up the attached application form and bring a hard copy of the same for interview. Interview may include writing and/or communication ability.

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TERMS OF REFERENCE OF RESEARCH ASSISTANT

7) Educational Qualification:

Masters' Degree in Any of the Environmental / Earth or Agriculture Science / Disaster Management / Natural Resource Management / Social Work or allied discipline with minimum of 55% marks or equivalent grade.

Experience:

- (i) About 2 years of experience in relevant field.
- (ii) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data/literature.
- (iii) Knowledge of the principles and practices of climate change/environment and disaster management related issues.

Desirable:

- (i) M.Phil. / research or consultancy experience in the relevant field.
- (ii) Experience of writing technical reports/publications and editorial skills.
- (iii) Inter-disciplinary knowledge and exposure shall be preferred.

8) Tasks to be carried out:

The Research Associate/Consultant shall be responsible for the following tasks:

- (i) Assist the Nodal faculty/Project Coordinator NIDM associated with the preparation of policy/knowledge document, under overall supervision of ED NIDM.
- (ii) Assist in communication with the relevant officials in the MoEFCC/UNDP, authors, reviewers, and necessary follow up.
- (iii) Compilation of the documents/chapters and review comments, coordination with the authors for updating/revision of the manuscript, and cross-check of the same.
- (iv) Assist in organizing author's workshop/review workshops, developing reports and follow-up actions.
- (v) Assisting in the related administrative/project logistics and other related works as required from time to time.
- (vi) Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministry and Prepare periodic progress report and reviews.
- (vii) Project management and any other work assigned by the nodal faculty members, from time to time
- (viii) Maintain confidentiality of information/documents as per instructions.

9) Duration of assignment: The assignment will be for a period of six months.

10) Supervision & Guidance: The Research Associate/Consultant shall assist the nodal faculty member of NIDM responsible for the preparation of said policy document.

11) Age: Normally, the maximum age limit will be 65 years.

12) Remuneration: Consolidated salary of Rs. 35,000/- p.m.

Selection Process:

Walk-in-interview would be conducted on 27th July 2018. Reporting time for the interview is 09:30am. Candidature for interview will not be accepted after 10:00am. The Applicant must bring original certificates for verification, at the time of interview. Please also fill up the attached application form and bring a hard copy of the same for interview. Interview may include writing and/or communication ability.

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Application format for Project Positions in the National Institute of Disaster Management

Name of the Post Applied For _____

Name of the Project/Assignment _____

1. Name: _____
2. Father' Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Mailing Address (with Tel./Mob.No. and email address) : _____

7. Permanent Address: _____

8. Educational Qualification:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class
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9. Work Experience :

S.No.	Organization/Institute	Post Held	Period From To	Pay/Emoluments drawn*	Nature of Work	Remarks
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Note : * in case of retired, last pay/emoluments drawn

10. Brief about publications/research/documentation work etc. : _____

11. Additional information if any, which appears would like to mention in support to his/her suitability for the post : _____

12. References (upto 2 – Name/Affiliation and Contacts):

(Signature)

Date Mobile No.: _____ Email address: _____