



F. No. 01-06/2023-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 various positions of Consultants in National Disaster Management Authority (NDMA) on 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 (Public Health in Disaster Management)	Contractual	01 (One)	<p><b>Essential :-</b> Master's degree in public health, epidemiology or a related subject from a recognized University.</p> <p><b>Desirable:-</b> A research qualification in public health, epidemiology or a related subject.</p>	<ul style="list-style-type: none"> <li>Experience of at least five years in public health 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> </ul> <p><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 7600/- or more may also apply.</p>	50 years for senior consultant (In case of retired Govt. employee, maximum age limit is 62 years)
2.	Consultant (Public Health in Disaster Management)	Contractual	01 (One)	<p><b>Essential :-</b> Master's degree in public health, epidemiology or a related subject from a recognized University.</p> <p><b>Desirable:-</b> A research qualification in public health, epidemiology or a related subject.</p>	<ul style="list-style-type: none"> <li>Experience of at least three years in public health 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> </ul> <p><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 7600/- or more may also apply.</p>	40 years for consultant (In case of retired Govt. employee, maximum age limit is 62 years)

- Remuneration Band** Rs. 1,25,000/- – 1,75,000/- pm for Senior Consultants and Rs. 75,000/- – 1,00,000/- pm for Consultants, 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.
- 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>.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- 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:** Separate applications are required for each position/discipline (Field). Incomplete application will not be considered.

(Abhishek Biswas)  
Under Secretary (Admn)



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

Post applied for : \_\_\_\_\_

Recent Passport  
size  
Photograph

(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: Sr Consultant (Public Health in Disaster Management)**

## **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.

NDMA seeks a Sr consultant specializing in public health support in disaster situations. The Sr consultant will be engaged to provide expertise and assistance in the development, implementation, and evaluation of public health interventions during and after a disaster. This role aims to address the health needs and mitigate the risks associated with disasters.

Disasters, whether natural or man-made, pose significant challenges to public health, including the spread of diseases, injuries, and the disruption of healthcare systems. Public health issues affect the disaster-affected communities in multiple ways, disrupting their lives and livelihoods. Women, children, and elderly are seriously affected, necessitating prompt health and medical interventions. NDMA needs to work with the State governments in providing specialized guidance and support in planning and implementing public health interventions in disaster-affected areas.

## **2. Job Description**

Working within the Mitigation Division, the Sr Consultant will assist the Member and Advisor, Mitigation in developing various programmes and technical assistance related to Public Health in Disaster Management.

The primary objective of the consultant will be to contribute to the development and implementation of comprehensive public health 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 public health services that promote disease prevention, health promotion, and effective emergency response.

He/She should possess Strong knowledge of disease surveillance, outbreak response, health promotion and health system strengthening. He/She should have familiarity with international guidelines and frameworks for public health in emergencies. He/She should have demonstrated ability to conduct assessments, develop



### **3. Position (in numbers) : 1**

### **4. Key Tasks and Responsibilities**

Sr Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and the Sr consultant's responsibilities will include but are not limited to:

- a. Needs Assessment : Conducting an initial assessment of the public health needs and priorities in disaster-affected areas Identifying potential health risks, vulnerabilities, and gaps in healthcare infrastructure and services.
- b. Intervention Planning and Design : Collaborating with Ministry of Health at the central level, and several health organizations, Indian Red Cross, and relevant stakeholders to develop context-specific public health interventions. Ensuring that interventions align with international standards and guidelines for disaster response and public health emergency management.
- c. Disease Surveillance and Outbreak Response : Establishing or strengthening disease surveillance systems to detect and respond to outbreaks. Providing guidance on early warning systems, case management protocols, and infection prevention and control measures.
- d. Health Promotion and Education : Developing health promotion materials, campaigns, and educational resources to raise awareness and promote healthy behaviours in disaster-affected communities. Conducting training sessions for local healthcare workers, volunteers, and community leaders on public health practices and emergency response protocols.
- e. Coordination and Collaboration : Collaborating with relevant stakeholders, including government agencies, non-governmental organizations, and community-based organizations, to ensure coordination and integration of public health services. Participating in coordination meetings, and inter-agency working groups to share information, best practices, and lessons learned.
- f. Monitoring and Evaluation : Monitoring the implementation and effectiveness of public health interventions. Collecting and analyzing data to assess health outcomes, identify areas for improvement, and provide recommendations for future interventions.

#### **Deliverables:-**

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

An initial public health needs assessment report, including recommendations for interventions.

A comprehensive public health intervention programme, outlining objectives, strategies, and activities.

Training materials, guidelines, and tools for capacity building initiatives.

Regular progress reports on implementation activities and outcomes.



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

The consultant will be based at 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 NDMA).

**7. Competencies and Skills required:**

- Promoting the vision of 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

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

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

- Essential Qualifications: Master's degree in public health, epidemiology or a related subject from a recognized University.
- Desirable Qualifications: A research qualification in public health, epidemiology or a related subject.

**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 64 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 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 Consultant on Contract 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 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 public health 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 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 Consultant. The Individual 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



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 year.



**National Disaster Management Authority**  
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The primary objective of the consultant will be to contribute to the development and implementation of comprehensive public health interventions tailored to the specific needs of communities and households affected by disasters. The consultant will work closely with relevant stakeholders to ensure the delivery of timely and evidence-based public health services that promote disease prevention, health promotion, and effective emergency response. He/She should possess Strong knowledge of disease surveillance, outbreak response, health promotion and health system strengthening. He/She should have familiarity with international guidelines and frameworks for public health in emergencies. He/She should have demonstrated ability to conduct assessments, develop intervention plans and evaluate program outcomes.



### **3. Position (in numbers) : 1**

### **4. Key Tasks and Responsibilities**

Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and the consultant's responsibilities will include but are not limited to:

- a. Needs Assessment : Conducting an initial assessment of the public health needs and priorities in disaster-affected areas Identifying potential health risks, vulnerabilities, and gaps in healthcare infrastructure and services.
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- e. Coordination and Collaboration : Collaborating with relevant stakeholders, including government agencies, non-governmental organizations, and community-based organizations, to ensure coordination and integration of public health services. Participating in coordination meetings, and inter-agency working groups to share information, best practices, and lessons learned.
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### **5. Duty station: New Delhi, India**

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

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- Desirable Qualifications: A research qualification in public health, epidemiology or a related subject.

**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.) **
Consultant	Minimum 3 years	40 years	75,000 – 1,00,000

\* 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 consultant. In any case the remuneration of a Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the 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 Consultant



\*\*\*\* Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Consultant on Contract 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.

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\*\*\*\* 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 three years in public health 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 Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

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**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 Consultant. The Individual Consultant can also seek for termination of the ontract upon giving one month's notice to NDMA.

**16. Additional remarks:** Individual 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 year.

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