

## Detailed ToR is Placed Below

 **NATIONAL INSTITUTE OF DISASTER MANAGEMENT**  
(Ministry of Home Affairs, Govt. of India)

**VACANCY ANNOUNCEMENT**

Applications are invited for appointment of following vacant posts purely on short term contract basis in National Institute of Disaster Management (NIDM) :-

1. **One post of Consultant : @ consolidated pay of R. 50,000/ p.m. plus local conveyance of Rs. 4500/- p.m.**
2. **Two posts of Junior Consultant (one each in Geo-Hazard /Cross-Cutting Issues) : @ consolidated pay of Rs. 35,000/- p.m. plus local conveyance of Rs. 2500/- p.m.**

The detailed Terms of Reference (Qualifications, Age, Duties & Responsibilities etc.) for the above positions are available at [www.nidm.gov.in/recruitment.asp](http://www.nidm.gov.in/recruitment.asp)

The prescribed educational qualifications & experience are minimum & mere possessions of the same doesn't entitle candidates to be called for interview. A limited number of candidates on the basis of merit & experience will be called for interview. It will not be obligatory on the part of the Institute to call all eligible candidates for interview. Interested candidates may send their application in the prescribed format (attached) with superscription "**Application for the post of \_\_\_\_\_**". Last date of submission of Application is **15 days from the date of advertisement.**

**Executive Director  
NIDM**

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

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**TERMS OF REFERENCE OF CONSULTANT**

**1) Educational Qualification & Experience:**

- a) A Masters' Degree with at least 55% of the marks or its equivalent grade record and a minimum of 8 years of experience in either research or training in consulting organizations or practical experience of disaster management at district, state or national level and proven experience of consultancy on any aspect of disaster management with publications / module / curriculum development on the subject.
- b) Should possess adequate knowledge of ICS/ IRS and be capable of organizing Training in IRS & Disaster Management.

**2) Desirable:-**

Ph. D. or M. Phil. in the relevant field.

**3) Tasks to be carried out:**

- i. Conduct and organize IRS training programme for senior /middle level officers.
- ii. To provide technical support for curriculum development for Disaster Response.
- iii. To carry out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.
- iv. To organise workshops, seminars, conferences etc.
- v. To undertake capacity building and awareness generation activities.
- vi. To develop Information Education & Communication (IEC) materials.
- vii. To assist Disaster Management Centres of Administrative Training Institutes in training and capacity development with regard to response related training including IRS.
- viii. To assist in bringing out Institute's journals, newsletter and other publications.

- ix. To render technical support in planning and oversee implementation of the various capacity building, IEC and Knowledge management initiatives of the Institute.
- x. To liaise with nodal ministries and other government departments on all the policy and capacity development related matters.
- xi. To provide technical support and supervision for any programs related to disasters response.
- xii. To provide technical support and attend workshops /conferences/seminars as and when required.
- xiii. Any other Job assignment on the subject which can be assigned by the Executive Director, NIDM

#### **4) Duration of Appointment:**

Initially the consultancy will be for a period of eleven months with a possibility of extension. However, the Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **5) Supervision & Guidance:**

Executive Director, NIDM will supervise and provide guidance to the consultant.

#### **6) Age:**

The maximum age-limit for appointment by short term contract shall not exceed sixty five years as on 28.2.2014

**7) Emoluments** : @ consolidated pay Rs. 50,000/- p.m. plus local conveyance of Rs. 4,500/- p.m.

#### **8) How to apply**

Interested candidates may send their application in the prescribed format with superscription “**Application for the post of \_\_\_\_\_**”. Application should be addressed to Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P. Estate, Ring Road, New Delhi – 110002, and must reach latest by **15 days from the date of publication of advertisement.**

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**Application for appointment as Consultant in the National Institute of Disaster Management in the field of \_\_\_\_\_**

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 Division/Class Passing
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9) Work Experience

S.No.	Organisation/Institute	Period From To	Nature of Work	Remarks
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10) List of Publications/Modules/Papers etc.

11) Reference:

(i)

(ii)

(Signature)

Date: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email address: \_\_\_\_\_

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

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**TERMS OF REFERENCE OF JUNIOR CONSULTANT  
(GEO - HAZARD)**

**1) Educational Qualification:**

Degree in Civil Engineering with at least 55% marks or equivalent grade.

**2) Desirable:**

- (i) Master degree in Civil Engineering / Planning
- (ii) Experience of working in the area of disaster management

**Note:**

- (i) Retired Government employees with Grade Pay of Rs.5400/- and above and having educational qualification and experience as mentioned above can also apply.

