

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

Date: 06.09.2025

Walk-in Interview

The National Institute of Disaster Management is seeking experienced and qualified candidates for the following positions purely on contractual basis for its campus at Kondapavuluru, Vijayawada:

S.No.	Post	Number of Posts	Date of Interview
1	Consultant (Inclusive DRR)	1	18-09-2025
2	Junior Consultant (JC) (Inclusive DRR)	2	19-09-2025

2. The detailed Terms of Reference (ToRs) for the above positions are attached.
3. Only **25 nos.** of eligible candidates for each position will be entertained on first come first served basis.
4. Interested candidates are requested to report between **9:30 am to 10:30 am** at NIDM, Vijayawada Campus at Kondapavuluru Village, Gannavaram Mandal, Krishna District of Andhra Pradesh on the dates as stated in the above table.
5. The candidates are requested to bring their certificates/mark sheets and research work, if any, (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
6. The candidates are also required to fill/carry the application format (attached) for the interview.
7. No TA/DA will be provided for attending the walk-in interview.
8. The Consultants/Junior Consultants will be governed under NIDM's procedure and guidelines for engagement of Consultants/Junior Consultants.

**Executive Director
NIDM**

TERMS OF REFERENCE
Consultant (Inclusive DRR)

S. No.	Category	Details
1	Name of the Division/ Centre/ Cell/ Section	Inclusive DRR Division
2	Details of Post	Consultant
3	No. of Vacancies	1 (One)
4	Purpose of Assignment	To assist in Planning, coordination, and execution of Training related Inclusive Disaster Risk Reduction
5	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6	Tasks Related to Assignment & Job Description	<ul style="list-style-type: none"> i. Assist in overall organizing training programmes/ regional/national workshops /conference/Seminars, etc. on Inclusive DRR. ii. Design, facilitate, and evaluate training sessions on Inclusive Disaster Risk Reduction (DRR) iii. Design online self learning modules for I Got Karmayogi platform. iv. Prepare Research proposal, facilitate data collection, compilation, analysis, and research report development. v. Assist in developing documents related to Inclusive DRR programs and reports. vi. Preparation of documents, modules, training and workshop reports etc. vii. Coordination with various stakeholders viz. international, national organizations, state governments, academia, civil societies etc. for Coordinating Training programmes and workshops. viii. Facilitate Venue arrangements, logistics, hospitality etc. within the given time frame. ix. Assist in the work assigned to the reporting officer or any other work related to Inclusive DRR based on need. x. Travel in different parts of country for holding the training programs/ conferences, etc. xi. Making presentation / anchoring the workshops, collecting feedback from participants, making reports, etc. xii. Maintain confidentiality of information/documents.
7	Functional competencies required for the position	<ul style="list-style-type: none"> i. Knowledge about basic concepts of Disaster Management, Child Centric, Disability inclusive, Gender, Senior Citizens issues in Disasters. ii. Experience in organizing Training Programmes/ national / regional/state level workshops, etc. is essential.

		<ul style="list-style-type: none"> iii. Willingness to travel as per requirements. iv. Project coordination and administration experience. v. Excellent analytical, communication and coordination skills. vi. Proficiency with computer applications in MS office (MS Word, Excel and PPTs), etc. vii. Proficiency in handling secondary research, data compilation, and analysis. viii. Excellent reporting/document drafting skills. ix. Research publications, book chapters, or scientific articles authored/edited. Proofs of publications/ Writings may be produced in original. x. Excellent presentation skills, anchoring the workshops/ conference events, etc.
8	Qualification and competencies	
	A) Academic	
	(i) Essential Qualification	Master Degree in any of the Social Work/Sociology/ Gender Studies/ Political Science/ Geography / Disaster Management or relevant allied subjects with minimum of 55% marks or equivalent grade
	(ii) Desirable Qualification	Doctoral degree (Social Work/Sociology/ Gender Studies/ Political Science/ Geography / Disaster Management)
	(B) Experience	
	(i) Essential Experience	<p>Minimum 5 years of prior experience in the field of Child Centric/Disability inclusive DRR/ Gender inclusive DRR/ related training, capacity building of national / state level programmes. Excellent writing skills to finalize quality reports and documentation of the events.</p> <p>Proven experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders across the country, including government agencies, academia, states/UTs, private sector entities, and other organizations.</p>
	(ii) Desirable Experience	Research publications, book chapters, Training Modules and coordination of research studies and large teams.
	(iv) Language Proficiency	Fluency in written and spoken English and Telugu is required for this position
	(C) Upper Age Limit	40 years (upto 5 years of age relaxation for those who served in National Institutes in accordance with their years of experience)
9	Remuneration Band	Rs.75,000/ - Rs.1,00,000/- per month
10	Leave	Shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un- availed leave in a calendar year cannot be carried forward to next calendar year.
11	Reporting Mechanism	The Consultant shall report to Head of the Inclusive DRR Division or Joint Director as per need.
12	Schedule of	Consultant shall complete the assigned tasks in a time bound

