



F. No. 01-16/2023-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 position of Senior Consultant (Hazard Vulnerability and Risk Assessment) 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 (Hazard Vulnerability and Risk Assessment)	Contractual	1 (One)	<p><b>Essential :-</b> Master's degree in Disaster Management, natural sciences, engineering, urban planning, geography, environmental and/or development related fields with some qualification in subject relevant to disaster risk reduction.</p> <p><b>Desirable:-</b> (a) Person with M. Phil and Ph.D in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weightage. (b) Candidates must have sound understanding and knowledge of issues relating to disaster risk reduction and related areas.</p>	<ul style="list-style-type: none"><li>5 years of relevant post qualification work experience in area of disaster risk reduction including disaster risk assessment.</li><li>Duration of Research work (Ph.D., Post-Doctoral) will be counted in work experience either actual duration or 5 years, whichever is less.</li></ul> <p><b>Desirable:-</b></p> <ul style="list-style-type: none"><li>The applicant should have worked with a government agency, leading regional/international organization, or public sector agency.</li><li>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</li></ul> <p><b>Note :</b> Retired Government officials with Grade Pay of Rs 8700/- and above (Equivalent to pay Level-13 and above as per pay matrix of 7<sup>th</sup> CPC) with 5 years experience in the relevant filed may also apply.</p>	<ul style="list-style-type: none"><li>Maximum 50 years.</li><li>For retired employees from central government upper age limit shall be 62 years.</li></ul>

- 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 09<sup>th</sup> December, 2020.
- 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>.
- 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.

(Abhishek Biswas)  
Under Secretary (Admn)

**National Disaster Management Authority**  
**Government of India**

**Terms of Reference**

**Position: Senior Consultant (Hazard Vulnerability and Risk Assessment)**

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Details of Post	Senior Consultant (Hazard Vulnerability and Risk Assessment)
3.	No. of vacancy	01
4.	Purpose of Assignment	<p><b>Background</b></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>Specialist inputs in relevant discipline / areas of disaster management need to be provided to NDMA by Consultants / Sr. Consultants / Lead Consultants. They will provide domain specific technical assistance in formulation of guidelines / conduct of subject related training / other inputs on the subject from time to time as per requirements.</p> <p>The Sr. Consultant will provide effective and timely technical support and services to NDMA, States and UTs in undertaking disaster risk assessment and establishing damage and loss accounting systems. In addition the Incumbent will promote the use of disaster risk information in development planning and disaster risk management. He shall assist NDMA in organizing domain specific workshops/ seminars/ consultations etc with concerned stakeholders for efficient disaster management.</p>

5.	<b>Duration</b>	<b>The Consultancy is for a Maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.</b>
6.	<b>Tasks Related to Assignment &amp; Job Description</b>	<p>Under the guidance and direct supervision of the Joint Secretary, PP Division, NDMA, the Sr. Consultant (Hazard Vulnerability and Risk Assessment) will provide technical assistance to NDMA in formulation and implementation of policies, strategies and guidance related to Disaster Risk assessment and to support coordination with International / Multinational Agencies, Central and State government agencies, SDMAs and DDMA's. In addition, the Sr. Consultant will assist NDMA on developing preparedness and mitigation projects and organizing training and capacity building activities.</p> <p><b>Tasks and Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Provide technical support to NDMA, States and UTs that are undertaking disaster risk assessments and establishing damage and loss database as part of their disaster risk reduction efforts: <ul style="list-style-type: none"> <li>• Provide technical inputs and advice on designing Disaster Risk Assessment initiatives as part of DRR programmes at the State level.</li> <li>• Promote the application of disaster risk information for decision making that contributes to disaster reduction.</li> <li>• Provide overall guidance and advice to end users of risk information on decision and policy making.</li> <li>• Review project proposals, project implementation planning, results and products related to risk assessments.</li> </ul> </li> <li>2. Lead the development of national guidelines on disaster risk Assessment and Damage and Loss Database, in close collaboration with key technical institutes in the country.</li> <li>3. Promote knowledge management on Disaster Risk assessment, including the development of tools and methodologies and documentation of completed and ongoing risk assessment, lessons learned and best practices. <ul style="list-style-type: none"> <li>• Identify and document systematically best practices and lessons learned in risk assessments and damage and loss database.</li> <li>• Prepare, coordinate and facilitate national and sub-national seminars and training workshops on disaster risk assessments and damage and loss accounting systems.</li> <li>• Contribute to the identification and production of capacity development materials and delivery systems for risk-based decision making in development planning.</li> <li>• Develop and deliver Training of Trainers (ToT) on risk</li> </ul> </li> </ol>

