

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

VACANCY ANNOUNCEMENT

Date: 04.11.2020

Applications are invited for the following positions in the National Institute of Disaster Management, New Delhi on contractual basis under the project “Health Adaptation and Resilience: Advancing Strategies Knowledge and Capacities”:

| S.no. | Positions | No. | Emoluments (Rs.) p.m. |
|--------------|---------------------------------------|------------|----------------------------------|
| 1. | Project Assistant (HER-CAP) | One | Rs. 22,000/- |
| 2. | Multi Tasking Support Staff (HER-CAP) | One | Rs. 18,000/- |

2. The detailed ToRs for the above positions and prescribed format of application are placed below.

3. Interested candidates may send their application in the prescribed format with superscription “**Application for the post of _____**”. Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001** and must reach latest by **25.11.2020**.

4. Soft copy of the application may also be sent through email at **career.nidm@gmail.com**

**Executive Director
NIDM**

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

Terms of Reference for the position of Project Office Assistant (HER-CAP)

Duties & Responsibilities

- Assist the members of project unit at NIDM and coordination with various stakeholders/external agencies or experts as per requirement of the project.
- Provide administrative, coordination, data entry and documentation related support to members of project unit at NIDM.
- Manage and put up files & records of the project unit.
- Assist in data processing of reports, making presentations, event calendar, monthly reports etc.
- Any other task(s) assigned by the Project Director or the Executive Director.

Qualifications & Experience

Essential:

- Graduate from a recognized university.
- 2 years of experience as project/office assistant or similar/related works.
- Good communication, analytical and drafting skills in English.
- Good computer skills including MS-Office, Email, Typing speed, etc.

Desirable

- Prior experience any of the field - Disaster Management/ Health/Environment related sectors or in Training or Office/Record Management would be added advantage.

Maximum Age

- 30 years

Remuneration

- Rs. 22,000/- per month (Consolidated)

Engagement & Tenure

Contractual basis initially for a period of six months which may be further extended as per performance, requirements at NIDM and willingness of both parties.

Place of Posting

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

**National Institute of Disaster Management
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Terms of Reference for the position of Multi-Tasking Support Staff (HER-CAP)

Duties & Responsibilities

- General cleanliness and upkeep of the project unit (viz. rooms, furniture, equipments etc).
- Carrying of files/Dak/papers within& outside the office.
- Physical maintenance of files/records of the project unit.
- Perform routine office works (viz. photocopy, fax, diary, dispatch, etc) of the project unit.
- Watch and ward duties.
- Opening and closing of rooms.
- Any other task(s) assigned by the Project Director or the Executive Director.

Qualifications & Experience

Essential:

- Matriculation from a recognized Board/Institution.
- Must own a vehicle (Two/ Four wheeler) with valid Driving License.
- 1 years of working experience as MTS.
- Good communication and interpersonal skills (both English and Hindi).

Desirable

- 10+2 from a recognized Board/Institution.
- 2 years of working experience as MTS.

Maximum Age

- 30 years

Remuneration

- Rs. 18,000/- per month (Consolidated)

Engagement & Tenure

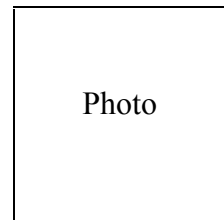
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Place of Posting

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**Application for engagement as
in the National Institute of Disaster Management, New Delhi**

- 1. Name: _____
- 2. Father's Name: _____
- 3. Date of Birth: _____
- 4. Male/Female: _____
- 5. Domicile: _____
- 6. Nationality: _____
- 7. Mailing Address (with Tel./Mob. No. and email address) _____
- 8. Permanent Address: _____
- 9. Educational qualification:



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

10. Work Experience:

| Sl. No. | Organization/ Institute | Period | | Nature of Work | Remarks |
|---------|----------------------------|--------|----|----------------|---------|
| | | From | to | | |

11. Whether SC/ST/OBC:

12. Reference

- (i)
- (ii)

(Signature)

Date: _____

Mobile No: _____

e-mail address: _____