

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

Date: 05.02.2021

**Online Walk-in Interview on 25.02.2021**

**for the positions of Research Consultant & Research Associate under Project  
“National Environment Forests Climate Disaster Management Plan  
(NEFCDMP)” at NIDM, New Delhi**

The National Institute of Disaster Management, New Delhi is seeking experienced qualified candidates for the following positions under Project “National Environment Forest Climate Disaster Management Plan (NEFCDMP)” (sanctioned by the Ministry of Environment, Forest and Climate Change, Govt. of India, for a period of 18 months):

| <b>Sno.</b> | <b>Positions</b>    | <b>No. of Positions</b> | <b>Remuneration per month</b> |
|-------------|---------------------|-------------------------|-------------------------------|
| 1.          | Research Consultant | One                     | Rs. 70,000 + 24% HRA          |
| 2.          | Research Associate  | One                     | Rs. 50,000 + 24 % HRA         |

2. The detailed ToR for the above positions and prescribed format of application are enclosed.

3. The date of the Online Walk-in Interview is **25.02.2021 at 10:00 am**. Interested candidates may send their applications in prescribed format through email at **ecdrm.nidm@gmail.com** latest by **23.02.2021** for booking their time slot. Only **20 nos. of time slots for each post** are available **on first come first serve basis**.

4. The Online Walk-in Interview shall be held on free video conferencing software for which an app is required to be installed in the applicant’s mobile/laptop. The details of video conferencing software including login credentials shall be sent only to confirmed applicants through email by **24.02.2021**.

**Executive Director  
NIDM**

## TERMS OF REFERENCE OF RESEARCH CONSULTANT (RC)

### 1. Educational Qualifications & Experience:

#### Essential:

- Master's degree/ Ph.D. (in Environ. Sc/NRM/ Agric./Biology or allied engineering) with 7 years of relevant experience inclusive of drafting of sectoral/ disaster management related plan and dealing with Government Officials and Ministries.

OR

- Retired professionals/officials scientific/academic or other relevant institutions with experience in related domain fields and meeting all the eligibility conditions.

#### Desirable:

- Good writing skills in English and familiarity with computer applications (MS Word, Excel) and know-how of secondary research – collection and compilation of data, analysis and report writing.
- Knowledge of the principles and practices in Agriculture / Natural Resources, climate change and disasters, resilience and sustainable development related issues.
- Experience of research or risk/vulnerability studies, consultation workshops and drafting of reports/documents.
- Experience of developing disaster management plan at sectoral/national levels.
- Research Publication, book chapters, scientific articles, etc.
- Experience of developing publications, and case studies/ edited volumes/ training modules/manuals.
- Experience of developing National level DM at Sectoral level
- Skill of using analytical and diagram software

### 2. Tasks to be carried out:

The RC shall be responsible for the following tasks:

- Assist the Principal Investigator in project management and steering.
- Collect, Compile, analyse and interpret various primary & secondary data/literature needed for development of research reports, papers, strategies, training etc. with reference to Environment, Climate change and Forest sector disaster and climate resilience, HRVA, DM plan, etc.
- Assist in the study/review of related documents/plans/data collected from various sources for the purpose.
- Assist by contribution to drafting the documents and related coordination.
- Maintain the inventory of documents/resource materials and Prepare periodic progress report and reviews.

- Project management and any other work assigned by the Project Director, from time to time.
- Travel as per the requirements of the project.
- Maintain confidentiality of information/documents as per instructions.

**3. Duration of Research Consultancy:**

- The period of engagement will be limited to the project period, and would be purely on contract basis. The engagement would be under the project and would not entail the Research Consultant for any claim of employment with NIDM establishment or the government.

**4. Supervision & Guidance:**

- The RC shall assist the Principal Investigator/ Project Director of the Project.

**5. Remuneration:**

- Rs. 70,000 + 24% HRA.

