

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

**Date: 25.02.2022**

Online Walk-in Interview on 11.03.2022  
for the position of Junior Research Officer and Multi Tasking Support Staff  
at Child Centric - DRR Unit  
at National Institute of Disaster Management, Delhi

The National Institute of Disaster Management is seeking experienced qualified candidates for the following positions purely on contractual basis for its Child Centric - DRR Unit, at NIDM Campus, Rohini, Delhi:

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<b>S.No.</b>	<b>Positions</b>	<b>No. of positions</b>	<b>Remuneration p.m. (Rs.)</b>
1.	Junior Research Officer	1	Rs.50,000/-
2.	Multi Tasking Support Staff	1	Rs.25,000/-

The detailed ToRs for the above positions are attached.

2. The date of the Online Walk-in Interview is **11.03.2022**. Interested candidates may send their detailed resume in the prescribed format (including email-id, mobile no., alternate no.) through email at **career.nidm@gmail.com** latest by **07.03.2022** for booking their time slot. Only **20 nos.** of eligible candidates for each position will be entertained on first come first served basis.

3. The Online Walk-in Interview shall be held on free video conferencing software for which an app is required to be installed at the applicant's mobile/laptop. The details of video conferencing software including login credentials shall be sent only to confirmed applicants through email by **10.03.2022**.

**Executive Director  
NIDM**

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

**Terms of Reference for Junior Research Officer, CCDRR**

**Duties & Responsibilities**

- To assist in conducting academic and action oriented research to identify new areas of research in the context of Risk Governance, Disaster Risk Management
- To assist in organizing and conducting secondary and preliminary research
- To assist in organizing training and capacity building programs in the campus and in outreach program.
- To assist in organizing webinars & online/offline training programs
- To assist in preparing working papers on relevant themes as required.
- To assist in development of training modules and conducting capacity building programs.
- To coordinate with various stakeholders for training & research and policy advisory.
- To assist the CC- DRR unit in the following:
  - Preparing briefs and proposals for fund raising, RFP and EOI to enable the unit to be self-reliant
  - Helping in conducting preliminary reviews of draft documents such as Memorandum of Understanding (MoU), Terms of Reference (ToR) etc.
  - Support in Administrative Training Institutes to conduct child related issues as per Core Commitment to Children for Humanitarian Action
- Support Project Director in coordination with its Southern Campus & CCDRR/UNICEF and other parties
- Any other task(s) assigned by the Project Director or the Executive Director

**Qualifications & Experience**

**Essential**

- Fluency in English, Hindi
- Master degree in Social Sciences/ Disaster Management/ Humanities/ Management/ Commerce
- At least 2 years of working experience in the field of Development/ Teaching/ Research

**Desirable**

- Proven record of successful interaction with individuals from a diverse array of backgrounds, including government officials, police, traditional leaders, women, the elderly, youth, CSOs, etc;

- Demonstrable experience in conducting and analyzing field research and managing a local research team;
- In-depth understanding of the social, institutional and economic environment of the country
- Knowledge of computer applications, including MS-Office, SPSS, DBMS etc .
- Experience in conducting training programs and management and logistics;
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.
- Knowledge of any other regional language apart from English & Hindi will be an added advantage.
- PhD. candidates would be given preference.

**Maximum Age**

- 50 years

**Remuneration**

- Rs. 50,000/- per month (Consolidated)

**Engagement & Tenure**

- Contractual basis initially for a period of one year which may be further extended as per performance, requirements at NIDM and willingness of both the parties.

**Place of Posting**

- Place of duty is at National Institute of Disaster Management, (NIDM) Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

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**Terms of Reference for Multi-Tasking Support Staff, CCDRR**

**Duties & Responsibilities**

- General cleanliness and upkeep of the project unit (viz. rooms, furniture, equipments etc).
- Carrying of files/Dak/papers within & outside the office.
- Physical maintenance of files/records of the project unit.
- Perform routine office works (viz. photocopy, fax, diary, dispatch, etc) and ensure basic facilities of the project unit.
- Undertake travel/field duties.
- Watch and ward duties.
- Opening and closing of rooms.
- Any other task(s) assigned by the Project Director or the Executive Director

**Qualifications & Experience**

**Essential**

- Knowledge of English & Hindi
- Matriculation from a recognized Board/Institution.
- 1 year of working experience as MTS.

**Maximum Age**

- 35 years

**Remuneration**

- Rs. 25,000/- per month (Consolidated)

**Engagement & Tenure**

- Contractual basis initially for a period of one year which may be further extended as per performance, requirements at NIDM and willingness of both the parties.

**Place of Posting**

- Place of duty is at National Institute of Disaster Management, (NIDM) Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

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

**Application Format**

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: