

F. No. 01-06/2023-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/Lead Consultant 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	Work Experience	Max. Age Limit
1.	Lead Consultant (Coordinator or National Recovery Resource Centre)	Contractual	1 (One)	<b>Essential:</b> - Master's Degree in Disaster Management, Civil Engineering, Economics, Architecture, Social Sciences, Geo-informatics, Urban Planning, Public Policy, Public Administration and Development Planning or a related discipline. Candidates with experience in handling Recovery and Reconstruction would be preferred. <b>Desirable:</b> - An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.	<ul style="list-style-type: none"><li>•A candidates should have minimum 10 years of post-qualification work experience in disaster risk management, developmental projects, and programmes at either policy or programme level.</li><li>•Working in national/international institutions on disaster risk management or implementing recovery projects is desirable.</li><li>•Expertise in data analysis tools like Microsoft Excel, PPT, and Word is a must. Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects.</li></ul> <b>Note:-</b> Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.	<ul style="list-style-type: none"><li>• Upper age limit will be 62 years (For retired Govt Servants, upper age limit also be 62 years)</li></ul>
2.	Senior Consultant (Technical Expert-Recovery Programmes - Structural)	Contractual	1 (One)	<b>Essential:</b> -Master's degree in Disaster Management / Architecture or Civil Engineering or Master's degree in urban planning/ Housing/ Rural Planning with bachelor's in architecture/ civil	<ul style="list-style-type: none"><li>•A minimum of 5 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level.</li><li>•Working in national/international institutions on disaster risk management or</li></ul>	<ul style="list-style-type: none"><li>•Upper age limit will be 50 years (For retired Govt Servants, upper age limit also be 62 years)</li></ul>

				<p>engineering.</p> <p><b>Desirable:</b> - An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery &amp; Reconstruction.</p>	<p>implementing recovery projects is desirable.</p> <ul style="list-style-type: none"> <li>•Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects. Expertise in data analysis tools like Microsoft Excel is a must. Additionally, candidates must have expertise in AutoCAD, Sketchup, and other design software.</li> </ul> <p>Note:- Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 5 years in the relevant field. Candidates with experience in handling Recovery &amp; Reconstruction programmes would be preferred.</p>	
3.	Senior Consultant (Technical Expert- Research Knowledge Management, Training and Capacity Building )	Contractual	1 (One)	<p><b>Essential :-</b> A Master's Degree in Disaster Management, Economics, Public Policy, Livelihood, Rural Development, or Social Entrepreneurship</p> <p><b>Desirable:</b> - An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery &amp; Reconstruction.</p>	<ul style="list-style-type: none"> <li>•A minimum of 5 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level.</li> <li>•Working in national/ international institutions on disaster risk management or implementing recovery projects is desirable.</li> <li>•Candidates must have a sound understanding and knowledge of issues relating to Recovery &amp; Reconstruction. The candidates must have proven experience of designing training modules, session plans, and delivering training sessions.</li> <li>•Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies pertaining</li> </ul>	<ul style="list-style-type: none"> <li>•Upper age limit will be 50 years (For retired Govt Servants, upper age limit also be 62 years)</li> </ul>

2. **Remuneration Band** Rs. 1,25,000 - 1,75,000/- per month for Senior Consultant and Rs.2,00,000-2,50,000/- per month for Lead Consultant .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 09<sup>th</sup> 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 and NDMA reserves the right to reject such applications without assigning any reason.**



(Abhishek Biswas)  
Under Secretary (Admn)



**Government of India  
Ministry of Home Affairs  
National Disaster Management Authority  
New Delhi**

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No. 16/18/2021-RR

**Subject:** Terms of Reference (ToR)

**Title of the position:** Coordinator, National Recovery Resource Centre

**Level:** Lead Consultant (Contractual)

**Budget Line / Head:** Rs. 2,00,000-2,50,000/- per month (Remuneration in respect of retired Government employees will be fixed as per Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020)

1. **Name of the Division:** Rehabilitation and Recovery

2. **Purpose / Rationale of the Assignment:**

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 to strengthen disaster preparedness and mitigation, improve disaster response and recovery, and support capacity-building activities in the country.

