



F. No. 01-05/2024-Admn  
Government of India  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029  
Tel. No. 26701700



Sub: Advertisement for the position of Senior Consultant (Disaster Management -Mitigation Program for being attached with Disaster Management Section-III, Ministry of Home Affairs) in National Disaster Management Authority (NDMA) or contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (Disaster Management - Mitigation Program for being attached with Disaster Management Section-III, Ministry of Home Affairs)	Contractual	02 (Two)	<b>Essential:-</b> Master's degree or higher in Disaster Management, Environmental Science, Civil Engineering or a related field from a recognized University. <b>Desirable:-</b> A research qualification in Disaster Management, or a related subject.	<ul style="list-style-type: none"><li>• Experience of at least five years in Disaster Management emergency management, disaster response/recovery or similar area.</li><li>• Duration of research work (PhD, Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less.</li><li>• Proven track record of successfully evaluating and managing disaster management projects.</li><li>• Familiarity with national standards and protocols in disaster management.</li><li>• Strong communication, negotiation and stakeholder management skills.</li></ul> <b>Note :</b> Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply.	50 years for senior consultant (In case of retired Govt. employee, maximum age limit is 62 years)

2. **Remuneration Band** Rs. 1,25,000/- - Rs. 1,75,000/- for Senior Consultant, Remuneration in respect of retired Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09<sup>th</sup> December, 2020.
3. The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions are indicated in the Term of References (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>.
4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
5. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

**Important note: Incomplete application will not be considered in NDMA and reserves the right to reject such applications without assigning any reason.**

(Abhishek Biswas)  
Under Secretary (Admn)



## Application of engagement as Consultant in the National Disaster Management Authority.

Position applied for : \_\_\_\_\_

(1) Name : \_\_\_\_\_

(2) Father's Name :- \_\_\_\_\_

(3) Sex (Male / Female) : \_\_\_\_\_

(4) Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) \_\_\_\_\_

(6) Contact Address :- \_\_\_\_\_

(7) Permanent Address :- \_\_\_\_\_

(8) E-mail : \_\_\_\_\_ Phone \_\_\_\_\_

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

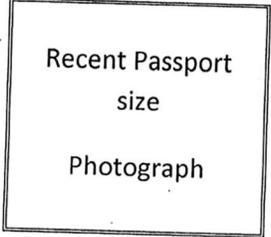
S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: \_\_\_\_\_

(12) Publications:- \_\_\_\_\_



- (13) Awards / recognitions: - \_\_\_\_\_
- (14) Membership of Professional Bodies/ Associations: - \_\_\_\_\_
- (15) Retired Government staff (Pls indicate Pay/Pay band) :- \_\_\_\_\_
- (16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : \_\_\_\_\_ (2) : \_\_\_\_\_

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date \_\_\_\_\_

Signature \_\_\_\_\_

\* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

**National Disaster Management Authority**  
**Government of India**  
**Positions: 2 Senior Consultants**

**Subject: Disaster Management -Mitigation Program for being attached with Disaster Management Section-III, Ministry of Home Affairs**

**1. Background**

The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

**2. Job Description**

Working within the Mitigation Division, the Sr Consultant will assist the AS/Advisor/JS of MHA in developing various programmes and technical assistance related to-Mitigation program aspects in Disaster Management.

The primary objective of the Sr consultant will be to contribute to the development and implementation of comprehensive Disaster Management -Mitigation Program interventions tailored to the specific needs of communities and households affected by disasters. The Sr consultant will work closely with relevant stakeholders to ensure the delivery of timely and evidence-based Disaster Management – Mitigation Program services that promote Mitigation Program, and effective emergency response.

He/She should possess Strong knowledge of India's Nuclear Programme in addition to knowledge of various applications on utilization of Mitigation program promotion. He/She should have familiarity with international guidelines and frameworks for Disaster Management-Mitigation program in emergencies. He/She should have demonstrated ability to conduct assessments, develop intervention plans and evaluate program outcomes. He/She should have well versed with Disaster Management -Mitigation program.

**3. Position (in numbers): 2**

**4. Key Tasks and Responsibilities**

Sr Consultant will work under the overall supervision of the concerned AS/ JS / Advisor, MHA(DM Division and the Sr consultant's responsibilities will include but are not limited to:

- To Provide technical expertise in assessing, developing, managing disaster management projects in collaboration with the Ministry of Home affairs.

