

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

Date: 07.01.2022

Online Walk-in Interview on 21.01.2022

**at National Institute of Disaster Management
Ministry of Home Affairs**

The National Institute of Disaster Management is seeking experienced qualified candidates for the following positions purely on contractual basis at NIDM, Delhi & Southern Campus:

S.No.	Positions	Place of posting	No. of positions	Remuneration p.m. (Rs.)
1.	Junior Consultant (Resilient Infrastructure)	Delhi Campus	1	Rs.37500/-
2.	Junior Consultant (E-Learning) Division	Delhi Campus	1	Rs.37500/-
3.	Junior Consultant (Training), Training Cell	Delhi Campus	2	Rs.25,000/-
4.	Consultant (Hostel Management)	Southern Campus	1	Rs.50,000/-
5.	Consultant (Training Coordinator), Training Cell	Delhi Campus	1	Rs.50,000/-
6.	Junior Consultant (Hostel Support)	Delhi Campus	1	Rs. 37500/-

The detailed ToRs for the above position are attached.

2. The date of the Online Walk-in Interview is on **21.01.2022**. 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 **17.01.2022** for booking their time slot. Only **20 nos.** eligible candidates for each position will be entertained on first come first serve 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 **19.01.2022**.

**Executive Director
NIDM**

Terms of Reference for the position of Junior Consultant (Resilient Infrastructure) at NIDM Delhi Campus

Duties and Responsibilities: -

- To assist Senior Consultant (Resilient Infrastructure) in planning and organizing webinars, trainings and conferences related to disaster resilience infrastructure.
- To assist in collaborating with various organizations for capacity building activities.
- To prepare draft reports on webinars and trainings.
- To assist in preparing training modules for various topics of disaster resilience.
- To collect, compile and analyze the data collected from various sources on the various topics of disaster resilience
- To draft emails / letters for the stakeholders and keep track of the emails/letters related to the division for their early disposal.
- Maintaining the inventory of files, documents, resource materials, training programs and resource persons.
- Any other task(s) assigned.

Educational Qualifications and Experience

- Masters of Planning (Urban/ Infrastructure / Environment etc.) / Social Science/ Disaster Management /B. Tech (Civil Engineering).
- Minimum 02 years of experience of drafting reports, concept notes, secondary research and letters/emails to the government and non-governmental stakeholders and organizing trainings / workshops/ conferences.
- Excellent writing skills in English and proficiency with Computer Applications (MS Word, MS Excel and Power Point)

Desirable Experience:

- Knowledge of the principles of Disaster Management and current practices in Disaster Resilience and Sustainable Development related issues.
- Skill of tabulating the data, analysis and making diagrams / flow charts / bar graphs / pie charts etc. and using these in the reports.

Maximum Age

- 40 years

Remuneration

- Rs.37,500/- per month (Rs.35000/- + Rs.2,500/- (local conveyance)

Engagement & Tenure

- Contractual basis initially for a period of one year which may be further renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

- National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042

Terms of Reference for the position of Junior Consultant (E-learning) at NIDM Delhi Campus

Duties and Responsibilities: -

- To assist in planning and organizing online training programmes.
- To prepare draft reports on online training programmes, draft emails/letters for stakeholders and make short video clippings for the e-learning division.
- To handle the queries of different users of the NIDM e-Learning programs and coordinate with various stakeholders and external agencies.
- To manage files & records of NIDM e-Learning programs related to hardware, software, courses, participants, facilitators, results, reports, accounts etc.
- To assist in preparation of action plans, presentations, training calendar, monthly reports etc.
- Any other task(s) assigned.

Educational Qualifications and Experience

- Graduate from a recognized University/ Institution.
- Minimum 02 years of working experience in managing courses/ training programs/office management/workshops/writing reports etc.
- Excellent communication and interpersonal skills (both English and Hindi).

Desirable Experience:

- Prior working experience in Govt./Training Institute/Disaster Management.
- Preference shall be given to person having media background with knowledge and experience of video editing, writing stories, modules etc.

Maximum Age

- 40 years

Remuneration

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

Engagement & Tenure

- Contractual basis initially for a period of one year which may be further renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting

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Terms of Reference for the position of Jr. Consultant (Training) at NIDM Delhi Campus

Duties & Responsibilities

- To assist in conducting face to face training programmes like coordination, preparation of training kits, checking the equipments installed in training hall, distribution of training kits.
- All Logistics arrangements related to training programme including arrangement of tea, coffee and lunch etc.
- Upkeep of training equipments viz Projector, Sound System, Laptops, Desktops, Pointer, Mike etc alongwith training stationery.
- To assist in coordination with various stakeholders and external agencies including handling queries related to the Training Division.
- Any other task assigned.