		<p>assessment at the State level.</p> <ul style="list-style-type: none"> <li>• Maintain a network of experts of disaster risk assessment specialists to service the needs of disaster risk assessment indicatives at the States, UT and city levels.</li> </ul> <p>4. Assist NDMA in organizing workshops/seminars/meetings etc with concerned stakeholders for undertaking disaster risk assessment, establishing damage and loss accounting systems and related matters and to put up draft minutes for approval of Competent Authority.</p> <p>5. Other task that may be necessary for overall disaster risk assessment.</p> <p>6. Any other work to be assigned as per requirement, by senior officers / Members in NDMA.</p>
7.	<b>Functional competencies required for the position</b>	<ul style="list-style-type: none"> <li>i. Promoting the vision of NDMA</li> <li>ii. Advising Leading and Supervising</li> <li>iii. Formulating concepts and strategies</li> <li>iv. Managing resources</li> <li>v. Demonstrates and safeguards ethics and integrity</li> <li>vi. Displays cultural, gender, religion, and age sensitivity and adaptability.</li> <li>vii. Ability to work in a team situation and engage diverse stakeholders</li> <li>viii. Ability to plan, organize, implement and report on work</li> <li>ix. Inter-personal and communication skills</li> <li>x. Proactive engagement and dialogue</li> <li>xi. Strategic advice and communication</li> <li>xii. Excellent verbal and written communication skills</li> <li>xiii. Proficient with MS Office suite and other Software</li> </ul>
8.	<b>Qualifications and Competencies</b>	
	<b>(A). Academic</b>	
	<b>i. Essential Qualification</b>	Master's degree in disaster management, natural sciences, engineering, urban planning, geography, environmental and/or development related fields with some qualification in subject relevant to disaster risk reduction.
	<b>ii. Desirable Qualifications</b>	<p><b>a.</b> Person with M. Phil and Ph.D in the relevant fields or Research experience, polished papers and post qualification experience in the relevant field would be preferred. Ph. D from reputed university shall be given additional weightage.</p> <p><b>b.</b> Candidates must have sound understanding and knowledge of issues relating to disaster risk reduction and related areas.</p>
	<b>iii. Work Experience</b>	<ul style="list-style-type: none"> <li>• <b>5 years of relevant post qualification work experience in area of disaster risk reduction including disaster risk assessment.</b></li> <li>• <b>Duration of Research work (Ph.D., Post-Doctoral) will be counted in work experience either actual</b></li> </ul>

		<p><b>duration or 5 years, whichever is less.</b></p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</li> <li>• The applicant should have involved in multi stakeholder coordination and worked on data analysis.</li> </ul>
	iv. <b>Language Proficiency</b>	Fluency in written and spoken English is required for this position.
	<b>(B). Upper Age Limit</b>	<ul style="list-style-type: none"> <li>• Maximum 50 years.</li> <li>• <b>62 years</b> for Retired Central Government employees with Grade Pay of Rs. 8700 (pre-revised) / Level – 13 (7<sup>th</sup> CPC) and above with 5 years experience in the relevant fields.</li> </ul>
9.	<b>Remuneration Band</b>	<p>Rs. 1,25,000/- — Rs. 1,75,000/- per month*</p> <p><b>*Remuneration, Allowances, Leave entitlement,</b> 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>
10.	<b>Reporting Mechanism</b>	Sr. Consultant shall report to JS/Advisor, NDMA
11.	<b>Schedule of completion of Tasks</b>	The Senior Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.
12.	<b>Termination of Contract</b>	The engagement of Consultants at NDMA is of a temporary nature and 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 the termination of the contract upon giving one month notice to NDMA. <b>Irrespective of Division, all mater related to this will be handle by Admin Division.</b>

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

Post 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) :

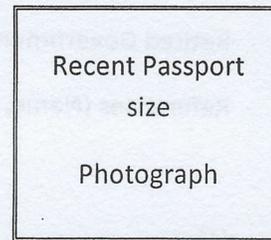
S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(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.

S. No.	Particulars	Organization / Institution	Year

S. No.	Particulars	Organization / Institution	Marks	
			To	Total