

**National Disaster Management Authority**  
**Internship Scheme**

The National Disaster Management Authority, Government of India, has decided to institute an exclusive internship program under NDMA as part of its organizational structure.

**Rationale**

The internship is designed for Indian students currently enrolled into Disaster Management courses across India and abroad. Disaster management as a field of practice demands trained and qualified professionals. NDMA, therefore, being the apex institute in this field, aims to provide experiential learning and exposure in the domain of Disaster Management.

The internship scheme intends to engage the interns with various divisions within NDMA as well as leading organizations of India for mutual benefits. The engagement with divisions/organizations will be based on skills and interest areas of the interns so as to provide additional support on specific subjects to the organization. NDMA also views this as an opportunity to infuse young talent in the organization and bring more openness to the government institutions.

**Description of the internship scheme**

The internship scheme seeks to engage Indian nationals enrolled as postgraduate/research students in reputed University/Institute within India or abroad. The internship is structured as follow:

1. At least ten interns will be inducted during a year.
2. Internship shall be available throughout the year based on requirements of NDMA.
3. The online application window will be open on NDMA website.
4. The interns will be engaged across various divisions of NDMA.
5. The internship scheme encourages female candidates, students from weaker socio-economic background, and from the North-Eastern states to apply.

**Nature of assignment**

The intern will assist/collate research/analysis in the following fields:

1. SOP and Guidance Notes
2. Project Assignments
3. Research Assignments
4. Training/Capacity Building and Documentation
5. Process Documentation

6. Day to day assignment- On the job training
7. Any other tasks as assigned by the Supervisor

**The broad thematic verticals for interns are indicated below:**

1. Governance and Institutional Strengthening for DM
2. Risk Analysis and Mitigation (Includes loss and damage assessment in the context of disaster vulnerability and resilience).
3. Disaster Management Plans
4. Community Based Disaster Management
5. Information Knowledge Management System/s (IKMS) for Disaster Management
6. School Safety
7. Urban Risk Management
8. Disaster Risk Reduction
9. Climate Change Adaptation
10. Risk Insurance in Disaster Management

**Duration**

The duration of the internship shall be at least six to eight weeks and not exceeding two months. On successful completion of requisite period, an experience certificate of the internship shall be issued by the Joint Secretary/Advisor of the concerned subject division or the Member's Office. The interns are required to maintain minimum 90% attendance during the internship. The attendance and details of work will be supervised by the head of concerned subject division.

**Logistic and Support**

NDMA will provide working space, internet facility and other necessities deemed fit by the divisional head. The interns will be required to have their own laptops. Internship based out of remote locations/work from home will be considered.

**Financial Aspect**

The interns will be paid a remuneration of 12,000/- per month.

**Eligibility criteria**

Before applying, candidates should read all the instructions carefully and ensure that they fulfil all eligibility criteria for the internship. The following minimum qualifications are required:

***Essential***

Be enrolled in postgraduate degree programme in Disaster Management or in an equivalent post graduate degree program such as Development Studies, Economics, Humanities, Sciences, Management, Engineering, Health Studies etc. or have recently graduated with a university degree in concerned subject. If the student pursues a different academic discipline, there should be a clear linkage with disaster management.

### ***Desired***

- (a) Excellent computer knowledge (Microsoft Office applications).
- (b) Excellent written and spoken English.
- (c) Excellent interactive and interpersonal skills, and flexibility to work in a multicultural environment.

### **Selection Procedure**

Interested candidates may send the duly filled in internship application form along with a Statement of Purpose and CV through NDMA Jobs. The applications will be reviewed by NDMA Members/Officers to select the interns on the basis of the skills that meet the requirements of the organization. If required, personal interviews will be conducted to ascertain the eligibility and interest of the candidate.

### **Conditions**

- Institute/University may recommend their students for internship and send their application.
- Applicants must indicate their area of interest in the SOP.
- A candidate can apply for internship only once during a financial year.
- Application not fulfilling the eligibility conditions, will be rejected.

### **Relaxation**

Member Secretary, NDMA will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

### **How to apply**

Interested students must apply through NDMA Jobs only.  
Duly completed Internship application form includes the following:

- Link 1 Application Form: Duly filled in Bio Data Pro Forma
- Link 2: Verification [**Link for download**] & Statement of Purpose

Kindly download the verification form from the link above, thereafter fill the application form. Candidates are requested to fill up correct details against all the fields along with

uploading of scanned copies of all the mandatory documents. Please note once the applicant submits the form, they will not be able to edit the same. Multiple submission of any candidate might lead to rejection of application.

After submission of Internship application form from link 1, Go to link 2 to submit the verification form along with the application form duly signed on each page.

Application will be considered only when candidates duly complete filling up the form from both the links.

In case of any deficiency of any type in the documents, the candidates would automatically stand cancelled any time on finding such a deficiency.