



F. No. 01-01/2023-Admin  
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 (Medical Officer) in National Disaster Management Authority (NDMA) 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 (Medical Officer)	Contractual	01 (One)	<b>Essential:-</b> MBBS degree from a recognized medical university.  Valid registration with the Indian Medical Council (IMC) or equivalent regulatory body.	<ul style="list-style-type: none"><li>• Minimum of 5 years of experience as a medical practitioner, preferably in a government or public health setting.</li><li>• Experience in conducting routine medical check-ups and consultations.</li><li>• Experience in conducting routine medical check-ups and consultations.</li><li>• Familiarity with common medical conditions and diagnostic procedures.</li><li>• Good communication and interpersonal skills.</li><li>• Ability to work independently and as part of a team.</li><li>• Strong commitment to patient confidentiality and ethical medical practice.</li><li>• Experience with CGHS or similar government healthcare systems would be an advantage.</li></ul>	50 years for senior consultant (In case of retired Govt. employee, maximum age limit is 62 years)

2. **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 09<sup>th</sup> December, 2020.
3. 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>.
4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
5. 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.

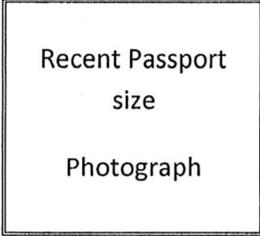
**Important note: Incomplete application will not be considered in NDMA and reserves the right to reject such applications without assigning any reason.**

(Abhishek Biswas)  
Under Secretary (Admn)



## Application of engagement as Consultant in the National Disaster Management Authority.

Position 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.

**National Disaster Management Authority**  
**Government of India**  
**Terms of Reference (ToR)**

**Subject: Senior Consultant (Medical Officer)**

**1. Background**

The National Disaster Management Authority (NDMA) seeks to engage the services of a qualified and experienced Medical Officer to provide medical check-ups and tests for regular staff and officials of the organization. This includes both the NDMA main office at Safdarjung Enclave, New Delhi and the Chandralok office at Janpath, New Delhi.

**2. Objectives**

The primary objective of this engagement is to ensure the well-being of NDMA staff and officials by providing them with convenient and timely access to medical care. The Medical Officer will be responsible for:

- Conducting routine medical check-ups and consultations.
- Ordering and interpreting diagnostic tests as needed.
- Providing basic medical treatment and prescriptions for common ailments.
- Referring patients to specialists when necessary.
- Maintaining accurate medical records of all staff and officials.
- Advising NDMA on matters related to staff health and wellness.

**3. Scope of Work**

The Medical Officer will be expected to:

- Visit NDMA headquarters for four hours per day on mutually agreed-upon days.
- Conduct a weekly visit to the Chandralok office at Janpath.
- Offer consultations and check-ups to all NDMA staff and officials during their designated visit times.
- Maintain a schedule of appointments for individual consultations.
- Order and interpret diagnostic tests as required, within the scope of the engagement and budget limitations.
- Provide basic medical treatment and prescriptions for common ailments, ensuring adherence to ethical and professional guidelines.
- Refer patients to specialists when necessary, following established referral protocols.
- Maintain accurate and confidential medical records of all staff and officials in accordance with NDMA regulations and data privacy laws.

- Advise NDMA management on matters related to staff health and wellness, including preventive measures and health promotion initiatives.
- Participate in relevant training programs and workshops as required by NDMA.

#### **4. Position (in numbers): 1**

#### **5. Qualifications and Experience**

The ideal candidate for this position will possess the following qualifications and experience:

- MBBS degree from a recognized medical university.
- Valid registration with the Indian Medical Council (IMC) or equivalent regulatory body.
- Minimum of 5 years of experience as a medical practitioner, preferably in a government or public health setting.
- Experience in conducting routine medical check-ups and consultations.
- Familiarity with common medical conditions and diagnostic procedures.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong commitment to patient confidentiality and ethical medical practice.
- Experience with CGHS or similar government healthcare systems would be an advantage.

#### **6. Duty Station: New Delhi, India**

#### **7. Contractual Terms and Conditions**

- Contract will be initially for a period of three years, based on satisfactory performance. Year to Year continuation is subject to performance review during these three years.
- The engagement will be governed by the standard terms and conditions for consultants working with NDMA, as outlined in the relevant NDMA manuals and policies.
- The Medical Officer will be responsible for obtaining and maintaining all necessary professional licenses and insurance coverage.
- NDMA will provide the Medical Officer with access to necessary office space, equipment, and supplies within reasonable limits.

#### **8. Age, Experience, Salary:** These would be shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience*	Upper Age Limit	Remuneration Band (in Rs.) **
Sr. Consultant	Minimum 5 years	50 years	1,25,000 – 1,75,000

\*\*The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Sr consultant. In any case the remuneration of a Sr Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Sr Consultant will remain stagnant.

\*\*\* Retired government officials with matching education and experience, with maximum age of 62 years. Retired Govt. employees engaged as a Sr Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

\*\*\*\* Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Sr Consultant on Contact basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

\*\*\*\*\* Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Sr Consultants on Contract basis in NDMA.

\*\*\*\* The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

## 9. Selection Process

Interested candidates should submit their CVs and a cover letter outlining their qualifications and experience to [email address or contact information].

A shortlisting of eligible candidates will be conducted followed by an interview process. The selection will be based on the candidate's qualifications, experience, and suitability for the role.

## 10. Additional Information

- This ToR is intended as a guide and may be subject to change based on specific needs and requirements.
- NDMA reserves the right to accept or reject any application without assigning any reason.

