



Government of India

राष्ट्रीय आपदा प्रबंधन प्राधिकरण एनडीएमए

भवन, ए.1, सफदरजंग एन्क्लेव, नई दिल्ली - 29 फ़ोन - 011-26701700

NATIONAL DISASTER MANAGEMENT AUTHORITY

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi - 29, Phone- 011-26701700



F. No. 01-32/2022-Admn.

Dated: 07.12.2022

To,

Assistant Director, Advertisement,
Employment News,
Ministry of Information & Broadcasting,
VII Floor, Soचना Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003. Phone: 011-24369429
Fax: 011-26193012

Sub: Advertisement of filling up one position of Senior Consultant(ME & IRS – Coastal Region) on contract basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that this Authority desires to fill up the following position of Senior Consultant on contract basis in NDMA:

Sl No.	Name of Position	No of Post
1	Senior Consultant (ME & IRS – Coastal Region)	01

2. The enclosed press advertisement to this effect may please be published in Employment News urgently. This may also be uploaded online on your website.

Encl: As above

Yours faithfully,

(Abhishek Biswas)

Under Secretary, NDMA

Copy to:-

1. Joint Advisor (IT) along with a copy of press advertisement for filling up the one position of Senior Consultant with the request to upload the details of advertisement on the official website of NDMA and carrier Service Portal (NCSP) of Ministry of Labour and employment.
2. DS(PR & AG) alongwith copy of press Advertisement with request to upload the Advertisement on Facebook and Twitter page of NDMA.
3. Notice Board NDMA.

for further actions pl.

Naval
12/12/22

AA(conn)



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F. No. 01-32/2022-Admn

Sub: Advertisement for filling up one position of Senior Consultant(ME & IRS) – Coastal Region) in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having following qualification and experience for following position:

Sl. No.	Name of Post	Post in Nature	Number of post	Salary	Educational Qualification & Experience	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (ME & IRS – Coastal Region)	Contractual	1	Consolidated Rs. 125000-175000/- per month	<p>Essential :- Candidate should in possession of Master's Degree in Disaster Management/related field. OR Retired Government Employees with Grade pay of Rs. 8700 (Pre-revised)/Level-13 and above (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling disaster situations would be preferred.</p> <p>Desirable M. Phil or Ph.D in Disaster Management or related field</p>	<p>Essential:</p> <p>i. Minimum 08 years post qualification experience, in Maritime response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level.</p> <p>ii. Minimum experience of 05 years for candidate with Ph. D and M. Phil Degrees.</p> <p>iii. Retired Government Employee must have 10 years experience in the relevant field in Indian Coast Guard or Indian Navy or Marine Police.</p> <p>Desirable:-</p> <p>i. Course Coordinator/ Instructional abilities.</p> <p>ii. Knowledge of international best practices in disaster management.</p> <p>iii. Experience of preparing guidelines, manuals and SOPs.</p> <p>iv. Experience of conducting workshops and seminars at Central and State Government level.</p>	50 Years (For retired Central Government employees from Govt. 65 years).

2. Remuneration Band Rs. 1,25,000/- -- Rs. 1,75,000/- p.m. Remuneration in respect of retired Government employee will be fixed as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December 2020.

3. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) for engagement of above position is indicated in the Term of Reference (ToR) of the above position may be seen on NDMA website at <https://ndma.gov.in/en/careers.html>.

4. Essential/desirable educational qualifications will be verified with original certificates.

5. Interested individuals may send their application in the prescribed proforma available on the NDMA website alongwith Statement of Purpose (SoP) in 250 words maximum and copies of certificates establishing educational qualification, experience to Shjri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, 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.

TERMS OF REFERENCE

SR CONSULTANT – (MOCK EXERCISES & INCIDENT RESPONSE SYSTEM – COASTAL REGION)

1.	Name of the Division	<ul style="list-style-type: none">• Operations Division
2.	Purpose of the job	<ul style="list-style-type: none">• For preparedness and capacity building of Coastal / Island States / UTs / Critical National Infrastructure and all stakeholders for both on-shore and off-shore hazards / disasters including Cyclone preparedness on both East and West Coasts.
3.	Position number	<ul style="list-style-type: none">• To be provided by Admin Division
4.	General Overview	<ul style="list-style-type: none">• NDMA as the apex body of Disaster Management in the country is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.• Consultants need to provide specialist inputs in relevant areas of disaster management. They also need to provide domain specific technical assistance in formulation of guidelines and in conduct of subject related training.
5.	Scope of Work	<ul style="list-style-type: none">• Pan India
6.	Duty Station	<ul style="list-style-type: none">• NDMA office is in New Delhi. Job profile of Sr Consultant requires frequent visits to States / UTs for Capacity Building and for Response and Relief to disaster hit areas.
7.	Duration of Assignment	<ul style="list-style-type: none">• Initially for one year.• Extension beyond 1st and 2nd year is contingent on satisfactory annual performance review. However, no extension would be given beyond 65 years of age.• The contract may be terminated by either side with one month notice period.• Sr Consultant will be engaged on full time basis who shall not be permitted to take up any other assignment during the period of Consultancy with NDMA.