



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 various positions of Senior Consultant in National Disaster Management Authority (NDMA) on contract basis.

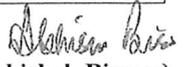
NDMA invites applications from Indian national having requisite qualification and experience for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Consultant (Mitigation Fund)	Contractual	1 (One)	<p>Essential :- Master's degree in Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/Geo-technical engineering, water resource management), or MBA.</p> <p>Desirable:- A research degree (M.Phil./Ph.D.) in disaster management or related field.</p>	<ul style="list-style-type: none"> • Minimum 3 years of experience in the field • Experience in related subjects or handling projects in disaster management or development sector • Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less) • Field experience in the project with substantial use of disaster risk reduction and mitigation in report preparation will be given more weightage in the selection process • Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field <p>Note : 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 7600/- or more may also apply.</p>	40 years for consultant (In case of retired Central Govt. employee, it shall be as per MoF, DoE OM NO. 3-25/2020-E.III.A dated 09/12/ 2020
2.	Consultant (India Mitigation Portal)	Contractual	1 (One)	<p>Essential :- Master's degree in Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/geo-technical engineering, water resource management), or MBA.</p> <p>Desirable:- A research degree (Ph.D./Post Doctoral) in disaster management or related field.</p>	<ul style="list-style-type: none"> • Minimum 3 years of experience in the field • Experience in related subjects or handling projects in disaster management or development sector • Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less) • Field experience in the project with substantial use of disaster risk reduction and mitigation in report preparation will be given more weightage in the selection process • Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field <p>Note : 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 7600/- or more may also apply.</p>	40 years for consultant (In case of retired Central Govt. employee, it shall be as per MoF, DoE OM NO. 3-25/2020-E.III.A dated 09/12/ 2020

2. **Remuneration Band** Rs. 75,000/- – 1,00,000/- pm for Consultants, Remuneration in respect of retired Central 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 09th December, 2020.

3. 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>.
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.

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 : _____

(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) :

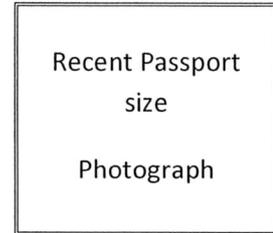
S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(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.

National Disaster Management Authority

Government of India

Positions: Consultant, Subject - Mitigation Fund

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.

The Disaster Management Act, 2005 recognizes the importance of mitigation through introducing relevant provisions in the Act. If these provisions are implemented, mitigation would be established as an integral component of disaster management.

Among these provisions are Sections 47 and 48 of the DM Act, which lays down the provision for the constitution of National, State, and District Disaster Mitigation Funds. These provisions have been included to allocate resources for the implementation of mitigation measures. However, these provisions have not been implemented for a long time.

The 15th Finance Commission in its interim report made the following recommendations:

- (i) Mitigation funds shall be set up at both national and state levels in the form of a NDMF and State Disaster Mitigation Funds (SDMF), in accordance with the Disaster Management Act.
- (ii) These mitigation funds shall be used for those local level and community-based interventions which reduce the risks and promote environment-friendly settlements and livelihood practices. However, large-scale mitigation interventions such as construction of coastal walls, flood embankments, support for drought resilience etc. should be pursued through regular development schemes and not from the mitigation fund.

As a result of the recommendations made by the 15th Finance Commission, the National and State Disaster Mitigation Funds have been constituted. The 15th Finance Commission has allocated resources for both the National and State Disaster Mitigation Funds. To utilize these funds for mitigation, the operational and technical guidelines have been prepared.

One of the key functions of NDMA is to plan various projects and initiatives through the National Disaster Mitigation Fund. Most of the allocation from the fund would be released to the States. The allocation and spending of the resources from the Fund need to be monitored regularly so that the funds are utilized as allocated with necessary accountability standards. NDMA needs the services of a Consultant to monitor the planning, allocation, and utilization of Mitigation Fund.

2. Job Description

Working within the Mitigation Division, the Consultant will assist the Member/Advisor, Mitigation in developing a plan of allocation and utilization of Mitigation fund. Further, the Consultant will coordinate with the Ministry of Home Affairs and the Ministry of Finance for release of allocations from the Mitigation Fund, and set up a monitoring framework for utilization of funds.

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 attend to following tasks and responsibilities:

- Provide technical advice on all matters related to Mitigation Funds (NDMF / SDMF) and related subject dealt by the NDMA and help it coordinate with State governments and other implementing agencies.
- Support the formulation of policies, strategies, and guidelines to strengthen the implementation of National Disaster Mitigation Fund (NDMF) and State Disaster Mitigation Fund (SDMF) in the country as per 15th Finance Commission recommendations with reference to all hazards.
- Assist NDMA in the financial planning of Mitigation Fund, prepare allocation plans and statements of expenditure, and monitor the utilization of Fund through various monitoring tools.

- Work with the Mitigation Division in developing proposals, programmes, and projects which could be funded through the Mitigation Fund. Address various comments emanating from technical and financial appraisal of various programmes and projects, and enhance the vision and impact of Mitigation Fund through high quality programmes.

- Based on experience of mitigation projects and utilization of mitigation fund, improve the operational and technical guidelines for Mitigation Fund, and develop hazard-specific guidelines.

