

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Govt. of India, Ministry of Home Affairs)

A – Wing, NDCC-2 Building, Jaisingh Marg, New Delhi - 110001

WALK IN INTERVIEW FOR PROJECT POSTS (17 May 2019)

Walk-in interview will be held for engaging (i) One Research Associate and (ii) Two Junior Research Fellows, purely on contractual basis, under the Project “Climate Adaptive Planning for Resilience and Sustainability (CAP-RES)”, sanctioned by the Department of Science & Technology, Govt. of India, under the National Knowledge Mission on Sustainable Development, for a period of 3 years. Selection Process: Walk-in Interview on 17th May 2019. Reporting time at NIDM – (i) 09.30 am for Research Associate, and (ii) 2.00 pm for Junior Research Fellows. Venue: YMCA Hostel (Entry from Gate No. 1), Jai Singh Road, New Delhi. Eligible applications should submit duly filled in application form latest by 12th May 2019 to the Principal Investigator of the Project on email: ccdm.nidm@gmail.com, and attend the walk-in-Interview as per scheduled date and time.

The detailed Terms of Reference (Fellowship, Qualifications & Responsibilities, etc.) are available at NIDM website at: www.nidm.gov.in under Recruitment Section. Executive Director NIDM.

Scroll Below for the Detailed TOR and Application Forms

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

**TERMS OF REFERENCE OF RESEARCH ASSOCIATE (RA)
No. of Position(s) - 01**

1) Educational Qualification & Experience:

Masters degree (in Natural Resource Management / Environment / Climate Science / Agriculture / Health / Planning / allied disciplines or related social sciences,
and

- Ph.D. degree or equivalent,

OR

- Two years experience after M.Phil./M.Tech./M.Plan. in above areas and research publications

OR

- Three years experience after Masters degree in above areas and research publications.

Desirable Experience:

- (i) 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.
- (ii) Knowledge of the principles and practices of climate change and disasters / sustainable development related issues and capacity building related issues.
- (iii) Experience of organizing consultation workshops and drafting of reports/documents.
- (iv) Research Publication in Journals, book chapters, scientific articles, etc.
- (v) Experience of developing publications and case studies/ edited volumes/ training modules/manuals.

2) Tasks to be carried out:

The RA shall be responsible for the following tasks:

- (i) Assist the Principal Investigator in project management and steering,
- (ii) Collect, Compile and interpret various primary & secondary data/literature needed for development of research papers, strategies, knowledge repository and training toolkit.
- (iii) Assist in the study/review of related documents/plans/data collected from various sources for the purpose
- (iv) Assist by contribution to drafting the documents and related coordinations.
- (v) Maintain the inventory of documents/resource materials and Prepare periodic progress report and reviews.
- (vi) Project management and any other work assigned by the Project Coordinator, from time to time
- (vii) Travel as per the requirements of the project.
- (viii) Maintain confidentiality of information/documents as per instructions.

3) Duration of Research Associateship:

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 of the Project.

5) Age:

Normally, the maximum age limit will be 35 years. In exceptional cases of highly relevant and specialized candidate or women candidate, age can be relaxed upto 40 years.

6) Remuneration:

- Rs. 36000 + HRA as per Govt. of India norms, for first two years; (For RA-Stage II - Rs. 38000 + HRA for third year).
- Automatic up-gradation of RA-I Post to RA-II Post completion of 2 years in the CAP-RES Project (i.e. RA stage I + 2 years).

Selection Process:

Walk-in-interview would be conducted on (17 May 2019). Reporting time for the interview is 09:30AM at the YMCA Hostel (entry from Gate 1), Jai Singh Marg, New Delhi - 110001. Applicants must bring original certificates/records of qualification, experience, publications, etc. at the time of interview. Eligible applications should submit duly filled in application form latest by 12th May 2019 to the Principal Investigator of the Project on email: ccdm.nidm@gmail.com, with subject line "CAP-RES RA Application 2019" and attend the walk-in-Interview as per scheduled date and time. Candidates should also bring a print copy of your application form at the time of walk-in-interview.

TERMS OF REFERENCE OF JUNIOR RESEARCH FELLOW (JRF)
No. of Position(s) - 02

1) Educational Qualification & Experience:

- Masters degree in Natural Resource Management / Environment / Climate Science /Agriculture / Health/ Technology / Planning, allied disciplines or related social sciences, and
- Relevant experience (NET qualification preferred).

Desirable Experience:

- (i) 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.
- (ii) Knowledge of the principles and practices of climate change and disasters / sustainable development related issues and capacity building related issues.
- (iii) Experience of organizing consultation workshops and drafting of reports/documents.
- (iv) Research Publication in Journals, book chapters, scientific articles, etc.
- (v) Experience of developing publications and case studies/ edited volumes/ training modules/manuals.

2) Tasks to be carried out:

The JRF shall be responsible for the following tasks:

- (ix) Assist the Principal Investigator in project management and steering,
- (x) Collect, Compile and interpret various primary & secondary data/literature needed for development of research papers, strategies, knowledge repository and training toolkit.
- (xi) Assist in the study/review of related documents/plans/data collected from various sources for the purpose
- (xii) Assist by contribution to drafting the documents and related coordinations.
- (xiii) Maintain the inventory of documents/resource materials and Prepare periodic progress report and reviews.
- (xiv) Project management and any other work assigned by the Project Coordinator, from time to time
- (xv) Travel as per the requirements of the project.
- (xvi) 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 JRF for any claim of employment with NIDM establishment or the government.

4) Supervision & Guidance:

The JRF shall assist the Principal Investigator of the Project.

5) Age:

Normally, the maximum age limit will be 32 years. In exceptional cases of highly relevant and specialized candidate or women candidate, age can be relaxed upto 35 years.

6) Remuneration:

- Rs. 25000 + HRA as per Govt. of India norms for first two years; (For SRF - Rs. 28000 + HRA for third year)
- Automatic up-gradation of JRF Posts to SRF on completion of 2 years in the CAP-RES Project (i.e. JRF + 2 years).

Selection Process:

Walk-in-interview would be conducted on (17 May 2019). Reporting time for the interview is 02:00 PM at the YMCA Hostel (entry from Gate 1), Jai Singh Marg, New Delhi - 110001. Applicants must bring original certificates/records of qualification, experience, publications, etc. at the time of interview. Eligible applications should submit duly filled in application form latest by 12th May 2019 to the Principal Investigator of the Project on email: ccdm.nidm@gmail.com, with subject line "CAP-RES JRF Application 2019" and attend the walk-in-Interview as per scheduled date and time. Candidates should also bring a print copy of your application form at the time of walk-in-interview.

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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 Qualification:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class
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9. Work Experience :

S.No.	Organization/Institute	Post Held	Period From To	Pay/Emoluments drawn*	Nature of Work	Remarks
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Note : * in case of retired, last pay/emoluments drawn

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

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

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

(Signature)

Date _____ Mobile No.: _____ Email address: _____