**6. Maximum Age:**

- 62 years

**7. Place of Posting:**

- At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in process of shifting to its own campus at Sector 29, Rohini, New Delhi shortly.

\*\*\*\*\*

## **TERMS OF REFERENCE OF RESEARCH ASSOCIATE (RA)**

### **1. Educational Qualifications & Experience:**

#### **Essential:**

- Masters' degree (in Environ. Sc/NRM/ Agric./Biology or allied engineering), with 4 years of relevant experience inclusive of drafting sectoral/disaster management plan and dealing with Government officials/Ministries.

OR

- Ph.D. in above disciplines with one year of experience in drafting of sectoral/disaster management related plan and dealing with Government Officials and Ministries.

#### **Desirable:**

- Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data, analysis and report writing.
- Knowledge of the principles and practices in Agriculture / Natural Resources, Forest, climate change and disasters, resilience and sustainable development related issues.
- Experience of research or risk/vulnerability studies, consultation workshops and drafting of reports/documents.
- Research Publication, book chapters, scientific articles, etc.
- Experience of developing publications and case studies/ edited volumes/ training modules/manuals.
- Experience of developing disaster management plan at sectoral/national levels.

### **2. Tasks to be carried out:**

The RA shall be responsible for the following tasks:

- Assist the Principal Investigator in project management and steering.
- Collect, Compile, analyse and interpret various primary & secondary data/literature needed for development of research reports, papers, strategies, training etc. with reference to agriculture sector disaster and climate resilience, HRVA, DM plan, etc.
- Assist in the study/review of related documents/plans/data collected from various sources for the purpose.
- Assist by contribution to drafting the documents and related coordinations.
- Maintain the inventory of documents/resource materials and Prepare periodic progress report and reviews.
- Project management and any other work assigned by the Project Director, from time to time.

- Travel as per the requirements of the project.
- Maintain confidentiality of information/documents as per instructions.

**3. Duration of Research Fellowship:**

- The period of engagement will be limited to the project period, and would be purely on contract basis. The engagement would be under the project and would not entail the Research Associate for any claim of employment with NIDM establishment or the government.

**4. Supervision & Guidance:**

- The RA shall assist the Principal Investigator/ Project Director of the Project.

**5. Remuneration:**

- Rs. 50,000 + 24 % HRA

**6. Maximum Age:**

- 62 years

**7. Place of Posting:**

- At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in process of shifting to its own campus at Sector 29, Rohini, New Delhi shortly.

\*\*\*\*\*

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**  
(Ministry of Home Affairs, Government of India)

**APPLICATION FORMAT FOR PROJECT POSITIONS**

Name of the Post Applied for: .....

Name of the Project/Assignment: .....

1. Name: .....

2. Father' Name: .....

3. Date of Birth: .....

4. Domicile: .....

5. Nationality: .....

6. Mailing Address (with Tel./Mob.No. and email address) :.....

.....

7. Permanent Address: .....

.....

8. Educational Qualifications:

| S.No. | Course | Subject | University/Institute | Year of Passing | Division/Class |
|-------|--------|---------|----------------------|-----------------|----------------|
|       |        |         |                      |                 |                |

9. Work Experience :

| S.No. | Organization/Institute | Post Held | Period From To | Pay/Emoluments drawn* | Nature of Work | Remarks |
|-------|------------------------|-----------|----------------|-----------------------|----------------|---------|
|       |                        |           |                |                       |                |         |

Note : \* in case of retired, last pay/emoluments drawn

10. Details of Publications/research/documentation work etc.: .....

.....

11. Experience of Drafting of sectoral/ disaster management related plan: .....

.....

12. Experience of dealing with Government Officials and Ministries: .....

.....

13. Additional information if any, which appears would like to mention in support to his/her suitability for the post: .....

.....

14. References (upto 2 – Name/Affiliation and Contacts): .....

.....

(Signature)

Date: .....

Mobile No.: .....

Email address: .....