**3) Tasks to be carried out:**

- (i) To provide technical support for curriculum development.
- (ii) To assist in preparation of training modules
- (iii) To assist in preparation of Disaster Management Plans of State/District/Department etc.
- (iv) To assist in carrying out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.
- (v) To conduct training programmes for various stakeholders, including trainers of State ATIs/SIRDs etc.
- (vi) To organise workshops, seminars, conferences etc.
- (vii) To undertake capacity building and awareness generation activities.
- (viii) To develop Information Education & Communication (IEC) materials,
- (ix) To assist regional Disaster Management Centres in training and capacity development.
- (x) To assist in bringing out Institute's journals, newsletter and other publications.
- (xi) To assist in planning and oversee implementation of the various capacity building, Awareness and Knowledge management initiatives of the Institute.
- (xii) To assist in implementation of Projects/Programs under implementation in the Institute.

- (xiii) Any other Job assignment on the subject which can be assigned by the Executive Director, NIDM

**4) Duration of Consultancy:**

Initially the consultancy will be for a period of eleven months with a possibility of extension. However, the Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

**5) Supervision & Guidance:**

Professor (GRM Division) NIDM will supervise and provide guidance to the Junior Consultant. Action Taken Reports submitted monthly will form the basis for further extension of the Jr. consultant as the activity is perennial in nature. The monthly report on work done by the Jr. consultant should be submitted at the end of month.

**6) Age:**

The maximum age-limit for appointment by short term contract shall not exceed sixty five years as on 28.2.2014.

**7) Remuneration:**

Consolidated salary of Rs.35,000/- p.m. plus local conveyance of Rs.2500/- p.m.

**8) How to apply**

Interested candidates may send their application in the prescribed format with superscription "**Application for the post of \_\_\_\_\_**". Application should be addressed to Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, Indian Institute of Public Administration Campus, 5-B, I.P. Estate, Ring Road, New Delhi – 110002, and must reach latest by **15 days from the date of publication of advertisement.**

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**Application for Appointment as Junior Consultant in the National Institute of Disaster Management**

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

9. Work Experience :

S.No.	Organisation/Institute	Post Held	Period From To	Pay/Emoluments drawn*	Nature of Work	Remarks

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:

(i)

(ii)

(Signature)

Date: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email address: \_\_\_\_\_

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT  
(MINISTRY OF HOME AFFAIRS)**

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**TERMS OF REFERENCE OF JR. CONSULTANT  
(MULTI-DISCIPLINARY/CROSS-CUTTING ISSUES)**

**1) Educational Qualification:**

A Masters' degree in Economics/ Sociology/Political Science/ Law/Public Administration/ Disaster Management with atleast 55% marks or equivalent grade.

**Experience :**

(i) Retired Government employees with Grade pay of Rs. 5400/- and above and meeting all the eligibility conditions can also apply.

**2) Desirable:**

- (i) M/Phil. or Ph. D. in the relevant field.
- (ii) Experience of working in the area of disaster management.

**3) Tasks to be carried out:**

- (i) To provide technical support for curriculum development.
- (ii) To assist in preparation of training modules
- (iii) To assist in preparation of Disaster Management Plans of State/District/Department etc.
- (iv) To assist in carrying out research, advocacy, documentation, consultancy and other activities related to disaster management as assigned by the Institute.
- (v) To conduct training programmes for various stakeholders, including trainers of State ATIs/SIRDs etc.
- (vi) To organise workshops, seminars, conferences etc.
- (vii) To undertake capacity building and awareness generation activities.
- (viii) To develop Information Education & Communication (IEC) materials,
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- (x) To assist in bringing out Institute's journals, newsletter and other publications.
- (xi) To assist in planning and oversee implementation of the various capacity building, Awareness and Knowledge management initiatives of the Institute.



- (xii) To assist in implementation of Projects/Programs under implementation in the Institute.
- (xiii) Any other Job assignment on the subject which can be assigned by the Executive Director, NIDM.

#### **4) Duration of Consultancy**

Initially the consultancy will be for a period of eleven months with a possibility of extension. However, the Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **5) Supervision & Guidance:**

Professor ( Policy Planning & Cross Cutting Issues Division) NIDM will supervise and provide guidance to the Junior Consultant. Action Taken Reports submitted monthly will form the basis for further extension of the Jr. consultant as the activity is perennial in nature. The monthly report on work done by the Jr. consultant should be submitted at the end of month.

#### **6) Age:**

The maximum age-limit for appointment by short term contract shall not exceed sixty five years as on 28.2.2014.

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2. Father' Name: \_\_\_\_\_

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4. Domicile: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Mailing Address (with Tel./Mob.No. and email address) :  
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11. Additional information if any, which appears would like to mention in support to his/her suitability for the post :  
\_\_\_\_\_

12. References:

(i)

(ii)

(Signature)

Date: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email address: \_\_\_\_\_