#### **Recovery and Reconstruction**

The National Disaster Management Act (2005) defines reconstruction as the construction or restoration of any property after a disaster. The National Policy on Disaster Management (2009) enunciates the approach to recovery and reconstruction. According to this policy, incorporating disaster-resilient features to 'build back better' will be the guiding principle in recovery and reconstruction. The policy prescribes owner-driven reconstruction, ensuring speedy restoration of essential services and reconstruction of social infrastructure, contingency plans for reconstruction in highly disaster-prone areas, livelihood restoration, and linking recovery with safe development.

The 15th Finance Commission has set up a Recovery and Reconstruction funding window within the NDRF and SDRF and has allocated 30 percent of resources for this purpose. As there is a dedicated funding window for this function, both the NDMA and SDMA need to operationalize this window and establish recovery and reconstruction as a distinct area of their functioning.

At the national level, NDMA has to demonstrate its leadership by establishing systems and developing tools and methodologies for recovery and reconstruction. Given the importance assigned to the subject of recovery and reconstruction in the country, NDMA requires the services of an experienced professional as a Lead Consultant for Recovery and Reconstruction.

3. **Duration:** Contract will be initially for a period of three years, based on satisfactory performance, Year to Year continuation is subject to performance review during these three years.

4. **Number of Vacancies:** One (1)

5. **Job Description / Context:**

The NRRC Coordinator will lead the coordination of various recovery and reconstruction efforts at NDMA. The Coordinator will assist NDMA in the formulation of recovery and reconstruction framework and guidelines. S/he will assist NDMA in carrying out post-disaster needs assessment and launching recovery and reconstruction projects in states in collaboration with SDMAs, international financial institutions, and others. Working across various interventions of NDMA, the Coordinator will identify opportunities for building a better approach to recovery and reconstruction. While the Coordinator will work primarily on the NDMA's programmes, s/he will also support central government ministries and departments for Post-Disaster Needs Assessment (PDNA) and designing recovery and reconstruction programmes.

6. **Tasks / Deliverables:**

The NRRC Coordinator will be responsible for the overall coordination and management of the NRRC activities at the central level, including strategic planning, partnership development, and policy guidance.

- Oversee various activities of NRRC, including but not limited to post-disaster needs assessments, recovery and reconstruction planning, capacity building, management of roster, partnerships, collaborations, and database management.
- Overall coordination of the Recovery interventions between the NDMA, NIDM and the SDMA
  - Ensure that respective roles supportive of the NRRC missions are clearly understood by the structures and actors.
  - Conduct regular engagement with the relevant structures to ensure joint understanding of roles and progress of yearly programmes.
  - Provision of a strategic perspective towards actualizing the recovery and reconstruction guidelines at the state level.
  - Based on regular monitoring with the states, NDMA, NIDM, and SDMAs, decide on new additions to the NRRC programmes, such as the inclusion of innovative

assessment and recovery planning tools and initiation of changes of action when deemed relevant.

- Support in strategic collaborations and partnerships.
  - Communicate the strategic perspectives of the NRRC to all actors involved in its functioning.
  - Support in establishing partnerships with various national and international agencies for disaster recovery.
  - Establish dialogues with key international partners involved in the recovery and reconstruction fields to ensure alignment of visions and be up to date on the latest innovations.
- Provision of oversight and guidance to the experts of the NRRC
  - Establishment of the main tasks and overseeing of the work plans of the experts/ consultants/ senior consultants hired for the daily functions of the NRRC.
  - Conduct of regular review and monitoring meetings to guide the experts and ensure their work is going smoothly.
  - Overview of the hiring of temporary consultants that will support the experts, when needed.
- Support in the management of Roster of Consultants
  - Support in the development of a roster of consultants with expertise in recovery interventions.
  - Support in organising training programs in collaboration with other institutions.
- Contact person for the states on the topic of Recovery and reconstruction
  - Establish regular dialogue with each of the states' focal points and act as a convening actor to foster dialogue and the exchange of experiences between them.
  - Develop and maintain a national pool of experts on PDNA.