	completion of Tasks	manner. It is a full-time engagement and Consultant shall not take up any other assignment during the period of consultancy in NIDM.
13	Termination of Contract	The engagement of Consultants 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 30 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 30 days' notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section .
14	Place of Posting	National Institute of Disaster Management (NIDM), Vijayawada Campus at Kondapavuluru Village, Gannavaram Mandal, Krishna District of Andhra Pradesh - 521212

TERMS OF REFERENCE
Junior Consultant (Inclusive DRR)

S. No.	Category	Details
1.	Name of the Division/ Centre/ Cell/ Section	Inclusive DRR Division
2.	Details of Post	Junior Consultant
3.	No. of Vacancies	2 (Two)
4	Purpose of Assignment	To assist in execution of organizing training programmes, workshops.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Duties and responsibility:	<ul style="list-style-type: none"> i. Assist in organizing regional/national workshops/conference, training programs, etc. ii. Liaise with line departments to formally request and follow up on nominations for upcoming training programmes. iii. Engage with nominated officers to confirm their participation and ensure timely communication regarding training details. iv. Prepare and maintain a comprehensive list of participants, including their contact details, arrival information, and logistical needs. v. Develop and maintain a detailed training calendar, aligning with institutional priorities and stakeholder availability. vi. Identify and coordinate with relevant external resource persons, ensuring their expertise aligns with the training objectives. vii. Extend formal invitations to selected resource persons and provide timely updates on session requirements and expectations. viii. Manage logistics for resource persons, including travel, accommodation, honorarium, and on-site support during training delivery. ix. Data collection, compilation, analysis, and research report development. x. Review and study related documents/plans/data. xi. Assist in preparation of draft documents, modules, minutes of the meeting, training and workshop reports, etc. xii. Assist in preparation of inventory of resource materials, database of experts/stakeholders and prepare progress reports. xiii. Assistance in venue arrangements, logistics, hospitality etc. within the given time frame. Other Tasks:

		<ul style="list-style-type: none"> a. Record keeping, assisting in meetings, proceedings, official matters and keep the record of files. b. Supporting the Division/faculty in academic and related work as assigned from time to time. c. Assist in the work assigned to the reporting officer
7	Functional competencies required for the position	<ul style="list-style-type: none"> i. Proficiency with computer applications (MS Word, Excel). ii. Knowledge of secondary research, data compilation, and analysis. iii. Knowledge about various line departments and functions iv. Experience in coordinating research studies and large teams. v. Strong report/document drafting skills. vi. Research publications, book chapters scientific articles authored/edited. vii. Coordination and administration experience.
8	Qualification and competencies	
	(A) Academic	
	(i) Essential Qualification	Graduation Degree
	(ii) Desirable Qualification	Post-Graduation degree
	(B) Experience	
	(i) Essential Experience	<ul style="list-style-type: none"> • Minimum 3 years of experience in handling training/ administrative/ logistic matters. • Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable Experience	<ul style="list-style-type: none"> • Prior working experience in Central/State Govt./Training/Disaster Management • Research publications, book chapters, and coordination of research studies and large teams.
	(iv) Language Proficiency	Fluency in written and spoken Telugu, English and Hindi is required for this position
	(C) Upper Age Limit	40 years (upto 5 years of age relaxation for those who served in National Institutes in accordance with their years of experience)
9.	Remuneration Band	50,000 - 65,000 Per month
10.	Leave	shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un- availed leave in a calendar year cannot be carried forward to next calendar year.
11.	Reporting Mechanism	Jr. Consultants shall report to Joint Director or Head of the Inclusive DRR Division or Consultant as per need.

12.	Schedule of completion of Tasks	Jr. 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 work period at NIDM.
13.	Termination of Contract	The engagement of Jr. Consultants 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 Consultant. 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 .
14.	Place of Posting	National Institute of Disaster Management (NIDM), Vijayawada Campus at Kondapavuluru Village, Gannavaram Mandal, Krishna District of Andhra Pradesh - 521212

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

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. and email address):
7. Permanent Address:
8. Educational qualification:

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

9. Work Experience:

Sl.No.	Organization/ Institute	Post held	Period		Nature work	Nature of work	Remarks
			From	To			

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: _____

Note: 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 interview