

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

NIDM/ GMR/DMI/2025

Date: 30.09.2025

**ENGAGEMENT OF YOUNG PROFESSIONAL**

**LAST DATE: 14.10.2025 upto 23:59:59 hrs.**

**Background**

National Institute of Disaster Management (NIDM), is a premier institute of Government of India, for capacity building, training, education, research, policy planning, documentation, publication and awareness on all aspects of Disaster Management. In this regard, NIDM intends for engagement of suitable candidate to be engaged as Young Professional on Contractual basis.

**Requirements**

The Young Professional shall be engaged for the specific task of preparing a book on Disaster Management in India.

**No. of position :** One Young Professional

**Qualifications & Experience**

Candidates with following qualifications & experience may apply for the empanelment:

Qualifications	Minimum experience required
<p><b><u>Essential :</u></b> Masters' Degree in any of the Environmental Science / Earth Sciences (Geology/ Geography) / Disaster Management / Natural Resource Management or allied discipline with minimum of 55% marks or equivalent grade.</p> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"><li>• Good writing and communication skills in English and familiarity with computer applications (MS Word, Excel) and know-how of secondary data collection with representation and compilation of data/literature.</li><li>• Knowledge of the principles and practices of climate change/ environment, disaster management with policy and planning in disaster management subjects.</li><li>• Familiar with Government of India projects / programmes and initiatives in the field of disaster risk</li></ul>	<p>Experience of at least 1 year in the disaster management field or related to documentation.</p>

reduction, mitigation and management.	
---------------------------------------	--

\* Experience includes upto 3 years for Ph.D. Holder, provided no work experience is counted during those 3 years.

### Age Limit

- Candidate should be below 32 years of age as on 1<sup>st</sup> July, 2025.

### Job Description

Young Professional shall be required to provide high quality inputs to the work in the functional areas.

### Tasks to be carried out:

- Assist the Nodal faculty NIDM, Senior Consultant and Consultant associated with the preparation of policy/ knowledge document, under overall supervision of ED NIDM.
- Assist in communication with the relevant officials in the different ministries/organisation/departments, authors, reviewers, and necessary meetings.
- Collating data and information, compilation of the documents/ chapters and review comments, coordination with the officials for updating/ revision of documents, and cross-check of the same.
- Assisting in the related administrative and other works as required from time to time.
- Prepare periodic progress reports and reviews.
- Any other related work assigned by the superiors, from time to time.
- Maintain confidentiality of information/documents as per instructions.

### Method of Engagement

Candidate shall be engaged after shortlisting of applications & personal interactions thereof. Candidate may be considered for engagement by NIDM as Young Professional as per requirement on contractual basis for a period of one year further extendable on their performance and requirement at NIDM. The terms & conditions for engagement shall be as follows:

- Selected Young Professional shall be paid consolidated amount of Rs. 37,500/- (Rs. 35,000 + Rs. 2,500 Transport Allowance) per month.
- He/She will be eligible for TA/DA (on tour) as per entitlement /rules.
- He/She will be eligible for eight (8) leaves in a calendar year on pro-rata basis.
- The Institute reserves right to terminate his/her services at any time without assigning any reason after giving 45 days notice.

### Place of Posting

- **Delhi Campus :** National Institute of Disaster Management, Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, Delhi.

### **How to Apply**

1. Interested applicants are requested to “**APPLY ONLINE**” through <https://forms.gle/P1JZ8LhPvLiAzaxs5> or through QR Code.
2. The last date for online application is **14.10.2025** upto 23:59:59 hrs.
3. The applicants must ensure eligibility criteria before applying for any position.
4. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
5. NIDM reserves unfettered right to change the no. of required Young Professional as per the requirement.
6. Depending upon the no. of applications received, NIDM may fix the shortlisting / selection criteria.
7. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.
8. No TA/DA shall be paid for attending the written test / personal interaction.
9. NIDM may assign any task as per requirement.
10. For any queries please contact at Tel: 011-20873404.

