

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

**EOI for engaging Young Professionals at NIDM**

National Institute of Disaster Management (NIDM) intend to engage the services of Young Professionals purely on contractual basis initially for a period of one year which may be further extended for two years.

Interested candidates may refer to NIDM's website <https://nidm.gov.in> for detailed EOI and application form.

The last date of receipt of applications is **26.12.2022**



**Executive Director**  
**NIDM**

CBC 19107/11/0022/2223

 **राष्ट्रीय आपदा प्रबंधन संस्थान**  
(गृह मंत्रालय, भारत सरकार)

**एनआईडीएम में युवा प्रोफेशनल की सूचीबद्धता हेतु ईओआई**

राष्ट्रीय आपदा प्रबंधन संस्थान (एनआईडीएम) एक वर्ष की अवधि हेतु जिसे दो वर्षों हेतु आगामी बढ़ाया जा सकता है, प्रारंभ में संविदात्मक आधार पर पूर्ण रूप से युवा प्रोफेशनल की सेवाओं की सूचीबद्धता हेतु इच्छुक हैं।

इच्छुक आवेदक विस्तृत ईओआई तथा आवेदन फॉर्म हेतु एनआईडीएम की वेबसाइट <https://nidm.gov.in> हेतु संदर्भ ले सकते हैं।

आवेदनों की प्राप्ति की अंतिम तिथि 26.12.2022 हैं।

**अधिशायी निदेशक**  
**एनआईडीएम**

CBC 19107/11/0022/2223

**National Institute of Disaster Management  
(Ministry of Home Affairs, Govt. of India)**

NIDM/Admn./YP-NIDM/2022

Date: 02.12.2022

**CALL FOR EXPRESSION OF INTEREST [EOI] FOR YOUNG PROFESSIONALS**

National Institute of Disaster Management (NIDM), is a premier institute of Government of India, for capacity building- training, education, research, policy planning, documentation, publication and awareness, on all aspects of disaster risk management, and works through its 21 specialized centers under its 6 academic divisions.

NIDM proposed to engage 22 (Twenty Two) Young Professionals for attending to specific jobs. Persons with requisite qualification and experience only, as prescribed hereunder, would be hired as Young Professional.

Interested individuals fulfilling the requisite criteria may submit application at yp.nidm@nic.in in the prescribed format.

The means of communication between Department and the candidate shall be through email. The details of the advertisement are as follows:-

**1. Qualification and Age Limit:**

The Qualification and age limit is given in the table below:-

Category	Qualification	Age
Young Professional	Essential: Master's Degree in relevant subject with atleast 1 year or Graduate Degree with atleast 4 years relevant experience as per ToR.  Desirable: Higher or additional qualifications, research/consultancy experience, publications or Professional/Technical experience in the relevant field as prescribed in the ToR.	Candidate should be below 35 years of age as on 31 <sup>st</sup> July, 2022.

**2. Description of the duties:**

- The detailed description of duties to be attended may be seen at Annexure-I.

### **3. Tenure of appointment:**

The engagement of Young Professionals will be initially for a period of one year, extendable on annual performance basis for further 2 years. However, the Institute reserves right to terminate the services at any time without assigning any reason after giving one month's notice.

### **4. Monthly Fee including Local Conveyance:**

The monthly consolidated fee (including local conveyance) for YP shall be Rs.35,000/- p.m. plus local conveyance of Rs.25,00/- p.m.

### **5. Increment:**

Annual increment of 10% on completion of one year with NIDM with the approval of Executive Director, NIDM. In no case the remuneration shall exceed 1.25 times of the initial remuneration.

### **6. Allowances:**

YP shall be eligible for TA/DA (on tour during engagement period) as per rules of the Institute. However, no TA/DA shall be paid for joining the Institute. The YPs shall not be entitled to any other allowances such as Residential, Telephone, Medical etc.

### **7. Attendance & Working Days:**

Working hours shall normally be from 9 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigency of work, YP may be required to sit late and may be called on Saturdays/Sundays and other Gazetted holidays.

The working hours of the professionals shall be same as regular employees working in the Institute. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Head of the Division/Centre concerned. The attendance, both i.e., in and out, should be marked in the biometric system by the YP.

