F.NO. 01-02/2022-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1 Safdarjung Enclave
New Delhi-110029, Telephone: 011-26701896

Subject: Advertisement for one position of GIS – Database Administrator on Contract Basis in Mitigation Division of National Disaster Management Authority (NDMA).

NDMA invites applications from Indian nationals with qualification and expertise in the country to act as position GIS – Database Administrator on contract basis in the following subjects/discipline (fields):-

Post No	Job Title/ Remuneration	Educational Qualifications	Post Qualification Experience & Expectations	Maximum age limit
1.	GIS – Database Administrator Rs.40,000/-pm (Consolidated) (1 Post)	Bachelor's degree (B.Tech/ BE) in CS/ECE/ Civil / IT, or MCA or MSc in CS / IT	I. Must have 2 years of experience. II. Building and managing large database applications with MySQL/ PostgreSQL III. Experienced in SQL query design, execution and optimization. IV. Prior experience in handling geospatial database. **Preferred :** a. Working knowledge with Geo-Databases PostgreSQL/ SQL/ Oracle) b. Working experience stored procedures, triggers, views indexes and query troubleshooting / optimization and ability to handle large size databases. c. Familiarity with programming language API.	40 years

(A)   General Conditions:

I.   Candidates should apply in prescribed Performa available on the NDMA Website alongwith ToR of Advertisement.

II.   Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.

III.   Applications received incomplete/ not filled correctly/ unsigned/ after due date will not be considered.

IV.   Canvassing in any form will lead to disqualification.

V.   It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.

VI.   The applications must be sent by post in neatly typed out form min A-4 size paper 210 x 297 mm.

(B)   Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website along with copies of certificates establishing their educational qualification, experience to **Shri Abhishek Sharma, SRO (Mitigation), National Disaster Management Authority**, NDMA Bhawan, A-I, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701814, Email. sro-mitigation@ndma.gov.in within 20 days from the date of publication of advertisement in the employment news.

(Abhishek Biswas)
Under Secretary (Admn)

TERMS OF REFERENCE OF GIS- Database Administrator
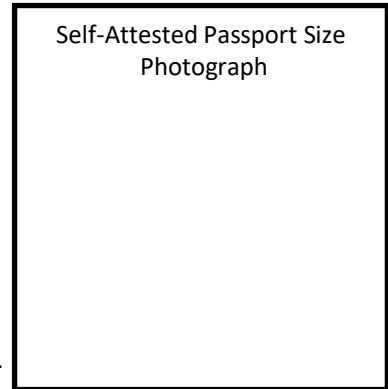
Sl No.	Category / Qualification / Experience	Remarks
1	Category Required	**GIS- Database Administrator**
	Minimum Qualification	• Bachelor's degree (B.Tech/BE)in CS/ECE/ Civil/IT, or MCA or MSc in CS / IT
2	Experience	**Required: -** • Must have 2years of experience • Building and managing large database applications withMySQL/PostgreSQL • Experienced in SQL query design, execution and optimization • Prior experience in handling geospatial database **Preferred:** • Working Knowledge with Geo-Databases PostgreSQL/SQL/Oracle) • Working experience stored procedures, triggers, views, indexes and query troubleshooting/optimization and ability to handle large size databases • Familiarity with programming languages API
3.	Precise statement of Objectives	• Should be fully conversant with the various technologies involved for preparation of geospatial databases • Defining users and enabling data distribution to the right user, in appropriate format and in a timely manner • Designing and implementing databases in accordance to end user's information needs and views i.e., Stakeholders • Should have knowledge about the techniques for geospatial web development based on Java-script and Python. • Should have knowledge on data storage, data retrieval and data processing forcreation of value-added information decisions would be desirable.

4.	Outline of the tasks to be carried out	- Install, monitor and troubleshoot database packages in production, development andtest environment; - Review currently available datasets at the NDMA, identify the gaps in data and advise on theadditional data requirements - Design the structure and format for each item/theme to be included in the database - Identify quality parameters, categorize quality and specify the scope and limitation of data - Examine the current database structure and in line with that develop the assessment trackingmodule using the same platform - Based on quality definition, identify the methods to be used to assess/test data quality. Themethods shall include statistical methods and shall make use of the results of quality definition - All data for building the database shall undergo a validation procedure according to thedeveloped procedures for quality assurance. - Design and develop a meta data scheme based on state of the art conventions and standards. - Develop a data model synthesizing and incorporating data structures and formats and taking linkages with the Geodatabase - Implement the data model and meta☐data scheme in the DBMS - Test performance of the database queries and implement performance optimization as needed to run large queries. - Implement and enforce security of all databases; - Tune the database regularly for better performance; - Backup, restoration and archiving of databases and database objects; - Designing and implementing training plans on DBMS / RDBMS required for geospatial databases - Provide support to the NDMA-GIS team in uploading all assessment reports.
5.	Deliverables or Final Output	- Collection, standardization and storage of data - Minimise database downtime and manage parameters to provide fast query responses - Provide proactive and reactive data management support and training to Stakeholders

		• Perform tests and evaluations regularly to ensure data security, privacy and integrity
		• Monitor database performance, implement changes and apply new patches and versions when required
		• Implementation of effective database tools for decision making processes based on available datasets on NDMA-GIS data portal
		• Guidance to the states on developing geospatial database for DRR
		• An inventory report of all reviewed data including data resolution, extentand source of data pointing out data requirements needed for Disaster Risk management.
6.	Schedule for completion of Tasks	• Initially the position will be for aperiod of One years with a possibility of extension based on satisfactory performances. • NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to the Employer.
7.	Remuneration:	• The maximum amount of monthly consolidated fee shall be as under:- 　　▪ 40,000/- pm Consolidated
8.	Maximum Age Limit	• 40 years

Application of Engagement as Database Administrator under the Project Extension of GIS Scheme Operational Manpower in National Disaster Management Authority.

1.   Name   :.. ....

2.   Father's Name: ....

3.   Date of Birth: ....

4.   Male/Female: ....

5.   Domicile: ....

6.   Nationality: ....

7.   Mailing Address (with Tel./Mob. No. and email address): -...............

Self-Attested Passport Size Photograph

        ....

8.   Permanent Address: ....

9.   Educational Qualification:-

SN	Course	Subject	Universities /Institutes	Year of Passing	Division / Class / Grade

10.   Professional Experience :-

SN	Organization	Period		Nature of Work	Remarks
		From	**To**		

11.   Whether SC/ST/OBC: ....……

12.   Reference:

        ii..

        iii...

(Date) : --------------------------   (Signature)

                                                Mobile No...................................

Place :---------------------------   E-mail-id.................................