

National Institute of Disaster Management
(Ministry of Home Affairs)

Date: 18.03.2025

Walk-in Interview

The National Institute of Disaster Management is seeking experienced and qualified candidates for the following positions purely on contractual basis for its campus at Rohini, Delhi:

S.No.	Post	Number of Posts	Date of Interview
1	Consultant (Earthquake Risk Reduction)	2*	26.03.2025
2	Junior Consultant (JC) (Earthquake Risk Reduction)	1	27.03.2025
3	Junior Consultant (JC) (Recovery & Reconstruction)	1	

* Note: The number of positions advertised is 2 Consultants. However, the organization reserves the right to increase/decrease the number of positions based on the requirements of the project at the time of interview.

2. The detailed Terms of Reference (ToRs) for the above positions are attached.
3. Only **15 nos.** of eligible candidates for each position will be entertained on first come first served basis.
4. Interested candidates are requested to report between **9:30 am to 10:30 am** at NIDM, Plot No.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi - 110042 on the dates as stated in the above table.
5. The candidates are requested to bring their certificates/mark sheets and research work, if any, (in original) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
6. The candidates are also required to fill/carry the application format (attached) for the interview.
7. No TA/DA will be provided for attending the walk-in interview.
8. The Consultants will be governed under NIDM's procedure and guidelines for engagement of Consultants.
9. The remuneration will commensurate with the experience and profile of the candidate.

Executive Director
NIDM

TERMS OF REFERENCE
Consultant (ERR)

S. No.	Category	Details
1	Name of the Division/ Centre/ Cell/ Section	Resilient Infrastructure Division
2	Details of Post	Consultant
3	No. of Vacancies	2* (Two)
4	Purpose of Assignment	<p>To assist in coordination, planning, and execution related to earthquake risk mitigation and post-disaster reconstruction program management.</p> <p><i>Note: The assignment will involve travel to various parts of the country for conducting training programmes/workshops, etc. as per requirements.</i></p>
5	Duration	18 months (initial contract for 1 year, purely on a contract basis)
6	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> i. Assist in overall organizing regional/national workshops /conference, trainings programs, etc. on earthquake risk reduction (DRR) and other areas related to resilient infrastructure. ii. Contribute to data collection, compilation, analysis, and research report development. iii. Assist in developing documents related to ERR, post-earthquake reconstruction programs and reports. iv. Preparation of documents, modules, minutes of the meeting, training and workshop reports etc. v. Coordination with various stakeholders viz. international, national organizations, state governments, academia, civil societies etc.for nominations and collaborations. vi. Maintain inventory of resource materials, database of experts/stakeholders and prepare progress reports. vii. Venue arrangements, logistics, hospitality etc. within the given time frame. viii. Assist in the work assigned to the reporting officer or any other work related to RID based on need. ix. Travel in different parts of country for holding the training programs/ conferences, etc. x. Making presentation / anchoring the workshops, collecting feedback from participants, making reports, etc. xi. Maintain confidentiality of information/documents.
7	Functional competencies required for the position	<ol style="list-style-type: none"> i. Knowledge about basic principles of earthquake risk mitigation measures, urban resilience, resilient infrastructure, current policy framework of DRR & sustainable development and other relevant areas. ii. Experience in organizing national / regional/state level

		<p>training programs/workshops, etc. is essential.</p> <p>iii. Willingness to travel as per requirements.</p> <p>iv. Project coordination and administration experience.</p> <p>v. Excellent analytical, communication and coordination skills.</p> <p>vi. Proficiency with computer applications in MS office (MS Word, Excel and PPTs), etc.</p> <p>vii. Proficiency in handling secondary research, data compilation, and analysis.</p> <p>viii. Excellent reporting/document drafting skills.</p> <p>ix. Research publications, book chapters, or scientific articles authored/edited. Proofs of publications/ Writings may be produced in original.</p> <p>x. Excellent presentation skills, anchoring the workshops/ conference events, etc.</p>
8	Qualification and competencies	
	A) Academic	
	(i) Essential Qualification	M. Tech/ M. Arch (in Civil/Earthquake/Structural Engineering/Architecture)/Urban Planning/ Geography / Geology, Disaster Management or relevant allied subjects with minimum of 5 years relevant experience.
	(ii) Desirable Qualification	Doctoral degree (Civil/structural Engineering/Architecture/ Urban Planning/Geography/ Disaster Management) with 3 years of relevant experience.
	(B) Experience	
	(i) Essential Experience	<p>Minimum 3 years of prior experience in the field of disaster/earthquake risk mitigation and management related training, capacity building of national / state level programmes. Excellent writing skills to finalising the quality reports and documentations of the events.</p> <p>Proven experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders across the country, including government agencies, academia, states/UTs, private sector entities, and other organizations.</p>
	(ii) Desirable Experience	Research publications, book chapters, and coordination of research studies and large teams.
	(iv) Language Proficiency	Fluency in written and spoken English and Hindi is required for this position
	(C) Upper Age Limit	Maximum 40 years (maybe relaxed in deserving cases)
9	Remuneration Band	Rs.75,000/- - Rs.1,00,000/- per month
10	Leave	Shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un- availed leave in a calendar year cannot be carried forward to next calendar year.
11	Reporting Mechanism	The Consultant shall report to Head of the Resilient Infrastructure Division or Sr. Consultant (RID) as per need.
12	Schedule of	Consultant shall complete the assigned tasks in a time bound

	completion of Tasks	manner. It is a full-time engagement and Consultant shall not take up any other assignment during the period of consultancy in NIDM.
13	Termination of Contract	The engagement of Consultants 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 Consultant. 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 .
14	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

** Note: The number of positions advertised is 2 Consultants. However, the organization reserves the right to increase the number of positions based on the requirements of the project.*

TERMS OF REFERENCE
Junior Consultant (Earthquake Risk Reduction)

S. No.	Category	Details
1.	Name of the Division/ Centre/ Cell/ Section	Resilient Infrastructure Division
2.	Details of Post	Junior Consultant
3.	No. of Vacancies	1 (One)
4.	Purpose of Assignment	To assist in execution, data analysis, and organizing training programmes, workshops related to earthquake risk mitigation and post-disaster reconstruction. <i>Note: The assignment may involve travel to various parts of the country for conducting training programmes/Workshops etc. as per requirements.</i>
5.	Duration	18 months (initial contract for 1 year, purely on a contract basis)
6.	Duties and responsibility:	<ul style="list-style-type: none"> i. Assist in organizing regional/national workshops/conference, training programs, etc. on earthquake risk reduction. ii. Data collection, compilation, analysis, and research report development. iii. Review and study related documents/plans/data. iv. Assist in preparation of draft documents, modules, minutes of the meeting, training and workshop reports, etc. v. Assist in coordination with various stakeholders viz. international, national organizations, state governments, academia, civil societies etc. vi. Assist in preparation of inventory of resource materials, database of experts/stakeholders and prepare progress reports. vii. Assistance in venue arrangements, logistics, hospitality etc. within the given time frame. viii. Travel in different parts of country for holding the training programmes/ conferences. ix. Other Tasks: <ul style="list-style-type: none"> a. Record keeping, assisting in meetings, proceedings, official matters and keep the record of files. b. Supporting the Division/faculty in academic and related work as assigned from time to time. c. Assist in the work assigned to the reporting officer

		or any other work related to RID based on need.
7.	Functional competencies required for the position	<ul style="list-style-type: none"> i. Excellent analytical, communication, and coordination skills. ii. Knowledge about basic principles of earthquake risk mitigation measures, urban resilience, current policy framework of DRR & sustainable development and other relevant areas. iii. Proficiency with computer applications (MS Word, Excel). iv. Knowledge of secondary research, data compilation, and analysis. v. Knowledge of earthquake-resistant design, retrofitting, disaster reconstruction, and sustainable development. vi. Experience in coordinating research studies and large teams. vii. Strong report/document drafting skills. viii. Research publications, book chapters, or scientific articles authored/edited. ix. Coordination and administration experience. x. Excellent presentation / anchoring the workshops/events.
8.	Qualification and competencies	
	(A) Academic	
	(i) Essential Qualification	M. Tech/ M. Arch/ M. Plan (in Structural Engineering/Architecture)/ Urban Planning/ Geography/ Disaster Management or allied subjects) with 2 years of relevant experience.
	(B) Experience	
	(i) Essential Experience	Minimum 2 years of prior experience in the field of disaster management related training, capacity building of national / state level programmes. Excellent writing skills to finalizing the quality reports and documentations of the events
	(ii) Desirable Experience	<p>Research publications, book chapters, and coordination of research studies and large teams. Knowledge of disaster risk reduction and resilience-related issues.</p> <p>Experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders working in the area of disaster management.</p>
	(iv) Language Proficiency	Fluency in written and spoken English and Hindi is required for this position
	(C) Upper Age Limit	Candidate should be below 40 years of age as on 31 st January, 2025. (maybe relaxed in deserving cases)

