



F. No. 01-06 /2023-Admin
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 Data Base) in National Disaster Management Authority (NDMA) on contract basis.

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (Disaster Data Base)	Contractual	1 (One)	<p>Essential :- Master's degree in Social Sciences or Disaster Management or Computer Applications (MCA) related discipline with a strong background in Data Science, Statistics, Mathematics, Economics, Disaster Management, GIS, or any other related discipline.</p> <p>Or</p> <p>Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong background in Data Science, Statistics, Mathematics, Economics.</p> <p>Desirable:- (a) Person with Technical education (as defined by All India Council for Technical Education - AICTE), M. Phil and Ph.D (in DRR related fields) in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred Ph.D in DRR related fields and from a reputed university shall be given additional</p>	<ul style="list-style-type: none"> 5-10 years of relevant post qualification work experience in managing/ dealing with data related to Disaster Management. <p>Desirable:- The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p> <p>The applicant should have experience of setting up the databases.</p>	<ul style="list-style-type: none"> Maximum 50 years. For retired employees from central government upper age limit shall be 65 years.

				weightage. (b) Candidates must have sound understanding and knowledge of issues relating to data management.	
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2. **Remuneration Band** Rs. 1,25,000/- to 1,75,000/- per month for Senior Consultant. Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Senior Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in 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 qualifications, age, experience etc) for engagement of above position are indicated in the Term of References (ToR) of the above position 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.

(Abhishek Biswas)
Under Secretary (Admn)

National Disaster Management Authority
Government of India

Terms of Reference

Position: Senior Consultant (Disaster Data Base)

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Title of the position	Senior Consultant (Disaster Data Base)
3.	No. of vacancy	01
4.	Purpose of Assignment	<p>Background</p> <p>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, the 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.</p> <p>NDMA is taking various steps to develop a comprehensive disaster database can be at the national level and state level. Few of the initiatives by Government of India and State Government are as</p>

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		management of disaster database o. Any other work to be assigned as per requirement, by Members and Joint Secretary in NDMA.
7.	Functional competencies required for the position	Functional competencies required for the position i. Promoting the vision of NDMA ii. Advising Leading and Supervising iii. Formulating concepts and strategies iv. Managing resources v. Demonstrates and safeguards ethics and integrity vi. Displays cultural, gender, religion, and age sensitivity and adaptability vii. Ability to work in a team situation and engage diverse stakeholders viii. Ability to plan, organise , implement and report on work ix. Inter-personal and communication skills x. Proactive engagement and dialogue xi. Strategic advice and communication xii. Excellent verbal and written communication skills xiii. Proficient with MS Office suite and other Software.
8.	Qualifications and Competencies	
	(A). Academic	
	i. Essential Qualification	Master's degree in Social Sciences or Disaster Management or Computer Applications (MCA) related discipline with a strong background in Data Science, Statistics, Mathematics, Economics, Disaster Management, GIS, or any other related discipline. Or Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong background in Data Science, Statistics, Mathematics, Economics.
	ii. Desirable Qualification	a. Person with Technical education (as defined by All India Council for Technical Education – AICTE), M. Phil and Ph.D

	S	<p>(in DRR related fields) in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D in DRR related field and from a reputed university shall be given additional weightage.</p> <p>b. Candidates must have sound understanding and knowledge of issues relating to data management.</p>
	iii. Work Experience	<p>5-10 years of relevant post qualification work experience in managing / dealing with data related to Disaster Management.</p> <p>Desirable</p> <p>The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p> <p>The applicant should have experience of setting up the databases.</p>
	iv. Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	<ul style="list-style-type: none"> Maximum 50 years. For retired Govt. employees, the upper age limit shall be 65 years with grade Pay of Rs. 8,700/- (Pre-revised)/Level-13 (7th CPC) with minimum 7+ years experience in the relevant fields.
9.	Remuneration Band	<p>Rs. 1,25,000/- — Rs. 1,75,000/- per month*</p> <p>*Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>

**Application of engagement as Senior Consultant (Disaster Data Base) in the
National Disaster Management Authority.**

(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) :

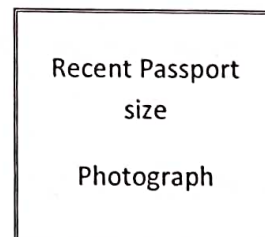
S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(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) : _____

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.