



**F. No. 01-05/2021-Admn**  
**Government of India**  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
**NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029**  
**Tel. No. 26701700, 26701834 (Fax)**



**Sub: Advertisement for position of Project Co-ordinator (Extension of Emergency Response Support System(112ERSS) in National Disaster Management Authority (NDMA) on contract basis.**

NDMA invites applications from persons having requisite qualification and experience from Indian national for the position of Project Co-ordinator (Extension of Emergency Response Support System(112ERSS):-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Project Coordinator (ERSS) Grade-I	Contractual	1	<b>Essential:-</b> B.E./ E.Tech (Computer Science or Electronics & Communication Engineering or IT ) <b>Desirable :-</b> Project Management Professional (PMP) Certified Training Course. Executive Certificate Programme in advance project management.	<ul style="list-style-type: none"><li>• Minimum 3-5 years post qualification experience in relevant field.</li><li>• He should have knowledge of Information &amp; Communication Technologies (ICT).</li><li>• He should be fully conversant with all communication technologies for formulation of Project on 112 ERSS (Emergency Response Support System).</li><li>• Expertise in Documentation related to National level Project Viz. DPR, its technical and financial analysis SOPs, SR Documents, MoUs, QRs project monitoring etc.</li><li>• For Retired Govt. Employee: Retired with Grade Pay 8700/- and above (Equivalent to Pay level -13 and above as per pay matrix of 7<sup>th</sup> CPC.</li></ul>	45 years  (upto 62 years for retired Govt. employee.

2. Remuneration Band :- The monthly remuneration for retired Govt. Employee would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 09<sup>th</sup> December, 2020 subject to maximum consolidated amount of Rs. 80,000/- pm. For other it would be Rs. 80,000/- per month.
3. Other service conditions would be governed by the guidelines issued by NDMA for hiring of Consultant (Grade-I & II) vide order dated 11<sup>th</sup> March, 2020 and subsequent modifications from time to time.
4. The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position is indicated in the Term of Reference (ToR) of the above position and may be seen on NDMA website at <http://ndma.gov.in>
5. Essential /desirable educational qualifications and experiences will be verified with original certificates. .
6. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith copies of certificates establishing their educational qualification, experience to **Shri K.K.Rao, Asstt. Advisor (Comm & IT)**,–National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701793 within **30 days** from the date of publication of advertisement in the employment news.

**(Abhishek Biswas)**  
**Under Secretary (Admn.)**

**Detailed Terms Of Reference For Project Coordinator for “Extension of Emergency Response Support System (112ERSS) for Disaster Emergencies”**

**Project**

1.	Name of the Division	<ul style="list-style-type: none"><li>• Comn &amp; IT Sub Division</li></ul>
2.	Purpose of assignment	<ul style="list-style-type: none"><li>• For Project titled as “Extension of Emergency Response Support System (112ERSS) for Disaster Emergencies”.</li></ul>
3.	Qualification, Eligibility and experience	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• BE/B. Tech (Computer Science or Electronics &amp; Communication Engineering or Telecommunication Engineering or IT).</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Project Management Professionals (PMP) Certified Training Course</li><li>• Executive Certificate Programme in advance project management</li></ul>
4.	Post Qualification Requirement	<ul style="list-style-type: none"><li>• Minimum 3-5 years' experience in relevant field.</li><li>• Should have knowledge of Information &amp; Communication Technologies (ICT).</li><li>• Should be fully conversant with all communication technologies for formulation of Project on 112 ERSS (Emergency Response Support System).</li><li>• Expertise in documentations related to National level Project like Detail Project Report, its technical and financial analysis SOPs, SR Documents, MoUs Qualitative requirement, monitoring the project.</li><li>• For Retired Govt. Employee: Retired with Grade Pay 8700/- and above (Equivalent to Pay Level-13 and above as per pay matrix of 7th CPC).</li></ul>
5.	Job Description	<ul style="list-style-type: none"><li>• Responsible for complete coordination with MHA, States/UTs, CDAC &amp; NIC in connection with the implementation of the National level Project.</li><li>• Selection and preparation of specifications of subsystems/ components needed for establishment of ICT Projects at National</li></ul>

		<p>level.</p> <ul style="list-style-type: none"><li>• Coordination and IT Support for the Project.</li><li>• Monitoring of project verticals and activities therein.</li><li>• Ensure timely achievement of Project milestones.</li><li>• Guide and assist in integration of various technical platforms for smooth data exchange.</li><li>• Preparations of SOPs, training documents</li><li>• Maintenance of project related correspondence.</li><li>• Capacity Building and Training in Telecommunication and IT of States and other Stakeholders.</li><li>• Any other tasks assigned by NDMA time to time.</li></ul>
6.	Remuneration	<ul style="list-style-type: none"><li>• The remuneration for retired govt. employees would be regulated in terms of DoPT OM no 3-25/2020-E.IIIA dated 09 Dec 2020 subject to maximum of consolidated amount of Rs 80,000/- per month. For others it would be Rs 80,000/- per month.</li></ul>
7.	Age Criteria	<ul style="list-style-type: none"><li>• Max 62 years for retired Govt. employees</li><li>• Max 45 Years for others</li></ul>
8.	Contract Period	<ul style="list-style-type: none"><li>• For the period of 18 months</li><li>• The NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the resource person. The resource person can also seek for termination of the contract upon giving one month's notice to the NDMA.</li></ul>

**Annexure -III**

**Proforma for Application on contract basis in National Disaster Management Authority in the discipline of Project Coordinator for 'Extension of Emergency Response Support System (112ERSS) for Disaster Emergencies' Project Post applied for: \_\_\_\_\_**

- 1. Name: \_\_\_\_\_
- 2. Father's Name: \_\_\_\_\_
- 3. Date of Birth: \_\_\_\_\_
- 4. Male / Female: \_\_\_\_\_
- 5. Domicile: \_\_\_\_\_
- 6. Nationality: \_\_\_\_\_
- 7. Mailing address (with Tel./Mob. No. And e-mail address)  
\_\_\_\_\_
- 8. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
- 9. Educational Qualification:

S.No	Course	Subject	University/Institute	Year of Passing	Division/class

10. Work Experience:

S.No	Organization/Institute	Period From To	Nature of Work	Remarks

11. In case of retired Government Servant, Grade pay /Pay Band must be indicated: \_\_\_\_\_

12. Whether SC/ST/OBC: \_\_\_\_\_

13. Reference:

- (i)
- (ii)

(Signature)  
 Date \_\_\_\_\_  
 Mobile No.: \_\_\_\_\_  
 E-mail id: \_\_\_\_\_