

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

**VACANCY ANNOUNCEMENT**

Date: 04.08.2020

Applications are invited for the following positions in the National Institute of Disaster Management, New Delhi on contractual basis:

<b>S.no.</b>	<b>Positions</b>	<b>No.</b>	<b>Consolidated Emoluments</b>
1.	Consultant (Campus Management)	One	Rs. 75,000/- p.m.
2.	Jr. Consultant (Campus Management)	One	Rs. 37,500/- p.m.

2. The detailed ToRs for the above positions and prescribed format of application are placed below.

3. Interested candidates may send their application in the prescribed format with superscription “**Application for the post of \_\_\_\_\_**”. Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001** and must reach latest by **25.08.2020**.

4. Soft copy of the application may also be sent through email at **admofficer.nidm@nic.in**

**Executive Director  
NIDM**

## Terms of Reference for Consultant (Campus Management)

### Background

National Institute of Disaster Management is a statutory organization under the Ministry of Home Affairs, Govt. of India having two campuses one at New Delhi and another at Andhra Pradesh. Both the campuses are under construction and likely to be functional by September 2020.

The New Delhi campus of NIDM is going to be located at Sector-29, Rohini and consists of NIDM office premises, hostel & residential quarters. In order to manage the NIDM New Delhi Campus there is a requirement of experienced Consultant to manage its day today activities.

### Duties and Responsibilities:

- 1) The Consultant shall be responsible for followings:
  - a) **Housekeeping & maintenance:** All works related to civil engineering, electrical, horticulture, carpentering, plumbing, cleaning & sanitation, sewage & waste management etc.
  - b) **Campus equipments:** Maintenance of telephone, intercom, fax, photocopiers, lift, air-conditioners, fire-fighting systems, generator, motors, electrical items, office equipments etc.
  - c) **Security:** Security staff, CCTV, gate-pass, visitors-IDs, scanner etc.
  - d) **Food & beverages:** To ensure smooth functioning of catering services for supply of food items, tea & coffee, drinking water, hostel mess, canteen, catering etc.
  - e) **Stores:** Indent and maintaining inventory of consumables, equipments, First-Aid & medicines etc.
  - f) **Manpower:** Supervise services of outsourced staff, roster, leaves etc.
  - g) **Accommodation:** Booking, allotment and maintenance of Auditorium, hostel rooms, guest house, and staff quarters etc.
  - h) **Event management:** Assist in management of events.
  - i) **Transportation:** Manage NIDM vehicle, hired vehicles, drivers etc.
- 2) To resolve day to day issues related to campus management and to report actions/issues to higher authorities.
- 3) To prepare proposals, reports, presentations, action plans, budget etc.
- 4) To indent requirement & assist in procurement of equipments & services.
- 5) To assist in convening the meetings of committee constituted for procurement of equipments & services.
- 6) To remain available in the campus from 6:30 AM to 9:30 PM except lean hours and on mobile 24x7.

- 7) To reside within 3 kms of radius from the Institute Campus.
- 8) To liaison with concerned staff & external agencies.
- 9) To maintain proper records as per rules.
- 10) Any other task(s) assigned by the Controlling Officer/Executive Director.

## **Qualifications & Experience**

### **Essential**

- Minimum 10 years of experience in managing campus/ hostel of a large organization.
- Excellent communications skills in Hindi & English.
- Knowledge of computers applications viz. MS-Office, Internet, E-mail, Printouts, Scanning etc.
- Knowledge of Govt. rules & procedures related to administration, GFR, procurement, tenders, AMC etc.
- Must own a vehicle (Two/ Four wheeler) with valid Driving License.

### **Desirable**

- Experience of working with Disaster Management Organization/ Training Institute/ University.
- Engineering/Military/Para-Military background personnel shall be preferred.

### **Mode of Recruitment**

- Contractual basis initially for a period of one year, which may be further extended as per performance and requirement.

### **Age**

- Maximum 65 years.

### **Remuneration**

- Rs. 75,000/- (Consolidated) per month.

### **Place of Work**

- NIDM Rohini Campus at Sector-29.

### **Selection Process**

- Short listed eligible candidates may be called for a personal interaction.