- Technical Evaluation : Assess and evaluate disaster Management Project proposals submitted to the Ministry for feasibility, impact and compliance with national and international standards.
- Recommendations : provide expert recommendations for approving, revising, and modifying projects proposals.
- Capacity Building : Offer technical training and workshops to the Ministry's staff to enhance their capacity in disaster management.
- Liaison : Act as the primary liaison between NDMA and the Ministry, ensuring that there is effective communication and coordination between the two entities.
- Documentation : Prepare detailed reports, presentations, and documentation on project evaluations and other relevant technical matters.
- Stakeholder Engagement : Collaborate with other governmental bodies, NGOs, and International organizations in the realm of disaster management of knowledge sharing best practices.
- Field Visit : Conduct periodic site visits to monitor the progress and quality of ongoing disaster management projects.
- Continuous Learning : Keep abreast of the latest global trends, technologies, and best practices in disaster management and ensure their integration into the projects as applicable.

#### **Deliverables:**

The Sr consultant will be responsible for delivering the following :-

- An initial Disaster Management -Mitigation program needs assessment report, including recommendations for interventions.
- A comprehensive Disaster Management- Mitigation Program intervention programme, outlining objectives, strategies, and activities.
- Training materials, guidelines, and tools for capacity building initiatives.
- Regular progress reports on implementation activities and outcomes.
- Help in preparation of IEC material on Disaster Management -Mitigation program and DO's and Don'ts
- Documents in the form of guidelines action plans and Sop's.
- Based on these guidelines, Project/Reports/DPRs on the Disaster Management- Mitigation program emergencies related projects.
- Supervision of the implementation of the Disaster Management Program- projects promoted by MHA/ NDMA.
- Training modules on Disaster Management -Mitigation Program emergencies for Paramilitary Units, States and Districts authorities, community and various security personnel.

**5. Duty station:** New Delhi, India

The Sr consultant will be based at MHA (DM)/NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

**6. Status (Full time/Part Time/Short term or Long-term):** Full Time. It is a full time engagement and Sr Consultant shall not take up any other assignment during the period of consultancy with MHA(DM)/ NDMA).

**7. Competencies and Skills required:**

- Promoting the vision of MHA (DM)/ NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication
- Excellent communication, coordination and training facilitation skills
- Fluency in English and Hindi
- High order skills in operating spreadsheets and databases
- Skilled in making presentations

**8. Language proficiency:** Fluency in written and spoken English is required for this position.

**9. Educational Qualifications (Essential/Desirable):**

- Essential Qualifications: Master's degree or higher in Disaster Management, Environmental Science, Civil Engineering or a related field from a recognized University.
- Desirable Qualifications: A research qualification in Disaster Management, or a related subject.
- Proven track record of successfully evaluating and managing disaster management projects.
- Familiarity with national standards and protocols in disaster management.
- Strong communication, negotiation, and stakeholder management skills.

**10. Age, Experience, Salary:** These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience*	Upper Age Limit	Remuneration Band (in Rs.) **
Sr. Consultant	Minimum 5 years	50 years	1,25,000 – 1,75,000

\* pl refer to para 11 (Experience) below.

\*\*The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Sr consultant. In any case the remuneration of a Sr Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Sr Consultant will remain stagnant.

\*\*\* Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Sr Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

\*\*\*\* Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Sr Consultant on Contact basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

\*\*\*\*\* Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Sr Consultants on Contract basis in NDMA.

\*\*\*\* The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

**11. Area of Experience:**

- Experience of at least five years in Disaster Management emergency management, disaster response/recovery, or similar area.
- [Duration of research work (PhD, Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less]

**12. Reporting Mechanism:** The Sr Consultant will work under the direct supervision of concerned subject AS/Advisior/JS MHA (DM) and Member / JS (Division Head) of NDMA.

13. **Support/inputs to be provided by NDMA to facilitate Consultancy:** During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

14. **Special remarks, such as travel, etc.:** For all official tours, visit of Sr Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

15. **Termination of Contract:** The NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the Individual Sr Consultant. The Individual Sr Consultant can also seek for termination of the contract upon giving one month's notice to NDMA.

16. **Additional remarks:** Individual Sr Consultants will be engaged for three years initially, which may be extended up to five years based on his/her performance and as per requirement of the Division. However, their continuation in their respective position beyond the first and second year would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. However, no extension will be given beyond the age of 65 years.

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