

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs)

WALK IN INTERVIEW FOR PROJECT POSITION

Walk-in interview will be held for engaging **(i)** Consultant and **(ii)** Junior Consultant, purely on contractual basis for nine-month period to assist in **“Facilitation for Formulation of Disaster Management Plan”** for the Ministry of Ports, Shipping, and Waterways (MoPSW) project at NIDM, Delhi Campus:

S. No.	Name of Position	No. of Position	Remuneration P.M.	Walk in interview Date & Reporting Time
1.	Consultant	1	Rs. 1,00,000/-	07.10.2025 & 9:30-10:30 am
2.	Junior Consultant	1	Rs. 50,000/-	07.10.2025 & 9:30-10:30 am

1. **Selection Process:** Walk-in Interview on dates as mentioned in the above table.
2. Reporting Time: **BETWEEN 09:30 AM to 10:30 AM**
3. The detailed Terms of Reference (ToR) for the above positions is attached.
4. **Only 10 nos. of eligible candidates for each position** will be entertained on first come first serve basis.
5. Interested candidates are requested to report **at NIDM, Plot No.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi - 110042 between 09:30 am to 10:30 am on the dates of interview** as mentioned above.
6. The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
7. The candidates are also required to fill/ carry the application format (attached) for the interview.
8. No TA/DA will be provided for attending the walk-in interview.

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TERMS OF REFERENCE OF CONSULTANT – 1 position

1. Educational Qualification:

Master's Degree in Science / Engineer / Technology or allied discipline with minimum 60% marks or equivalent grade.

2. Experience:

- 3-5 years of relevant professional experience.
- Proficiency in MS Office and research-based writing.
- Knowledge of climate change, DRR, and disaster management frameworks.
- Familiarity with Government programmes related to DRR.

3. Desirable:

- Research/consultancy experience in relevant field.
- Technical writing, editorial skills, and inter-disciplinary exposure.
- Experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders working in the area of disaster management.

4. Tasks to be carried out:

The consultant shall be responsible for the following tasks:

- i. Assist the Nodal Faculty and associated faculty of NIDM in preparation of the document under overall supervision of ED, NIDM.
- ii. Facilitate communication with officials in MoPSW, NIDM, and relevant organizations/departments, including authors, reviewers, stakeholders and necessary follow-up.
- iii. Compile documents/ chapters, data and review comments, coordinate for updating/ revising the manuscript, and cross-check for consistency.
- iv. Assist in organizing consultations, workshops, and meetings for report development and follow-up actions as guided by NIDM nodal faculty.
- v. Provide technical, administrative and related support as required from time to time.

- vi. Maintain an inventory of documents, resource materials, and nodal officers from respective organizations/Ministries, and prepare periodic progress reports.
- vii. Maintain confidentiality of information/documents as per instructions.
- viii. Undertake any other tasks or responsibilities assigned by ED, NIDM.

5. Duration of Assignment:

The assignment will be for a period of 09 months or upto the duration of the project.

6. Supervision & Guidance:

The Consultant shall assist the P.I. and Co-P.I. of the project at NIDM responsible for the preparation of aforesaid document.

7. Age:

Maximum age limit is 40 years.

8. Remuneration:

Consolidated salary of Rs. 1,00,000/- per month.

9. Schedule of completion of Tasks:

The Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy in NIDM.

10. Termination of contract:

The engagement of Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section.

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TERMS OF REFERENCE OF JUNIOR CONSULTANT – 1 position

1. Educational Qualification:

Master's Degree in Science / Engineer / Technology or allied discipline with minimum 60% marks or equivalent grade.

2. Experience:

- 1-2 years of relevant professional experience.
- Proficiency in MS Office and research-based writing.
- Knowledge of climate change, DRR, and disaster management frameworks.
- Familiarity with Government programmes related to DRR.

3. Desirable:

- Research/consultancy experience in relevant field.
- Technical writing, editorial skills, and inter-disciplinary exposure.
- Experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders working in the area of disaster management.

4. Tasks to be carried out:

The Junior consultant shall be responsible for the following tasks:

- i. Assist the Nodal Faculty and associated faculty of NIDM in preparation of the document under overall supervision of ED, NIDM.
- ii. Facilitate communication with officials in MoPSW, NIDM, and relevant organizations/ departments, including authors, reviewers, stakeholders and necessary follow-up.
- iii. Compile documents/ chapters, data and review comments, coordinate for updating/revising the manuscript, and cross-check for consistency.
- iv. Assist in organizing consultations, workshops, and meetings for report development and follow-up actions as guided by NIDM nodal faculty.
- v. Provide technical, administrative and related support as required from time to time.
- vi. Maintain an inventory of documents, resource materials, and nodal officers from respective organizations/Ministries, and prepare periodic progress reports.
- vii. Maintain confidentiality of information/documents as per instructions.

viii. Undertake any other tasks or responsibilities assigned by ED, NIDM.

5. Duration of Assignment:

The assignment will be for a period of 09 months or upto the duration of the project.

6. Supervision & Guidance:

The Junior Consultant shall assist the P.I. and Co-P.I. of the project at NIDM responsible for the preparation of aforesaid document.

7. Age:

Maximum age limit is 40 years.

8. Remuneration:

Consolidated salary of Rs. 50,000/- per month.

9. Schedule of completion of Tasks:

The Junior Consultant shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Junior Consultant shall not take up any other assignment during the period of consultancy in NIDM.

10. Termination of contract:

The engagement of Junior Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual. The Individual Junior Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section.

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Application format for the position of.....

1. **Name:**
2. **Father's Name:**
3. **Date of Birth:**
4. **Domicile:**
5. **Nationality:**
6. **Mailing Address (With Tel./Mob. No. & Email Address):**
7. **Permanent Address:**
8. **Educational Qualification:**

Sl. No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. **Work Experience:**

Sl. No.	Organization/Institute	Post Held	Period	Nature of Work	Remarks

10. **Brief about publication/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. **Reference (Up to 2-Name/ Affiliation and Contacts):**

Date:

(Signature):

Mobile No

Email Address

Note: The candidates are requested to bring their certificates and marksheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.