

**National Institute of Disaster Management
New Delhi**

Date: 02.08.2026

WALK- IN INTERVIEW AT NIDM ON 18.08.2026

The National Institute of Disaster Management is conducting Walk in Interview on 18.08.2026 for seeking experienced and qualified candidates for the following position purely on contractual basis for its campus at Rohini, Delhi.

S. No.	Name of Position	No. of Position	Remuneration p.m.
1.	Consultant (Content Creation)	1	Rs. 75,000/- p.m. (Initial Salary) (In Remuneration band of Rs. 75,000/- to Rs. 1,00,000/-)

1. The detailed Terms of Reference (ToRs) for the above position is attached.
2. Only 20 nos. of eligible candidates for each position will be entertained on first come first served basis.
3. Interested candidates are requested to **report at NIDM**, Plot No.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi – 110042 **at 09:30 AM to 10:00 AM on 18.08.2026.**
4. The candidates are requested to bring their Curriculum vitae (CV) & Certificates and Mark Sheets (in original & Photocopy) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
5. The candidates are also required to fill/carry the application format (attached) for the interview.
6. No TA/DA will be provided for attending the Walk-in interview.
7. The Consultants will be governed under NIDM's procedure and guidelines for engagement of Consultants.
8. The remuneration may commensurate with the experience and profile of the candidate.

**Executive Director
NIDM**

Terms of Reference
Consultant (Content Creation)

1.	Name of the Division/ Centre/Cell/Section	Media Wing
2.	Details of Post	Consultant (Content Creation)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	The Consultant (Content Creation) will be supporting the vertical required in the Information and Public relations wing of (NIDM)
5.	Duration	The Consultancy is maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	• Creating and editing communication materials, including write-ups, brochures, flyers, posters, leaflets, presentations, press releases, speeches, and media briefs. • Managing content dissemination and visibility of NIDM activities across digital and traditional media platforms. • Developing scripts and multimedia content for videos, podcasts, radio programmes, and public awareness initiatives on disaster risk reduction. • Coordinating media outreach, documentation, photography, videography, and archiving of major events and training programmes. • Proofreading, editing, and quality assurance of publications, reports, newsletters, and other institutional documents. • Assisting in branding, stakeholder engagement, and promotion of NIDM's programmes and initiatives. • Fair understanding of studio-based production processes, including planning, coordination, and recording of lectures, interviews, podcasts, and other audio-visual content. • Experience in script writing and preparation of transcripts for audio-visual mediums, including educational videos, promotional films, documentaries, and e-learning modules. • Ability to coordinate audio-visual production activities, including content conceptualization, recording schedules, post-production inputs, and quality assurance. • Any other communication, media, documentation, or public relations-related task assigned by the Reporting Officer/Executive Director, NIDM, within or outside the duty station.

7.	Functional competencies required for the position	- Promoting the vision of NIDM - Advising on content creation and publicity - Formulating concepts, scripts and strategies - Managing resources - Demonstrates and safeguards ethics and integrity - Displays cultural, gender, religion, and age sensitivity and adaptability - Ability to work in a team situation and engage diverse stakeholders - Ability to plan, organize, implement, and report on work - Inter-personal and communication skills - Proactive engagement and dialogue - Strategic advice and communication - Excellent verbal and written communication skills - Proficient with MSOffice Suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Post Graduation Degree in Journalism or Mass Communication.
	(ii) Desirable	Candidates having 60% marks and above in the Post Graduation Degree is desirable.
	(B) Work Experience	
	(i) Essential	- Minimum 5 years of experience in content creation in Central/ State Government Organizations or Public Sector Undertaking or Autonomous Bodies or Research Institutes or Training Institutes. - Have a profound understanding of writing for television, packages, write-ups, social media content, captions GFX input as required.
	(ii) Desirable	- Experience in content creation & proofreading - Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Initial Salary of Rs. 75,000/- p.m. (In Remuneration band of Rs.75,000/- - Rs.1,00,000/-per month)
10.	Reporting Mechanism	Consultant (Content Creation) shall report I/C (Media)
11.	Schedule of Completion of Tasks	Consultant (Content Creation) shall complete the assigned tasks in a time-bound manner. It is a full-time engagement and the Consultant (Content Creation) shall not take up any other assignment during the period of consultancy in NIDM.

12.	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 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 matters related to this will be handled by Admin Section.
13.	Place of Posting	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)**

Application format for the position of Consultant (Content Creation)

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

9. Work Experience:

Sl.No.	Organization/ Institute	Post held	Period		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 interviewed.