



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029
Ph. 26701833 Fax 26701830



=====

Engagement of Consultants in National Disaster Management Authority (NDMA) on contract basis

National Disaster Management Authority (NDMA) has been constituted by Government of India under the Disaster Management Act' 2005 to coordinate its efforts towards Disaster Management, The DM Act, 2005 enjoins on NDMA the responsibility to lay down policies and guidelines for disaster management and to enable timely and effective response to Disasters. This involves prevention, mitigation, capacity building, preparedness and response natural and manmade disasters.

In order to assist NDMA in discharging its responsibility, NDMA invites applications from persons with qualification and expertise in the country to act as Consultants to the NDMA in the following fields:

- (i) Mock Exercise (Chemical)
- (ii) Gender Issues

Job profile for Consultants in these fields are available at NDMA's website at <http://ndma.gov.in>.

NDMA invites applications from individuals along with their Bio-data to be sent to **Under Secretary(Admn.), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi - 110 029** within 30 days from the date of publication of advertisement in the Employment News. The terms and conditions along with eligibility criteria for the Consultants and format for submission of Bio-data are available at NDMA website at <http://ndma.gov.in>

Job profile for Consultant (Gender Issues)

1. Develop guidelines for Disaster Management Practitioners to mainstream gender issues in all the phases of Disaster Management as a cross cutting theme (relief, rehabilitation and reconstruction, prevention, mitigation and preparedness).
2. Develop training modules to mainstream gender and multi hazard Disaster Management, especially in Community Based Disaster Management.
3. Facilitate Training programs in partnerships with various training institutes/agencies/organizations etc. to train women elected representatives in Urban and Rural Local Bodies.
4. Coordinating with various Ministries/Authorities for mainstreaming Gender in Disaster Management.
5. Support NDMA in developing awareness generation materials on various hazards through print, electronic, folk media etc. on gender related issues.
6. Support various Secretariats within NDMA to address gender issues related to their field.
7. Ensure that all the guidelines and publications published by NDMA are gender sensitive.
8. Ensure gender budgeting in programs and projects of NDMA.
9. Keep NDMA informed of the latest initiatives/ developments in the field of gender at national/international levels.
10. Sensitize all divisions of NDMA on gender issues and coordinate with them.
11. Assist NDMA in internalizing best practices wherever appropriate.
12. Provide support for meetings/conferences/workshops on gender issues in Disaster Management.
13. Evolve monitoring mechanisms, including quantitative parameters for affirmative, participative and sensitive implementation of gender strategies at both planning and implementation levels.
14. Liaise with the Ministry of Women & Child Development, UN Agencies & all other prominent organizations dealing with gender issues in the context of disaster management.
15. Any other related work pertaining to the subject of gender.

Job profile for Consultant Mock Exercise (Chemical)

1. Should have sound knowledge of Regulations, practices, drills in the setting of Chemical Industry.
2. To assist in formulation of national training policy, requiring review of such policies in other lead countries of the world and adopting best practices to suit indigenous systems in the field of Chemical Industrial and other Hazardous Chemical (HAZCHEM) including chemical used in man-made disasters.
3. To coordinate and facilitate innovative training skill of disaster management, being carried out in various organizations/institutions, agencies, for synergizing and standardization of training relates to Chemical Industry.
4. To identify the Hazard/Disaster prone areas and to conduct of mock exercise for the Chemical Industry, Co-ordinate with states, organization, institutes, industry, public, private organization/ company while conducting mock exercise.
5. To involve community in disaster preparedness, planning, awareness, response and recovery both at National and Local level and make community and other stake holders aware of their capabilities for prevention, mitigation and preparedness for chemical disasters.
6. To identify measures that would contribute towards building national and Local level capability in managing disaster and educate community towards Risk Reduction and Preparation for chemical disasters and test their on-site and off-site plan.
7. To make Community/ Industry understand the importance of preventive training and mock exercise thereby becoming self reliant in handling disaster.
8. Should be well versed with decontamination procedures and practices.
9. To make SOPs for Detection, Protection & Decontamination of Chemical Agents.
10. Any other task assigned by the NDMA.

