

National Institute of Disaster Management (NIDM)
Ministry of Home Affairs, Government of India
New Delhi

Date: 09.10.2026

Online Applications are invited for the position of Sr. Advisor (IT) in NIDM on contractual basis

1. The National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India invites online applications from eligible candidates for engagement of Senior Advisor (Information Technology) to lead the activities / work of Information Technology Division in NIDM at Delhi Campus.
2. The detailed Terms of Reference (ToR) for the above position is attached.
3. The applicants must ensure eligibility criteria before applying for any position.
4. Interested applicants are requested to apply online through URL <https://forms.gle/obQRUccDuoilvsSg7>
5. The **last date for online application is 26.10.2026 upto 23:59:59 hrs.**
6. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
7. Depending upon the no. of applications received, NIDM may fix the shortlisting /selection criteria.
8. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.
9. No TA/DA shall be paid for attending the written test / personal interaction.
10. The Sr. Advisor shall be governed under NIDM's procedure and guidelines for engagement of consultants.
11. The remuneration may commensurate with qualifications, experience and profile of the candidate.
12. For any queries, please contact at Tel: 011-20873404 or Email: hemant.nidm@nic.in

**Executive Director
NIDM**

Terms of Reference
Senior Advisor (Information Technology)

1.	Name of the Division/ Centre/ Cell/ Section	IT Division
2.	Details of Post	Senior Advisor (Information Technology)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To lead and supervise activities or academic work in Information Technology Division.
5.	Duration	The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.
6.	Tasks Related to Assignment & Job Description	The Senior Advisor (IT) shall provide administrative, strategic, technical and leadership for strengthening and modernizing the Information Technology ecosystem of the National Institute of Disaster Management (NIDM). As a Technology leader, the role will focus on upgrading existing IT systems, implementing advanced technological solutions including AI/ML integrations, developing national digital platforms and databases and establishing secure and scalable IT infrastructure to support NIDM's training, research and knowledge dissemination functions. The Sr. Advisor (IT) leads the design, deployment, and management of information and communications technology (ICT) and e-governance solutions in IT Division of NIDM. The core responsibilities shall include the following: A. Secure Government Empaneled Cloud Infrastructure • Liaison with MeitY / NIC / NICSI for deployment and management of secure hosting solutions on Government empaneled cloud infrastructure (MeghRaj / NIC Cloud). • Ensure compliance with Government of India cyber security policies, CERT-In guidelines and data protection standards. • Design and implement disaster-resilient data architecture, backup systems and disaster recovery mechanisms. • Prepare ICT strategy, digital transformation roadmap and annual action plans for strengthening NIDM's IT infrastructure and digital platforms. • Coordinate with internal divisions of NIDM for implementation of IT systems, digital training platforms and institutional technology initiatives. • Liaise with external agencies such as NIC, MeitY, cloud service providers, software vendors and other technology partners for development and maintenance of IT infrastructure. • Perform any other administrative or technical responsibilities assigned by the Executive Director or Competent Authority of NIDM. B. Digital Disaster Knowledge Repository (DDKR) • Design, develop and implement a centralized Digital Disaster Knowledge Repository (DDKR) for storing, managing and disseminating disaster management knowledge resources in accordance with the Disaster Management Amendment Act 2025.

		• Develop and maintain the repository platform using modern web technologies (PHP/.NET or similar frameworks) with secure, scalable and user-friendly architecture. • Create structured systems for uploading, indexing, tagging, categorizing and managing disaster management resources such as research publications, manuals, case studies, reports and multimedia content. • Ensure integration of the repository with NIDM's Training Management System (TMS) and Learning Management System (LMS) to support training and e-learning programmes. • Coordinate with NIC/MeitY for secure hosting on Government cloud infrastructure and ensure compliance with cyber security guidelines. • Develop advanced search, knowledge discovery and information retrieval mechanisms for efficient access to repository resources. • Establish digital archival systems for long-term preservation and management of institutional knowledge assets. • Facilitate collaboration with national and international institutions, universities and disaster management agencies for knowledge sharing and repository enrichment. • Monitor system usage and generate analytical reports on repository access, knowledge dissemination and user engagement. • Provide technical support and capacity building to NIDM faculty, researchers and stakeholders for effective use of the repository. • Ensure regular maintenance, system upgrades, data backup and security audits of the repository platform. • Support the development of a national digital knowledge platform for Disaster Risk Reduction (DRR) to strengthen capacity building and research dissemination. C. Comprehensive Training Management System (TMS) • Design, develop, configure and implement a comprehensive Training Management System (TMS) for managing physical, hybrid and online training programmes conducted by NIDM. Develop modules for: • Training programme planning and scheduling • Online participant registration and nomination • Participant database management • Attendance and session management • Training evaluation and feedback • Certificate generation and verification • MIS dashboards and reporting systems. • Ensure seamless integration of the Training Management System (TMS) with Learning Management Systems (LMS) such as Moodle (version 3.10 or higher). • Configure, customize and maintain LMS platforms to support e-learning and hybrid training programmes. • Develop custom Moodle plugins, modules and blocks to meet institutional training requirements.
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7.	Functional competencies required for the position	• Promoting the vision of NIDM • Advising leading and supervising • Formulating concepts 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 MS office suite and other softwares.
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Essential: • B.E / B.Tech / M.Tech in Computer Science / Information Technology / Electronics / MCA / MSc IT or equivalent qualification from a recognized university. Desirable:

		• Certifications in Cloud Computing, Cyber Security, Digital Governance or Enterprise Architecture. • Applicant with NET/ M.Phil/ Ph.D/ MBA in AI and Data Science (completed or pursuing), MBA in Cyber Security Management ,Executive Program from IIM, e-PGD in Artificial Intelligence and Data Science.
	(B) Work Experience	
	(i) Essential	The applicant should have retired from the National Informatics Centre (NIC) at the level of State Informatics Officer (SIO), Technical Director, or Deputy Director General (Dy. Director General), corresponding to Pay Matrix Level 13A or Level 14 under the 7th Central Pay Commission (CPC) Pay Matrix. The applicant should also have completed a minimum of twenty (20) years of regular Government service as on the date of retirement.
	(ii) Desirable	Desirable: • Experience with NIC / Government Cloud / e-Governance systems • Design, development, or oversight of national data repositories, geospatial data platforms, or AI/ML-based decision-support systems for Government applications; • Experience in ICT modernization of institutions. • Technical coordination at the level of NIC, MeitY, ISRO, C-DAC, or equivalent Central Government organisations; • Oversight of Learning Management Systems, digital training delivery platforms, or e-governance capacity building initiatives
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Below 62 years on the last date of receiving of the application
9.	Remuneration Band	Remuneration for retired officers will be strictly regulated as per the Department of Expenditure (DoE) OM No. 3-25/2020-E.IIIA, dated 09.12.2020 Or DOE's OM no. 03-25/2020-E.III (A)/Pt dated 18.10.2023 as applicable.
10.	Reporting Mechanism	Senior Advisor (IT) shall report to Executive Director, NIDM
11.	Schedule of completion of Tasks	The Sr. Advisor (IT) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Sr. Advisor (IT) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Sr. Advisor 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 advisor. The Individual Advisor 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 handle 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.
