

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT  
(Ministry of Home Affairs)**

**13.03.2025**

**WALK IN INTERVIEW**

Walk-in interview will be held for engaging (i) one Senior Consultant and (ii) Consultant, purely on contractual basis for twelve month period to assist in the **updating of document on "Disaster Management in India"**:

<b>S. No.</b>	<b>Name of Position</b>	<b>No. of Position</b>	<b>Remuneration P.M.</b>	<b>Walk-in interview Date</b>
1	Sr. Consultant	1	Rs. 1,25,000/- to 1,75,000/-	24.03.2025
2	Consultant	1	Rs. 75,000/- to 1,00,000/-	25.03.2025

1. Selection Process: Walk-in Interview on dates as mentioned above in the above table.
2. Reporting Time : **BETWEEN 10:00 AM to 11:00 AM**
3. The detailed Terms of Reference (TOR) for the above positions is attached.
4. **Only 20 nos. of eligible candidates for the each position** will be entertained on first come first serve basis.
5. Interested candidates are requested to **report at NIDM, Plot No.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi - 110042 between 10:00 am to 1:00 am on the dates** of interview as mentioned above.
6. The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
7. The candidates are also required to fill/carry the application format (attached) for the interview.
8. No TA/DA will be provided for attending the walk-in interview.
9. The Sr. Consultant/Consultant will be governed under NIDM's procedure and guidelines for engagement of Consultants.
10. The remuneration will commensurate with the qualifications, experience and profile of the candidate.

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**TERMS OF REFERENCE OF SENIOR CONSULTANT – 1 position**

**1. Educational Qualification:**

Masters' Degree in Any of the Environmental Science/ Earth Science (Geology/ Geography) / Disaster Management / Natural Resource Management / Social Work or allied discipline with minimum of 55% marks or equivalent grade.

**2. Experience:**

- (i) A minimum of 5 to 10 years of experience in relevant field (For Ph.D. holder, relaxed to 3 year).
- (ii) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data/literature.
- (iii) Knowledge of the principles and practices of climate change/environment, disaster management, policy and planning in disaster management subject.
- (iv) Familiar with Government of India projects/ programme and initiatives in the field of disaster risk reduction, mitigation and management.

**Desirable:**

- (i) M. Phil or Ph.D. in the relevant field as mentioned in para 1.
- (ii) Experience of writing technical reports/publications and editorial skills.
- (iii) Inter-disciplinary knowledge and exposure shall be preferred.

**3. Tasks to be carried out:**

The Senior Consultant shall be responsible for the following tasks:

- (i) Assist the Nodal faculty NIDM associated with the preparation of policy/knowledge document, under overall supervision of ED NIDM.
- (ii) Assist in communication with the relevant officials in the different ministries/ organisation/ departments, authors, reviewers, and necessary meetings.
- (iii) Compilation of the documents/chapters and review comments, coordination with the officials for updating/revision of the manuscript, and cross-check of the same.
- (iv) Assisting in the related administrative and other works as required from time to time.
- (v) Prepare periodic progress report and reviews.
- (vi) Any other related work assigned by the nodal faculty members, from time to time
- (vii) Maintain confidentiality of information/documents as per instructions.

- 4. Duration of assignment:** The assignment will be for a period of 12 months and extendable as per requirement with work progress.

5. **Supervision & Guidance:** The Senior Consultant shall assist the nodal faculty member of NIDM responsible for the preparation of aforesaid document.
6. **Age:** Normally, the maximum age limit will be 50 years.
7. **Remuneration:** Consolidated salary of Rs. 1,25,000 to 1,75,000/- p.m.
8. **Schedule of completion of Tasks:** The Sr. Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Sr. Consultant shall not take up any other assignment during the period of consultancy in NIDM.
9. **Termination of Contract:** The engagement of Sr. Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual. The Individual Sr. Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section.

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**TERMS OF REFERENCE OF CONSULTANT – 1 Position**

**1. Educational Qualification:**

Masters' Degree in Any of the Environmental Science/ Earth Science (Geology/ Geography) / Disaster Management / Natural Resource Management / Social Work or allied discipline with minimum of 55% marks or equivalent grade.

**2. Experience:**

- (i) About 3 to 5 years of experience in relevant field.
- (ii) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data/literature.
- (iii) Knowledge of the principles and practices of climate change/environment, disaster management, policy and planning in disaster management subject.
- (iv) Familiar with Government of India projects/ programme and initiatives in the field of disaster risk reduction, mitigation and management.

**Desirable:**

- (i) M.Phil. / research or consultancy experience in the relevant field.
- (ii) Experience of writing technical reports/publications and editorial skills. Inter-disciplinary knowledge and exposure shall be preferred.

**3. Tasks to be carried out:**

The Consultant shall be responsible for the following tasks:

- (i) Assist the Nodal faculty of NIDM and Senior Coordinator associated with the preparation of document, under overall supervision of ED NIDM.
- (ii) Assist in communication with the relevant officials in the different ministries/organisation/departments, authors, reviewers, and necessary follow up.
- (iii) Compilation of the documents/chapters and review comments, coordination with the senior consultant for updating/revision of the manuscript, and cross-check of the same.
- (iv) Assist in organizing consultations in developing reports and follow-up actions as per guidance by NIDM nodal faculty and senior consultant.
- (v) Assisting in the related administrative and other works as required from time to time.
- (vi) Maintain the inventory of documents/resource materials, nodal officers from respective organizations/Ministry and Prepare periodic progress report and reviews as per guidance by NIDM nodal faculty and senior consultant.
- (vii) Any other work assigned by the nodal faculty members, from time to time
- (viii) Maintain confidentiality of information/documents as per instructions.

4. **Duration of assignment:** The assignment will be for a period of 12 months and extendable as per requirement with work progress.
5. **Supervision & Guidance:** The Consultant shall assist the nodal faculty NIDM & Senior consultant responsible for the preparation of aforesaid document.
6. **Age:** Normally, the maximum age limit will be 40 years.
7. **Remuneration:** Consolidated salary of Rs. 75,000 to 1,00,000/- p.m.
8. **Schedule of completion of Tasks:** The 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 in NIDM.
9. **Termination of Contract:** The engagement of Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handled by Admin Section.

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**Application format for the position of \_\_\_\_\_**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (with Tel./Mob. No. and email address):
7. Permanent Address:
8. Educational qualification:

Sl.No.	Course	Subject	Universities/ Institute	Year of Passing	Division/Class

**9. Work Experience:**

Sl.No.	Organization/ Institute	Post held	Period		Nature work	Nature of work	Remarks
			From	To			

10. Brief about publications/research/documentation work etc.:

11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post:

12. References (upto 2-Name/Affiliation and Contacts):

Date: \_\_\_\_\_

(Signature): \_\_\_\_\_

Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

**Note: The candidates are requested to bring their certificates and mark sheets (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.**