Qualifications & Experience Essential

- Graduate from a recognized University/ Institution.
- Experience in handling training/ administrative/ logistic matters.
- Excellent Communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management

Maximum Age

- 40 years

Remuneration

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

Engagement & Tenure

- Contractual basis initially for a period of three years which may be further renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

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.

Terms of Reference for the position of Consultant (Hostel Management) at NIDM Southern Campus

Duties & Responsibilities

- To reside in the NIDM hostel (without family) and perform full-time duties by working on all days of the week.
- Record keeping and allotment of rooms including suites.
- Custodian & maintenance of Hostel property, security, water & electricity supply, cleaning & sanitation, house-keeping & civil works, furniture & equipments and Hostel mess/kitchen including quality of foods & beverages served.
- To supervise Hostel staff engaged for security, reception, mess/kitchen, house-keeping, cleaning & sanitation, electricity & water, carpenter, plumbing, civil works, telephone, internet and other utility services etc.
- To assist in procurement of goods, services and AMC for day to day functioning of the Hostel.
- To handle emergency situations viz. accidents, sickness, thefts, power/water failure etc.
- To attend and resolve issues/grievances/complaints of guests w.r.t. Hostel.
- To process & maintain files and records w.r.t. Hostel.
- To assist Consultant (HM) in respect of all the above said activities on need basis
- Any other task(s) assigned.

Qualifications & Experience Essential

- Graduate from a recognized University/Institution.
- Minimum 05 years of working experience as Hostel in-charge/warden in reputed educational institutions/organizations.
- Excellent communication (English, Hindi/Telugu) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 55 years

Remuneration

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

Engagement & Tenure

- Contractual basis initially for a period of three years which may be further renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting:-

- Place of duty is at National Institute of Disaster Management, (NIDM) Southern Campus.

Terms of Reference for the position of Consultant (Training Coordinator) at NIDM Delhi Campus

Duties & Responsibilities

- To process various matters of training cell relating to training programs, webinars, seminars, conferences, training calendar, trainee database, nominations, certificates, internship etc.
- To prepare data, proposals, reports, minutes, orders, circulars etc. for the secretariat/ Training section.
- Preparation of action plans, presentations etc. of Training Cell.
- To prepare various administrative & financial matters relating to day to day functioning of the institute.
- To make various policies related to training.
- To make standing operating procedures related to training.
- All Logistics arrangements related to training programmes.
- To coordinate & liaison with various stakeholders & external agencies.
- To maintain files, records, registers etc. of training section of NIDM.
- Any other task(s) assigned.

Qualifications & Experience Essential

- Graduate from a recognized University/Institution.
- Minimum 05 years of experience in handling training/ administrative/ logistics matters.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management

Maximum Age

- 55 years

Remuneration

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

Engagement & Tenure

- Contractual basis initially for a period of three years which may be further renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

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.

**Terms of Reference for the position of Jr. Consultant (Hostel Support)
at NIDM Delhi Campus**

Duties & Responsibilities

- To reside in the NIDM hostel (without family) and perform full-time duties by working on all days of the week.
- Record keeping and allotment of rooms including suites.
- Assistance in maintenance of Hostel property, security, water & electricity supply, cleaning & sanitation, house-keeping & civil works, furniture & equipments and Hostel mess/kitchen including quality of foods & beverages served.
- Assistance in supervision of Hostel staff engaged for security, reception, mess/kitchen, house-keeping, cleaning & sanitation, electricity & water, carpenter, plumbing, civil works, telephone, internet and other utility services etc.
- To assist in procurement of goods, services and AMC for day to day functioning of the Hostel.
- To process & maintain files and records w.r.t. Hostel.
- Any other task(s) assigned.

Qualifications & Experience Essential

- Graduate from a recognized University/Institution
- Minimum 02 years of working experience as Hostel in-charge/warden in reputed educational institutions/organizations.
- Excellent communication (Hindi & English) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 50 years

Remuneration

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

Engagement & Tenure

- Contractual basis initially for a period of three years which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

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.

**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: