

**National Disaster Management Authority**  
**Government of India**

**Terms of Reference**

**Position: Consultant (Draftsman Civil)**

**Background**

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 in strengthening disaster preparedness, and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

NDMA is a professional organization working in different areas of disaster management. These areas include prevention, preparedness, response, recovery and reconstruction and mitigation. NDMA pursues its work through various modalities, which are as follows:

- a. Issuing guidelines and advisories on various aspects of disaster management;
- b. Coordinating with a large number of Central ministries and organizations, State Governments, technical agencies, private sector, and NGOs in specialized areas of disaster management;
- c. Developing and implementing national programmes in various aspects of disaster management; and
- d. Conducting training and capacity-building programmes in disaster management.

Working in these areas requires professional qualifications and work experience. NDMA needs to recruit staff with technical skills and experience in disaster management. Further, it requires people from diverse backgrounds which include government, NGOs, and, private sector. It should hire people following different modalities, which consist of lateral entries, long-term and short-term consultancies, and internships.

NDMA is in the process of carry out some civil works at its office premises New Delhi. The Civil construction work is estimated to last for about 4 months. For this purpose NDMA intends to engage a short term consultant (Draftsman Civil) for assisting the civil works. The Terms Of Reference for the concerned consultant shall be as under:

1	Name of the Division	Admin Division (General), NDMA
2	Name of the Position	Consultant (Draftsman Civil) (Retainership basis)
3	No. of Vacancies	01 (One)
4	Job Description	Under the guidance and supervision of the Joint Secretary, Admin, NDMA, the Consultant shall be responsible for analyzing all drafts for project in coordination with project personnel and revise all drawings as per NDMA's requirement.
5	Task & Deliverable	<ul style="list-style-type: none"><li>• Creating visual guidelines for construction purposes.</li><li>• Drafting technical details.</li><li>• Specifying dimensions, materials, and procedures.</li></ul>

		<ul style="list-style-type: none"> <li>• Drawing in minute details of structures.</li> <li>• Creating reports detailing analysis of the area.</li> <li>• Preparing drawings of steel structures, roof trusses, etc.</li> <li>• Design with visual acuity and accuracy, civil drafters create sketches of designs.</li> <li>• Preparing both rough sketches and detailed work with CADD systems.</li> <li>• Performing calculations for materials and weight limitations.</li> <li>• Communicating with architects and engineers, and incorporating knowledge gained into drawings.</li> <li>• Preparing, reviewing and redrafting alongside the engineering team.</li> <li>• Ensuring final designs are compliant with building regulations.</li> <li>• Correlate, interpret, and modify data.</li> <li>• Supervise or conduct field surveys, inspections or technical investigations to obtain data required to revise construction drawings.</li> <li>• Assist departments to prepare engineering sketches and maintain records of all engineering drawings to provide appropriate figures.</li> <li>• Prepare all formal drawings transmittals.</li> <li>• Following specifications and calculations to create various technical drawings.</li> </ul>
6	Qualification	<ul style="list-style-type: none"> <li>• 2 years programme in field of construction approved by National Council for Vocational Training or B tech (civil)</li> </ul>
7	Work Experience	<ul style="list-style-type: none"> <li>• Minimum 3 years</li> </ul>
8	Competencies	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team</li> <li>• Analytical skill for understanding engineering data and design concepts</li> </ul>
9	Remuneration	Remuneration will be fixed based upon the qualification/ experience and remuneration being drawn presently or last drawn
10	Upper age limit	62 years
11	How to Apply	Eligible candidates should submit their applications in the prescribed format available on the NDMA website at <a href="mailto:srconshr@ndma.gov.in">srconshr@ndma.gov.in</a> with stipulated time frame.