

A-17/8/2018-Admn.
Government of India
(National Disaster Management Authority)

Dated: 5th March, 2020

Subject: NDMA Internship Scheme

National Disaster Management Authority (NDMA), Government of India has decided to invite applications for an Internship Scheme. NDMA Internship Scheme seeks to engage Indian Nationals, who are graduate/ post graduate or Research Students enrolled in reputed University/ Institution within India or abroad, as “Interns”. These “Interns” shall be attached with various Divisions within NDMA and would be supplementing the process of analysis within NDMA through empirical collection and to collation of in-house and other information for the “Interns”, the exposure to the functioning of the Indian Government may be an add-on in furthering their interests.

2. The Scheme will be on remuneration basis.

3. Name of the Scheme: The NDMA Internship scheme.

3.1 Purpose: To allow short term attachment of “eligible person” with the different Divisions of NDMA, Government of India as ‘Interns’.

3.2 Objectives of the Scheme: a. To allow young academic talent to be associated with the NDMA’s work for mutual benefit. b. The “Interns” may benefit by getting an exposure to the Government functioning and Disaster Management related issues in Government of India and contribute to the Policy formulation by generating policy inputs such as empirical analysis, briefing reports, policy papers etc.

3.3 The Interns will be paid remuneration of Rs. 12,000/- per month.

3.4 Internship:

(i) Internship shall be available throughout the year based on requirement of NDMA.

(ii) Eligibility: Students pursuing Research, Post Graduation, students in the 4th and 5th year of integrated five years or two years post graduation 1st and 2nd year students of Economics, Science, Humanities, Architects, Management, Engineering, Medicine etc. will be eligible for consideration as Interns. Preference will be given to students studying disaster management or related subjects. Total no of interns proposed is 10 to start with, however, the figure can change time to time based on requirement.

(iii) Period: The duration of Internship shall be at least six weeks to eight weeks and not exceeding two months. Interns not completing the requisite period will not be issued any certificate (iv) Experience Certificate: A certificate regarding successful completion of Internship shall be issued by the JS/Advisor of the concerned Subject Division.

3.5: Logistic & Support: Interns will be required to have their own laptops. NDMA shall provide them working space, internet facility and other necessities deemed fit by the Division Head.

3.6 Procedure and conditions for Applicants:

- i. Institute recommends their students for Internship and send their application in NDMA through Institute..
- ii. Applicants must also indicate the area of interest.
- iii. A candidate can apply for internship only once during a financial year.

- iv. The applicants who do not fulfill the eligibility conditions, their applications shall be rejected.

3.7 Procedure of Selection criteria: Candidates will be selected based on the interview to check the aptitude and attitude towards disaster management.

3.8 Attendance - During internship in NDMA, the candidate should have 90% attendance and they have to mark In and Out time on daily basis. The attendance records and the details of work supervision shall be maintained by the head of the Divisions/Senior Consultants/Consultants.

3.9 (i) Nature of assignment: The Interns will assist/collate research/analysis in the following fields:-

1. SOPs and Guidance Notes
2. Project assignments
3. Research Assignments
4. Training/Capacity building and Documentation
5. Process Documentation
6. Day to day assignment – on the job training
7. Any other task as assigned by Supervisor

(ii) Thematic Verticals: The broad thematic verticals for the interns are indicated below:-

1. Governance and Institutional Strengthening for DM
2. Risk Analysis and Mitigation (includes Loss and damage assessment in the context of disaster vulnerability and resilience).
3. Community Based Disasters Management
4. Information, Knowledge Management System/s (IKMS) for Disaster Management
5. School Safety
6. Urban Risk Management
7. Disaster Risk reduction
8. Climate change adaptation
9. Risk Insurance in Disaster Management

3.10 Interview Committee: A single three members committee is as under to select Inters:

1. Advisor (PP), NDMA - Chairman

- ii. Advisor (Mit.), NDMA - Member

- iii. Financial Advisor, NDMA - Member

3.11 Scheme Review: The Scheme in its present form is proposed for two years. A review of the Scheme may be undertaken after one year or earlier as required and necessary changes may be made.

3.12 Relaxation: Member Secretary, NDMA will have the power to relax any of the conditions mentioned above, in respect of any deserving candidates.

This issues with the approval of Member Secretary, NDMA

Sd/-
(Yogeshwar Lal)
Director (IC & Coord.)

**APPLICATION FOR INTERN UNDER NDMA INTERNSHIP
SCHEME**

Bio-Data Pro Forma

1. Name in Block letters :

2. Father/spouse name :

3. Date of Birth (in Christian era):

4. Marital status :

5. Present mailing address: _____
6. Telephone No. _____ Mobile No. _____ E-Mail. _____
7. Educational Qualification: _____ (with details.-
year-wise.)
8. Name & address of University/Institution/College: _____
9. Details of Computer knowledge : _____
10. Language: _____
11. Details of Additional academic /Technical qualification: _____
12. Any other related information. _____
13. Why do you want to do internship with NDMA _____
14. Whether belongs to SC/ST: _____

DECLARATION

I have carefully gone through the NDMA Intern Scheme & advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the Internship.

Signature of the Candidate

Date : _____

**VERIFICATION by
UNIVERSITY/COLLGE/INSTITUTION**

It is certified that the particulars given by the candidate in his/her application, column No.1-13 have been verified from the University/Institution/College records and are true, correct and complete.

Date _____

Signature _____

Place _____

Name _____

Designation _____

Address _____

Office seal Telephone No. & Fax No.