## 7 Qualification

### Essential

- Master's Degree in Disaster Management, Civil Engineering, Economics, Architecture, Social Sciences, Geo-informatics, Urban Planning, Public Policy, Public Administration and Development Planning or a related discipline. Or Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.

### Desirable

- An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.

## 8. Work Experience

- A candidates should have minimum 10 years of post-qualification work experience in disaster risk management, developmental projects, and programmes at either policy or programme level.
- Working in national/ international institutions on disaster risk management or implementing recovery projects is desirable.
- Expertise in data analysis tools like Microsoft Excel, PPT, and Word is a must. Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects.
- Upper age limit will be 62 years (For retired Govt Servants, upper age limit also be 62 years).

## 9. Competencies

This position requires the following demonstrated functional competencies

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team leader and facilitating teamwork;
- Demonstrate Analytical skills;
- Facilitating and encouraging open communication in the team, communicating effectively in public meetings and presentations;
- Learning and sharing knowledge and encouraging the learning of others.
- Effective resource managements
- Strategic advice and communications



**Government of India**  
**Ministry of Home Affairs**  
**National Disaster Management Authority**  
**New Delhi**

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No. 16/18/2021-RR

**Subject:** Terms of Reference (ToR)

**Title of the position:** Technical Expert - Recovery Programmes (Structural)

**Level:** Senior Consultant (Contractual)

**Budget Line / Head:** Rs. 1,25,000 - 1,75,000/—per month (Remuneration in respect of retired Government employees will be fixed as per Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December 2020)

1. **Name of the Division:** Rehabilitation and Recovery

2. **Purpose / Rationale of the Assignment:**

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 to strengthen disaster preparedness and mitigation, improve disaster response and recovery, and support capacity-building activities in the country.

**Recovery and Reconstruction**

The National Disaster Management Act (2005) defines reconstruction as the construction or restoration of any property after a disaster. The National Policy on Disaster Management (2009) enunciates the approach to recovery and reconstruction. According to this policy, incorporating disaster-resilient features to 'build back better' will be the guiding principle in recovery and reconstruction. The policy prescribes owner-driven reconstruction, ensuring speedy restoration of essential services and reconstruction of social infrastructure, contingency plans for reconstruction in highly disaster-prone areas, livelihood restoration, and linking recovery with safe development.

The 15th Finance Commission has set up a Recovery and Reconstruction funding window within the NDRF and SDRF and has allocated 30 percent of resources for this purpose. As there is a dedicated funding window for this function, both the NDMA and SDMA need to operationalize this window and establish recovery and reconstruction as a distinct area of their functioning.

At the national level, NDMA has to demonstrate its leadership by establishing systems and developing tools and methodologies for recovery and reconstruction. Given the importance assigned to the subject of recovery and reconstruction in the country, NDMA requires the services of an experienced professional as Senior Consultant for Recovery and Reconstruction.

3. **Duration:** Contract will be initially for a period of three years, based on satisfactory performance, Year to Year continuation is subject to performance review during these three years.

4. **Number of Vacancies:** One (1)

5. **Job Description / Context:**

The Senior Consultant, Recovery Programmes (Structural), will support NDMA in planning, implementing, and monitoring recovery and reconstruction interventions. S/he will also assist NDMA in carrying out post-disaster needs assessments and launching recovery and reconstruction projects in states in collaboration with SDMAs, international financial institutions, and others.

The Senior Consultant (Structural) will support NDMA primarily on the structural components of damage assessment and reconstruction of buildings, which may include but are not limited to private buildings, housing, public amenities, infrastructure, etc.

Working across various interventions of NDMA, the consultant will identify opportunities for building a better approach to recovery and reconstruction. While the Consultant will work primarily on the NDMA's programmes, s/he will also support central government ministries and departments for Post-Disaster Needs Assessment (PDNA) and designing recovery and reconstruction programmes.