- Develop tools for assessing the impact of Mitigation fund at various levels, analyze the pattern of utilization, and advise on how the fund can be used to leverage State Disaster Mitigation Fund and implement a wide range of mitigation projects.

- Provide techno-financial assistance to Central and state governments in developing tools / methodologies and designing of mitigation portal for appraisal, implementation, monitoring, and evaluation of mitigation projects.

- Participate in NDMA task teams, working groups, and committees to discuss the planning and implementation of programmes and projects supported through Mitigation Fund.
- Support in organizing international/ national workshops, seminars, conferences and coordination with state / UT.
- Any other assignment/work on the subject given by the concerned Member/ JS / Advisor, NDMA

5. Duty station: New Delhi, India

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).

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

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 Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/Geo-technical engineering, water resource management), or MBA.
- Desirable Qualifications: A research degree (M.Phil./Ph.D.) in disaster management or related field.

10. Age and Experience: These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post Qualification work 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 steps increase may be given to the consultant.

**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.

**** 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. Experience:

- a. Experience in related subjects or handling projects in disaster management or development sector
- b. Duration of research work (PhD/Post Doctoral) will be counted for work experience (actual duration or 5 years, whichever is less)
- c. Field experience in the project with substantial use of disaster risk reduction and mitigation in report preparation will be given more weightage in the selection process
- d. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

12. Reporting Mechanism: The Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA. However, occasionally, the concerned division JA will guide the Consultant on handling subject-related issues.

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 engagement of Sr. Consultants and 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

16. Additional remarks: Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions.

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. Extension beyond three years may be considered under exceptional circumstances with the approval of Vice Chairman/ Member Secretary, NDMA. However, no extension will be given beyond the age of 65 year.

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**National Disaster Management Authority
Government of India**

Positions: Consultant, Subject - India Mitigation Portal

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.

The Disaster Management Act, 2005 recognizes the importance of mitigation through introducing relevant provisions in the Act. Among these provisions are Sections 47 and 48 of the DM Act, which lays down the provision for the constitution of National, State, and District Disaster Mitigation Funds. These provisions have been included to allocate resources for the implementation of mitigation measures.

The 15th Finance Commission has recommended setting up of National and State Disaster Mitigation Funds in accordance with the Disaster Management Act. These mitigation funds shall be used for those local level and community-based interventions which reduce the risks and promote environment-friendly settlements and livelihood practices. The 15th Finance Commission has also allocated resources for both the National and State Disaster Mitigation Funds. To utilize these funds for mitigation, the operational and technical guidelines have been prepared.

As NDMA and SDMAs develop mitigation programmes and projects, funded by the National and State Disaster Mitigation Funds, these programmes and projects need to be monitored carefully for their impacts. The impact of Mitigation Funds can be assessed through a database of various projects, and a record of their implementation and achievements.

NDMA proposes to set up a National Mitigation Portal to bring more transparency in the planning and implementation of mitigation measures through utilisation of digital technology. This Portal facilitates various implementing agencies to submit their project proposals to be funded under mitigation funds. The portal also provides facility to track the status of the submitted project proposals, with sites of projects duly geo-referenced, monitor the projects and upload periodic information on various stages of the project cycle.

Through this portal NDMA / SDMAs maintain a database of all the mitigation projects approved by the Disaster Management Authorities and funded by the NDMF/SDMF/DDMF. The database of the projects includes all the details related to project components, expenditure, reviews, evaluation and outcome.

2. **Job Description**

Working within the Mitigation Division, the Consultant will assist the Member/Advisor, Mitigation in setting up the India Mitigation Portal and making it operational. The Consultant will coordinate with the States to get all the relevant information on Mitigation projects funded by the NDMF/SDMF.

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

4. **Key Tasks and Responsibilities**

The Consultant will work under the overall supervision of JS / Advisor, NDMA and attend to following tasks and responsibilities:

- Conceptualize the India Mitigation Portal and develop the digital platform for collecting information upon mitigation projects. Work with the IT division in NDMA to develop the mitigation portal.
- Identify the stages of mitigation projects and seek information on the progress of various projects through the Portal.
- Assist the States in supporting the Portal with the information related to mitigation projects. Work with the States to ensure that all the aspects of the project area are captured in the Mitigation Portal.
- Prepare reports based on analysis of mitigation projects included in Mitigation Portal. Assist the Mitigation Division to use the portal as a monitoring tool.
- Analyze the disbursements and utilization of funds for different State and national-level mitigation projects and provide information on the financial aspects of mitigation funds.
- Based on the information contained in the India Mitigation portal, support other teams in NDMA to report upon Sendai framework targets and other indicators.
- Support the Mitigation Division in various knowledge management activities such as publications, organization of workshops and conferences, and preparation of advisories.
- Support the Mitigation Division in developing proposals, programmes, and projects which could be funded through the Mitigation Fund.
- Based on experience of mitigation projects and utilization of mitigation fund, improve the operational and technical guidelines for Mitigation Fund, and develop hazard-specific guidelines.
- Any other assignment/work on the subject given by the concerned Member/ JS / Advisor, NDMA

5. **Duty station: New Delhi**

6. **Status (Full time/Part Time/Short term or Long-term): Full Time.**

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- 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
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 Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, structural/geo-technical engineering, water resource management), or MBA.
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