

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

VACANCY ANNOUNCEMENT

Date: 04.11.2020

Applications are invited for the following post under “India Universities and Institutions Network for Disaster Risk Reduction (IUIIN-DRR)” in the National Institute of Disaster Management, New Delhi on contractual basis:

S.no.	Positions	No.	Emoluments (Rs.) p.m.
1.	Sr. Programme Consultant	One	Rs. 1,00,000/-

2. The detailed ToR for the above position 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, Govt. of India)**

Terms of Reference (ToR) for Sr. Programme Consultant (IUIIN-DRR)

The National Institute of Disaster Management is seeking engagement of suitable candidate for the position of Sr. Programme Consultant (IUIIN-DRR) purely on contractual basis for a period of 1 year. Sr. Programme Consultant (IUIIN-DRR) will work in the IUIIN-DRR Secretariat and report to the In-charge/nodal faculty of NIDM and Executive Director NIDM.

2. The terms & conditions for the position of Sr. Programme Consultant (IUIIN-DRR) are as follows:

i. Duties & Responsibilities

- a. Coordinate and Communicate with Nodal officials of Universities and Institutions for encouraging membership for the network and undertaking various activities of the network.
- b. Supervise the administrative, Accounts and other logistic issues pertaining to the project.
- c. Liaison with experts and other stakeholders
- d. Prepare and coordinate in convening the Executive Committee and General Body meetings
- e. Prepare the activity plan and follow up actions for timely completion of the activities of IUIIN-DRR
- f. Coordinate the Plagiarism check in the contents, seeking copyright agreement from the writers
- g. Liaison and coordinate with various Sections/ Divisions of NIDM as per the need of IUIIN-DRR including updation of the IUIIN-DRR website.
- h. Coordinate the updation of the list of National as well as International Universities and Institutions within the network and overall as well.
- i. Coordinate in various matters pertaining to the Secretariat such as files on all related matters of IUIIN-DRR, compilation of latest rules and regulations of UGC and AICTE and MHRD, compilation of minutes of the meetings of Executive Committee and General Body of IUIIN-DRR, compilation of reports/ documents related to IUIIN-DRR, etc.
- j. Any other work assigned by the Executive Director, NIDM

ii. Essential Qualifications

- a. Masters Degree in Social Sciences /Environmental/Earth Science/ Engineering/ Disaster Management or allied subjects with at least 55% of the marks or its equivalent grade; and
- b. Good academic record with Ph.D. degree in the concerned or allied disciplines.
- c. The faculty of Universities/Post Graduate Colleges holding analogous

post on regular basis in the parent cadre; or A minimum of 10 years of experience of teaching or of research in a regular position equivalent to that of Assistant Professor; and

- d. With evidence of published work with a minimum of five publications as books or research or policy papers in indexed or International Standard Book Number or International Standard Serial Number or numbered journals and as International Standard Book Number or International Standard Serial Number numbered books;.
- e. He/she must have high proficiency in working on Computers, viz. MSoffice including MS Word, MS Excel and MS Power Point. No typing assistance shall be provided during the period of engagement.
- f. Minimum 7 years experience in conducting programmes, workshops, seminars, conferences etc.
- g. Excellent communication, writing and speaking skills (both English and Hindi)

iii. **Desirable Qualifications**

- a. Contribution to innovation educational, design of new curricula, courses and developing training modules, and technology-mediated teaching learning process.
- b. Knowledge of University working, rules and regulations.
- c. Working experience of at least 2 years in any University or affiliated college.

iv. **Remuneration**

The incumbent will be paid consolidated amount of Rs. 1,00,000/- per month. However, in case of travel outside headquarters i.e. Delhi on assigned official duties, incumbent will be reimbursed the 2nd AC train travel to and from the headquarters.

v. **Maximum Age**

Incumbent must be having an age of minimum 40 years

vi. **Mode of Recruitment**

Recruitment to this post will be purely on contractual basis

vii. **Duration of Engagement**

The initial period of engagement will be one year. This engagement shall not entail the candidate for any type of employment with NIDM establishment or the government.

viii. **Place of Posting, Working Hours:**

- a. The incumbent will be posted in the Secretariat of the IUIN-DRR of NIDM, which is at present housed NDCC-II Building at Jai Singh Road, New Delhi, but is in process of shifting to its own campus at

Sector 29, Rohini, New Delhi shortly.

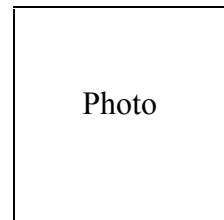
- b. Working hours shall normally be from 9 AM to 5.30 PM during working days. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/ Sundays and other gazetted holidays.

ix. **Terms and Conditions**

- a. NIDM reserves the right to terminate the services of the Sr. Programme Consultant (IUIN-DRR) at any time without assigning any reason after giving one month's notice.
- b. He/she may withdraw his/her contract at any time during the contract period by giving one month advance notice.
- c. He/she will be eligible for eight (8) leaves in a calendar year on pro-rata basis subject to the approval of the controlling officer. Un-availed leaves in a calendar year can't be carried forward to next calendar year.
- d. He/she will not disclose to any unauthorized person(s) any information/data that may be supplied to him/her during his/her period of engagement as 'Sr. Programme Consultant (IUIN-DRR)'. All such documents will be property of NIDM.
- e. He/she will complete the assigned task within the stipulated period as per the requirement of his/her controlling officer. He/she will not take up any assignment or contract which conflicts the interest of IUIN-DRR and/or NIDM, elsewhere during the period of contract.

**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
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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: _____