6. **Task/ Deliverables**

The Senior Consultant, Recovery Programmes (Structural), will work in the Rehabilitation and Recovery Division under the overall supervision of the Joint Secretary and the guidance of the Member, NDMA. The consultant will work in coordination with Coordinator, NRRC.

The consultant needs to specialise in conducting comprehensive recovery assessments and developing recovery plans. Utilises expertise in data analysis, risk assessment, and planning methodologies to support evidence-based recovery strategies. Provides technical support in the implementation of recovery projects. Assists in project management, stakeholder coordination, and monitoring of project activities to ensure successful execution.

- Support in various activities of NRRC, including but not limited to post-disaster needs assessments, recovery and reconstruction planning, capacity building, monitoring, and management of roster.
- Support NDMA/ SDMAs/ NIDM and other institutions in various aspects of recovery and reconstruction, including but not limited to
- Support and guidance in conducting damage assessments, recovery and reconstruction programming.
- developing guidance documents in the reconstruction of built infrastructure with build back better needs.
- Support in building cost estimates for damages, losses, and reconstruction needs.
- Build capacities of diverse stakeholders on various aspects of damage assessments, reconstruction, and rehabilitation of buildings
- Establish monitoring mechanisms and support SDMAs in monitoring and evaluating recovery and reconstruction programs.
- Develop a monitoring framework and implementation of monitoring, evaluation and learnings from various recovery and reconstruction interventions.

## 7. **Qualifications**

### **Essential**

- Master's degree in Disaster Management / Architecture or Civil Engineering or Master's degree in urban planning/ Housing/ Rural Planning with bachelor's in architecture/ civil engineering. Or Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 5 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.

### **Desirable**

- An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.

## 8. **Work Experience**

- A minimum of 5 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level.
- Working in national/ international institutions on disaster risk management or implementing recovery projects is desirable.
- Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects. Expertise in data analysis tools like Microsoft Excel is a must. Additionally, candidates must have expertise in AutoCAD, Sketchup, and other design software.
- Upper age limit will be 50 years (For retired Govt Servants, upper age limit also be 62 years)

## 9. **Competencies**

This position requires the following demonstrated functional competencies

- Demonstrating/safeguarding ethics and integrity;

- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team leader and facilitating teamwork;
- Demonstrate Analytical skills;
- Facilitating and encouraging open communication in the team, communicating effectively in public meetings and presentations;
- Learning and sharing knowledge and encouraging the learning of others;
- Effective resource managements; and
- Strategic advice and communications.

**Government of India**  
**Ministry of Home Affairs**  
**National Disaster Management Authority**  
**New Delhi**

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No. 16/18/2021-RR

**Subject:** Terms of Reference (ToR)

**Title of the position:** Technical Expert - Research Knowledge Management, Training and Capacity Building

**Level:** Senior Consultant (Contractual)

**Budget Line / Head:** Rs. 1,25,000 - 1,75,000/—per month (Remuneration for retired Government employees will be fixed as per Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December 2020)

1. **Name of the Division:** Rehabilitation and Recovery
2. **Purpose / Rationale of the Assignment:**

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 to strengthen disaster preparedness and mitigation, improve disaster response and recovery, and support capacity-building activities in the country.

### **Recovery and Reconstruction**

The National Disaster Management Act (2005) defines reconstruction as the construction or restoration of any property after a disaster. The National Policy on Disaster Management (2009) enunciates the approach to recovery and reconstruction. According to this policy, incorporating disaster-resilient features to 'build back better' will be the guiding principle in recovery and reconstruction. The policy prescribes owner-driven reconstruction, ensuring speedy restoration of essential services and reconstruction of social infrastructure, contingency plans for reconstruction in highly disaster-prone areas, livelihood restoration, and linking recovery with safe development.

The 15th Finance Commission has set up a Recovery and Reconstruction funding window within the NDRF and SDRF and has allocated 30 percent of resources for this purpose. As there is a dedicated funding window for this function, both the NDMA and SDMA need to operationalize this window and establish recovery and reconstruction as a distinct area of their functioning.