### **8. Leave:**

YPs shall be entitled for eight (8) casual leave in a calendar year on pro-rata basis. Un-availed leave in a calendar year cannot be carried forward to next calendar year.

YP shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Further, the absence of up to one month may be considered without remuneration. NIDM would be free to terminate the contract in case of YPs remain absent for more than 30 days beyond the entitled leaves in a calendar year.

## **9. Police Verification:**

Police Verification of the YPs shall be done as per the latest instructions issued by the MHA. In case, the police verification is received as negative, the contract of the YP shall cease to exist with immediate effect without any notice.

## **10. Service Condition:**

The YP shall not, except with the previous sanction of NIDM, in the bona fide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.

## **11. Confidentiality and Secrecy:**

YPs will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may be supplied to them or shared with them during the period of their engagement as YP in the Institute. All such documents will be property of the Institute.

YPs will complete the assigned tasks within the stipulated period as per the requirement of the controlling officer. YPs will not take up any assignment or contract which conflicts the interest of the Institute in this matter, elsewhere during the period of contract.

## **12. Termination of Services and requirement of notice:**

In case a professionals wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Executive Director may waive off the condition for notice period/salary in lieu thereof, in deserving cases.

The Institute reserves right to terminate the services at any time without assigning any reason after giving one month's notice.

Absence from duty for a continuous period of 8 days, without any information or any valid reason, shall lead to automatic termination of contractual engagement.

## **13. Submission of application:**

Interested individuals fulfilling the requisite criteria may submit application at [yp.nidm@nic.in](mailto:yp.nidm@nic.in) in the prescribed format.

Young Professionals are required for following Centres of NIDM:-

Sl.No.	Divisions	Centres
1.	Governance & Inclusive DRR Division	Centre for Gender Issues and Special Needs
2.		Centre for DRR in Geographical Planning
3.		Centre for Cultural Heritage
4.		Centre for Psychosocial and Trauma Care
5.		Centre for Community Based DRR
6.	Disaster, Response & Recovery Division	Centre for Post Disaster Needs Assessment
7.		Centre for Response, Relief & Recovery
8.		Centre for Financial Resilience
9.	Geo-meteorological Risk Management Division	Centre for Early Warning Communication
10.		Centre for Hill Area DRR
11.		Centre for Coastal DRR
12.	Resilient Infrastructure Division	Centre for Disaster Safe Housing & Retrofitting
13.		Centre for Post-disaster Reconstruction
14.		Centre for Mass Congregation and Transport DRR
15.		Centre for Critical Infrastructure DRR
16.	CBRN & Cyber Risk Management Division	Centre for Industrial DRR
17.		Centre for CBRN DRR
18.		Centre for Cyber DM
19.	Environmental Disaster Risk Management Division	Centre for Climate Resilience & Environment
20.		Centre for Water and Land DRR
21.		Centre for Forest & Bio-diversity DRR
22.	Administration	Coordination

#### **Duties and responsibility:**

- a) Coordinate the training programmes (online, face to face, etc) including calling of nominations, identification of resource persons, taking lectures etc.
- b) Develop Courses and Training Modules/manuals.
- c) Compile reading materials
- d) Conduct evaluation of the courses.
- e) Analytical and report writing, Presentations
- f) Assisting in networking and liaisoning, coordination and cooperation, etc.
- g) Visit disaster affected areas for field assessment
- h) Documenting disaster events
- i) Record keeping, assisting in meetings, proceedings, official matters
- j) Put up and maintenance of files.
- k) Take part in training and other activities of the Institute.
- l) Supporting the Division/faculty in academic and related work as assigned from time to time.

**National Institute of Disaster Management  
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**Application for the Centre \_\_\_\_\_**

1. Name:
2. Father's 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:

Sl.No.	Course	Subject	Universities/ Institute	Year of Passing	Division/Class
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9. Work Experience:

Sl. No.	Organization/Institute	Post held	Period		Nature work	Nature of work	Remarks
			From	To			

Note:\* in case of retired, last pay/emoluments drawn

10. Brief about publications/research/documentation work etc.:
11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post:
12. References (upto 2-Name/Affiliation and Contacts):

Date:

(Signature):

Mobile No:

Email address: