

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

Date: 17.01.2022

***CORRIGENDUM***

**Advertisement for position of one Senior Developer and three Junior Consultants  
on contractual basis at NIDM Delhi and Southern Campus  
(Ref. NIDM advt. dated 14.01.2022)**

The essential experience & remuneration for the post of Junior Consultant (Training Support), NIDM Delhi Campus may be read as follows:

- **Experience:** Minimum 04 years of experience in handling training/ administrative/ logistic matters.
- **Remuneration:** Rs. 50,000/- (consolidated) per month.

All the other terms and conditions shall remain unchanged.

**Executive Director  
NIDM**

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

**VACANCY ANNOUNCEMENT**

Date: 14.01.2022

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

<b>S.No.</b>	<b>Positions</b>	<b>Place of posting</b>	<b>No. of positions</b>	<b>Remuneration p.m. (Rs.)</b>
1.	Sr. Developer (E-Learning)	Delhi Campus	1	Rs.70,000/-
2.	Junior Consultant (Hostel Support)	Southern Campus	1	Rs.45,000/-
3.	Junior Consultant (Training Support)	Delhi Campus	1	Rs.37,500/-
4.	Junior Consultant (GIS & EOC)	Delhi Campus	1	Rs. 37,500/-

2. The detailed terms of reference for the above position and prescribed format of application is 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, Plot No-15, Block-B, Pocket-3, Sector 29, Rohini, Delhi-110042** and must reach latest by **04.02.2022**.

4. Soft copy of the application may also be sent through email at [nidm.outreach@gmail.com](mailto:nidm.outreach@gmail.com).

**Executive Director  
NIDM**

## **Terms of Reference for the position of Sr. Developer (E-Learning) at NIDM Delhi Campus**

### **Duties & Responsibilities**

- Ensure hardware, software, installation, operation, hosting, designing, maintenance, migration, backup, security audit, troubleshooting, bug fixing & delivery of the NIDM e-Learning Courses in LAMP (Linux, Apache, MySQL, PHP) environment through Content/Learning Management System (MOODLE).
- Technical support, training and resolution of queries of different users of the portal.
- Coordination with various stakeholders and external agencies.
- Recording, archival, analysis, retrieval of files and records with reference to NIDM e-Learning Courses viz. hardware, software, courses, participants, facilitators, results etc.
- Prepare action plan, presentations, training calendar, monthly reports etc.
- Perform configure, customize and implement responsive and effective LMS systems particularly in Moodle version 3.10.
- Develop custom plugins/ Modify existing plugins viz BIG BLUE BUTTON as and when required, write scripts to automate Moodle routines and processes, planning and implementing API integrations with third parties as and when required.
- Customization of MOODLE Mobile App.
- Any other task assigned.

### **Qualifications & Experience Essential**

- Full time BE/B.Tech/M.Tech. /MSc. in Computer Science/Information Technology/MCA
- Minimum 6 years of professional experience in leading LMS institutions
- Hands-on experience in MOODLE development , management and integration with third party applications and CMS
- Experience in Modules development, block development, Report customization

### **Desirable**

- Excellent Logical and analytical skills
- Good Knowledge in customizing MOODLE functionalities, developing custom themes; integration of payment gateway
- Experience of web designing and development of Mobile application will be added advantage in the selection
- Prior working experience in Govt./Training Institute/Disaster Management

### **Maximum Age**

- 55 years

### **Remuneration**

- Rs. 70,000/- per month (consolidated)

### **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.

**Terms of Reference for the position of Jr. Consultant (Hostel Support)  
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.
- 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.
- To remain available in the campus from 6:00 AM to 10:00 PM except lean hours and on mobile 24x7.
- To assist Consultant (HM) in respect of all the above said activities on need basis
- Any other task assigned.

**Qualifications & Experience Essential**

- Graduate from a recognized University/Institution
- Minimum 2 years of working experience as Hostel in-charge/warden in reputed educational institutes/organizations.
- Excellent communication (Hindi, English & 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**

- 45 years

**Remuneration**

- Rs. 45,000/- per month (consolidated)

**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), Southern Campus.

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

**Duties & Responsibilities**

- To assist in providing training administrative support to the Training Cell like Typing, Data Feeding preparation of letters etc.
- To assist in preparation of presentations, training calendar etc.
- To assist in coordination with various stakeholders and external agencies including handling queries related to the Training Division.
- To process & maintain files and records.
- Any other task assigned.

**Qualifications & Experience Essential**

- Graduate from a recognized University/Institution.
- Minimum 02 years of 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. 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.

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**Terms of Reference for the position of Jr. Consultant (GIS & EOC)  
at NIDM Delhi Campus**

**Duties & Responsibilities**

- To plan & conduct trainings (including hands-on) w.r.t. application of Geographic Information System (GIS) & Emergency Operation Centre (EOC) in the field of Disaster Management
- To ensure smooth functioning of GIS & EOC labs of NIDM.
- To assist in processing files for procurement, installation, AMC, work outsourcing, office automation & disposal of various IT hardwares & softwares of GIS & EOC Labs of NIDM.
- To liaison with external organizations (NIC, AMC providers, Vendors & Service providers)
- To process & maintain files and records.
- Any other task assigned.

**Qualifications & Experience Essential**

- Graduate in Computer Applications/ Science or Bachelor of Technology/Engineering from a recognized University/Institution
- Minimum 2 years of experience in the field of GIS/EOC.
- Excellent communication (Hindi & English) and interpersonal skills.

**Desirable**

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

**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 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.

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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: