



F. No. 01-07/2024-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 (ME & IRS – Critical Infrastructure and Key Installations) 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.	Senior Consultant (ME & IRS – Critical Infrastructure and Key Installations)	Contractual	01 (One)	Essential :- Master's Degree in Disaster Management / related field. Desirable:- M.Phil or Ph.D in Disaster Management or related field.	<ul style="list-style-type: none">• Minimum 08 years post qualification experience, in response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level.• Minimum experience of 05 years for candidate with Ph.D and M.Phil Degrees.• Retired Government employee must have 10 years experience in the relevant field in India Army, Indian Air Force, Indian Navy, Indian Coast Guard or Marine Police. Desirable:- <ul style="list-style-type: none">• Course Coordinator / Instructional abilities.• Knowledge of international best practices in disaster management.• Experience of preparing guidelines, manuals and SOPs.• Experience of conducting workshops and seminars at Central and State Government level. Note : Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7thCPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling disaster situations would be preferred.	50 years for senior consultant (In case of retired Govt. employee, maximum age limit is 62 years)

- Remuneration Band** Rs. 1,25,000/- - Rs. 1,75,000/- for Senior Consultant, Remuneration in respect of retired 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.
- 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>.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- 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.

(Abhishek Biswas)
Under Secretary (Admn)

TERMS OF REFERENCE

**SR CONSULTANT- (MOCK EXERCISES & INCIDENT RESPONSE SYSTEM –
CRITICAL INFRASTRUCTURE AND KEY INSTALLATIONS)**

1.	Name of the Division	<ul style="list-style-type: none"> • Operations Division
2.	Purpose of the job	<ul style="list-style-type: none"> • For preparedness and capacity building of Critical Infrastructure and Key Installations.
3.	Position number	<ul style="list-style-type: none"> • To be provided by Admin Division
4.	General Overview	<ul style="list-style-type: none"> • NDMA as the apex body of Disaster Management in the country is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters. • Consultants need to provide specialist inputs in relevant areas of disaster management. They also need to provide domain specific technical assistance in formulation of guidelines and in conduct of subject related training.
5.	Scope of Work	<ul style="list-style-type: none"> • Pan India
6.	Duty Station	<ul style="list-style-type: none"> • NDMA office is in New Delhi. Job profile of Sr Consultant requires frequent visits to States / UTs for Capacity Building and for Response and Relief to disaster hit areas.
7.	Duration of Assignment	<ul style="list-style-type: none"> • Initially for one year. • Extension beyond 1st and 2nd year is contingent on satisfactory annual performance review. However, no extension would be given beyond 65 years of age. • The contract may be terminated by either side with one month notice period. • Sr Consultant will be engaged on full time basis who shall not be permitted to take up any other assignment during the period of Consultancy with NDMA.
8.	Deliverables	<ul style="list-style-type: none"> • To build capacities of Critical Infrastructure and Key Installations and all stakeholders for both on-shore and off-shore hazards / disasters. • Conduct of Incident Response Training (IRS) training for Critical Infrastructure and Key Installations. • Assist in including the Emergency Response Plan of critical infrastructure and key installation in that of DM plan of Ministries / Depts/ Organizations/ State/ UT/Distt.

		<ul style="list-style-type: none"> • Conduct Mock Exercises (ME) and Table Top Exercises (TTE) at Critical Infrastructure and Key Installations on their specific hazards vulnerability. • Assist in conduct of International Disaster Management Exercises with specific reference to Critical Infrastructure and Key Installations. • Coordinate with States / UTs, Central Ministries and other agencies on DM related issues. • Assist in national / international response and relief activities. • Liaise and coordinate with Ministry of Home Affairs, Ministry of Civil Aviation, Ministry of Science & Technology, Ministry of Defence, Ministry of Civil Aviation, Ministry of Family and Welfare, Ministry of Environment & Forest and Climate Change and other concerned Ministries/Deptts/orgnaisation / States / UT and also other similar placed agencies etc on issues related to Preparedness, Capacity Building, Response and Relief. • Assist in capacity building and training of SDRF and other first responders. • Conduct of response & relief related training and awareness programs at various levels including premier training institutions in the country. • Study preparedness, response and relief operations during major disasters in the country to document best practices and formulate case studies. • Ensure updation and periodic review of Disaster Management Plans, Crisis Management Plans, SOPs, Guidelines, Prevention, Preparedness, Mitigation and Capacity Building Activities etc as envisaged in DM Act 2005, NDMP, National Policy on DM and various Guidelines issued by NDMA. • Preparation of training material and manuals. • Support formulation and review of relevant policies and guidelines. • Any other tasking as deemed necessary by NDMA.
9.	Qualification and Competencies:	
	a. Academic	Essential <ul style="list-style-type: none"> • Candidate should in a possession of Master's

	<p>Degree in Disaster Management / related field.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none">Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7thCPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling disaster situations would be preferred. <p>Desirable</p> <ul style="list-style-type: none">M.Phil or Ph.D in Disaster Management or related field.
b. Work Experience	<p>Essential</p> <ul style="list-style-type: none">Minimum 08 years post qualification experience, in response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level.Minimum experience of 05 years for candidate with Ph.D and M.Phil Degrees.Retired Government employee must have 10 year experience in the relevant field in India Army, Indian Air Force, Indian Navy, Indian Coast Guard or Marine Police. <p>Desirable</p> <ul style="list-style-type: none">Course Coordinator / Instructional abilities.Knowledge of international best practices in disaster management.Experience of preparing guidelines, manuals and SOPs.Experience of conducting workshops and seminars at Central and State Government level.
c. Upper Age Limit	<ul style="list-style-type: none">50 yearsFor retired Central / State Government employees upper age limit shall be 62 years as per the provisions contained in para 8.1 of MoF DoE OM No 3-25/2020-E.III.A dt 09.12.2020.

10.	Remuneration Band	<ul style="list-style-type: none">• Rs.125000-175000/- per month.• For retired Central / State Government Employees - Last Pay Drawn Less Pension as per the provisions contained in para 6 of MoF, DoE OM No 3-25/2020-E.III.A dated 09.12.2020.
11.	Reporting Mechanism	<ul style="list-style-type: none">• Operations Division, NDMA.

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) :

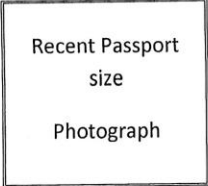
S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(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) : _____

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

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.