9.	Remuneration Band	50,000 - 65,000 Per month <i>*The remuneration will be fixed upon the experience of the incumbent and as per the norms of NIDM.</i>
10.	Leave	shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un- availed leave in a calendar year cannot be carried forward to next calendar year.
11.	Reporting Mechanism	Jr. Consultant shall report to Head of the Resilient Infrastructure Division or Sr. Consultant (RID) as per need.
12.	Schedule of completion of Tasks	Jr. 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 work period at NIDM.
13.	Termination of Contract	The engagement of Jr. Consultants 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 Consultant. 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 .
14.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

TERMS OF REFERENCE
Junior Consultant (Recovery & Reconstruction)

1.	Name of the Division/ Centre/ Cell/ Section	Resilient Infrastructure Division
2.	Details of Post	Junior Consultant
3.	No. of Vacancies	1 (One)
4.	Duration	18 months (initial contract for 1 year, purely on a contract basis)
5.	Duties and responsibility:	<p>I. Assist in preparation of draft reports and handle tasks related to post-disaster damage assessment, recovery and reconstruction</p> <p>II. Assist in conducting training programmes, preparation of reports and maintaining databases related activities.</p> <p>III. Assessment and review of reports received from states and analyse reports for comments, review and inputs for further decisions and integrate lessons learned.</p> <p>IV. Coordination with ministries / states / related departments and arranging the meetings (online - offline).</p> <p>V. Compilation of documents/reports/minutes etc. from states, ministries, departments.</p> <p>VI. Take part in training and other activities of the Institute. Travel in different parts of country for holding the training programme/ conferences.</p> <p>VII. Documenting disaster events</p> <p>VIII. Other Tasks:</p> <p>a. Record keeping, assisting in meetings, proceedings, official matters and keep the record of files.</p> <p>b. Supporting the Division/faculty in academic and related work as assigned from time to time</p> <p>c. Assist in the work assigned to the reporting officer or any other work related to RID based on need.</p> <p><i>Note: The work will involve travel to various parts of the country as per requirements.</i></p>
6.	Qualification and competencies	
	(A) Academic	
	(i) Essential Qualification	M.Tech/M.Arch/M.Plan/M.A. Disaster Management/ Geography / Geology or other allied subjects with 3 years of relevant experience

		Candidates with working experience or documentation experience in a government department will be given preference.
	(ii) Desirable Qualification	Higher or additional qualifications, research/consultancy experience, publications or Professional/ Technical experience in the relevant field as prescribed in the ToR. Experience of collaborating with multi-sectoral teams and engaging with diverse stakeholders working in the area of disaster management.
	(B) Experience	
	(i) Essential Experience	<ul style="list-style-type: none"> • Minimum 3 years of experience in Planning, Research, Training and documentation related work. • Proficiency in Computer handling -MS Word, Excel, Power Point and google suite. • Exceptional experience in writing reports (govt. report)
	(ii) Desirable Experience	Prior working / coordination experience in Govt./Training Institute/Disaster Management.
	(iv) Language Proficiency	Fluency in written and spoken English and Hindi is required for this position
	(B). Upper Age Limit	Candidate should be below 40 years of age as on 31 st January, 2025.
7.	Remuneration Band	50,000 - 65,000/- p.m.
8.	Leave	shall be entitled for eighteen (18) casual leave in a calendar year on pro-rata basis. Un- availed leave in a calendar year cannot be carried forward to next calendar year.
9.	Reporting Mechanism	Jr. Consultant shall report to Head of the Resilient Infrastructure Division or Sr. Consultant (RID) as per need.
10.	Schedule of completion of Tasks	Jr. 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 work period at NIDM.
11.	Termination of Contract	The engagement of Jr. Consultants 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 Jr. Consultant. The Individual Jr. 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 .
12.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

**National Institute of Disaster Management
(Ministry of Home Affairs, Government of India)**

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 Passing	of 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 interview