At the national level, NDMA has to demonstrate its leadership by establishing systems and developing tools and methodologies for recovery and reconstruction. Given the importance assigned to the subject of recovery and reconstruction in the country, NDMA requires the services of an experienced professional as a Senior Consultant for Recovery and Reconstruction.

3. **Duration:** Contract will be initially for a period of three years, based on satisfactory performance, Year to Year continuation is subject to performance review during these three years.

4. **Number of Vacancies:** One (1)

5. **Job Description / Context:**

The Senior Consultant—Research Knowledge Management, Training, and Capacity Building—will design and deliver training programs on recovery and reconstruction-related topics. The consultant will develop capacity-building strategies, conduct training needs assessments, and facilitate knowledge transfer to enhance recovery expertise among stakeholders.

The consultant will also conduct research on recovery best practices, lessons learned, and emerging trends. Manages knowledge resources, documents case studies, and facilitates knowledge exchange among stakeholders.

6. **Task/ Deliverables**

The Senior Consultant, Technical Expert - Research Knowledge Management Training and Capacity Building will work in the Rehabilitation & Recovery Division under the overall supervision of the Advisor and guidance of Member, NDMA. The Consultant will work in coordination with coordinator, NRRC.

- Coordinate with the NIDM and the state governments on all matters pertaining to training for recovery planning.
  - 
  - Coordinate and develop PDNA Training calendars and content with the NIDM.
  - Identify the relevant sectors to be included in training, and plan embedded follow-up training to ensure that needs assessment knowledge is complemented by recovery knowledge
  - Identify the relevant trainers to design and deliver the training, in the local languages
- Support state governments in customizing the training modules and material on Recovery.
  - 
  - Provide the states with pre-established case studies and material adapted to the states' disaster profiles, languages, and training formats
  - Build a roster of qualified experts that can be proposed to the states to facilitate the organisation and delivery of the training

- Collect the post training reports and lessons learned to help improve the conduct of future training
- Support the NIDM by providing state perspectives and being a single point of contact on the topic of training and capacity building.
  - 
  - Compile the lessons learnt collected post PDNA training to establish yearly reports for the NIDM that will be used to adjust and update the NRRC training programmes
  - Conduct regular post-training follow-up meetings with the organising states to collect first-hand impressions and reflect on what worked and what should be improved
  - Based on feedback received, establish a mapping of training needs that will build into the yearly NRRC programmes.

## 7. Qualification

### **Essential**

- A Master's Degree in Disaster Management, Economics, Public Policy, Livelihood, Rural Development, or Social Entrepreneurship Or Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 5 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.

### **Desirable**

- An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.

## 8. Work Experience

- A minimum of 5 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level.
- Working in national/ international institutions on disaster risk management or implementing recovery projects is desirable.
- Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction. The candidates must have proven experience of designing training modules, session plans, and delivering training sessions.
- Upper age limit will be 50 years (For retired Govt Servants, upper age limit also be 62 years)
- Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies pertaining to disaster risk reduction and related aspects.

## 9. Competencies

This position requires the following demonstrated functional competencies

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;

- Self-development, initiative-taking;
- Acting as a team leader and facilitating team work;
- Demonstrate Analytical skills;
- Facilitating and encouraging open communication in the team, communicating effectively in public meetings and presentations;
- Creating synergies through self-control;
- Learning and sharing knowledge and encouraging the learning of others;
- Effective resource managements; and
- Strategic advice and communications



## Application of engagement as Senior 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 :- \_\_\_\_\_  
\_\_\_\_\_

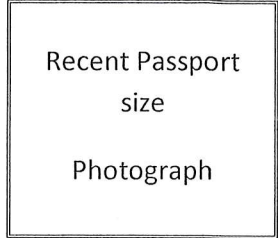
(8) E-mail : \_\_\_\_\_ Phone \_\_\_\_\_

(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.