Procedure and Guidelines for engagement of non-official Consultants in National Disaster Management Authority (NDMA) on contract basis

The Scheme of engagement of Consultants in the NDMA shall henceforth be regulated as per the following guidelines:-

1. General Conditions for engaging Consultants:-

- 1.1 Consultants would be engaged for a fixed period and providing high quality services to the NDMA and for attending to **specific and time-bound jobs**. Professionals with requisite qualifications and experience as prescribed would be hired as Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.
- 1.2 The contractual appointment of Consultants would be initially for a period of one year and extension decided as per requirement of time frame. The contractual appointment of Consultants would be on full-time basis.
- 1.3 The Contractual appointment of Consultants is of a temporary nature and the appointment can be cancelled at any time by the NDMA without assigning any reason after following due procedure.

2. **Educational Qualification for Consultants:-** The total number of Consultants to be engaged in various Divisions of the NDMA shall be determined from time to time and separately notified. The consultants would be engaged at three (3) levels indicated, as below :-

(i) Junior Consultants:

- a) This would consist of professionals having degree in relevant subjects or technical qualifications like B.Tech, MBBS, MBA or equivalent and minimum post qualification experience of three (3) years in the requisite field. Persons with M.Phil or additional qualifications, research experience, published papers would be preferred

OR

- b) Retired Government employees with Grade pay of Rs.6600 with experience in the desired area of Disaster Management would also be eligible for this position.

(ii) **Consultants:**

a) This would consist of professionals having Master degree in relevant subjects or technical qualification like B.Tech, MBBS, MBA equivalent and minimum post qualification experience of Six (6) years in the requisite field. Persons with M.Phil or additional qualifications, research experience, published papers would be preferred.

OR

b) Retired Government employees with grade pay of Rs.7600 with experience in the desired area of Disaster Management would also be eligible for this position.

(iii) **Senior Consultants :**

a) This would consist of professionals having a M.Phil/M.Tech/MD degree and minimum post qualification experience of Ten (10) years in the requisite field. Persons with additional qualifications, research experience, published papers would be preferred.

OR

b) Retired Government employees with Grade pay of Rs.8700/8900/10000 and above with experience in the desired area of Disaster Management would also be eligible for this position.

3. **Age-limit** :- The maximum age limit shall be 65 years.

4. **Entitlements of consultants**

4.1 **Fee:-** The maximum amount of monthly consolidated fee payable to different categories of Consultants shall be as under:-

(i)	Junior Consultant	-	Rs.25,000/-
(ii)	Consultant	-	Rs.33,000/-
(iii)	Senior Consultant	-	Rs.38,000/-

4.2 **Drawal of pension:-** A retired Government Official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His engagement as Consultant shall not be considered as a case of re-employment.

4.3 **Allowances**:- The Consultants shall not be entitled to any allowance.

4.4 **Leave** :- Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in Year (calculate on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. Then Authority would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

4.5 **TA/DA**:- No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as indicated below:-

Designation	TA/DA Entitlement
Junior Consultant	2nd AC by Rail.
Consultant/ Senior Consultant	2nd AC by Rail or Economy class by Air.

Application for Consultant ()

Bio-Data Pro Forma

1. Name and Address in Block letters : _____
2. Date of Birth (in Christian era) : _____
3. Date of retirement under Central/
State Government rules : _____
4. Educational Qualification : _____
5. Whether Educational and other Qualifications required for the post are Satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required	Qualifications/Experience possessed by the officer
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	

(Add additional sheet if necessary)

6. Please state clearly whether in the light

Of entries made by you above, you meet

the requirements of the post : _____

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/instit./ Orgn.	Post held	From	To	Scale of Pay and basic pay	Nature of duties

8. Nature of present employment, ie.,
ad hoc or temporary or permanent : _____

9. In case of the present employment is
held on deputation/contract basis,

please state:-

(a) The date of initial appointment : _____

(b) Period of appointment on deputation/ Contract _____

(c) Name of the parent office/organization to
which you belong : _____

10. Additional details about present employment: _____
Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Autonomous organizations _____

(d) Government Undertakings _____

(e) Universities _____

11. Are you in Revised Scale of Pay? If yes, give the date
from which the revision took place and also indicate the
pre-revised scale: _____

12. Total emoluments as per month now drawn : _____

13. Additional information, if any, which you would like to
mention in support to your suitability for the post. Enclose
a separate sheet, if the space is insufficient: _____

14. Whether belongs to SC/ST: _____

15. Remarks : _____

Signature of the
Candidate

Date : _____

Address _____

Mobile No. _____

Email _____