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## Terms of Reference for Jr. Consultant (Campus Management)

### Background

National Institute of Disaster Management is a statutory organization under the Ministry of Home Affairs, Govt. of India having two campuses one at New Delhi and another at Andhra Pradesh. Both the campuses are under construction and likely to be functional by September 2020.

The New Delhi campus of NIDM is going to be located at Sector-29, Rohini and consists of NIDM office premises, hostel & residential quarters. In order to manage the NIDM New Delhi Campus there is a requirement of experienced Jr. Consultant to manage its day today activities.

### Duties and Responsibilities:

- 1) The Jr. Consultant shall be responsible for followings:
  - a. **Housekeeping & maintenance:** All works related to civil engineering, electrical, horticulture, carpentering, plumbing, cleaning & sanitation, sewage & waste management etc.
  - b. **Campus equipments:** Maintenance of telephone, intercom, fax, photocopiers, lift, air-conditioners, fire-fighting systems, generator, motors, electrical items, office equipments etc.
  - c. **Security:** Security staff, CCTV, gate-pass, visitors-IDs, scanner etc.
  - d. **Food & beverages:** To ensure smooth functioning of catering services for supply of food items, tea & coffee, drinking water, hostel mess, canteen, catering etc.
  - e. **Stores:** Indent and maintaining inventory of consumables, equipments, First-Aid & medicines etc.
  - f. **Manpower:** Supervise services of outsourced staff, roster, leaves etc.
  - g. **Accommodation:** Booking, allotment and maintenance of Auditorium, hostel rooms, guest house, and staff quarters etc.
  - h. **Event management:** Assist in management of events.
  - i. **Transportation:** Manage NIDM vehicle, hired vehicles, drivers etc.
- 2) To resolve day to day issues related to campus management and to report actions/issues to higher authorities.
- 3) To prepare proposals, reports, presentations, action plans, budget etc.
- 4) To indent requirement & assist in procurement of equipments & services.
- 5) To assist in convening the meetings of committee constituted for procurement of equipments & services.
- 6) To remain available in the campus from 6:30 AM to 9:30 PM except lean hours and on mobile 24x7.

- 7) To reside within 3 kms of radius from the Institute Campus.
- 8) To liaison with concerned staff & external agencies.
- 9) To maintain proper records as per rules.
- 10) To assist Consultant (Campus Management) in performing tasks at para 1-9 above.
- 11) Any other task(s) assigned by the Controlling Officer/Executive Director.

## **Qualifications & Experience**

### **Essential**

- Minimum 5 years of experience in managing campus/ hostel of a large organization.
- Excellent communications skills in Hindi & English.
- Knowledge of computers applications viz. MS-Office, Internet, E-mail, Printouts, Scanning etc.
- Knowledge of Govt. rules & procedures related to administration, GFR, procurement, tenders, AMC etc.
- Must own a vehicle (Two/ Four wheeler) with valid Driving License.

### **Desirable**

- Experience of working with Disaster Management Organization/ Training Institute/ University.
- Engineering/Military/Para-Military background personnel shall be preferred.

### **Mode of Recruitment**

- Contractual basis initially for a period of one year, which may be further extended as per performance and requirement.

### **Age**

- Maximum 65 years.

### **Remuneration**

- Rs. 37,500/- (Consolidated) per month.

### **Place of Work**

- NIDM Rohini Campus at Sector-29.

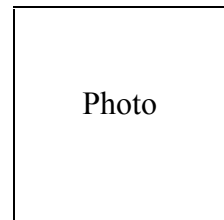
### **Selection Process**

- Short listed eligible candidates may be called for a personal interaction.

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**Application for engagement as .....  
in the National Institute of Disaster Management**

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Male/Female: \_\_\_\_\_
5. Domicile: \_\_\_\_\_
6. Nationality: \_\_\_\_\_
7. Mailing Address (with Tel./Mob. No. and email address) \_\_\_\_\_
8. Permanent Address: \_\_\_\_\_
9. Educational qualification:



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

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	to		

11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: \_\_\_\_\_

12. Whether SC/ST/OBC: \_\_\_\_\_

13. Reference

- (i)           (ii)

(Signature)

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

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

e-mail address: \_\_\_\_\_