



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029
Fax 26701834



F. No. 01-14/2021-Admn.

Dated: 15.07.2021

To,

Assistant Director, Advertisement,
Employment News,
Ministry of Information & Broadcasting,
VII Floor, Soochna Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003.
Phone: 011-24369429
Fax: 011-26193012

Sub: Advertisement for filling up one position of Consultant Grade-II (Mock Exercises & Incident Response System) on contract basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that this Authority desires to fill up one position of Consultant Grade-II (Mock Exercises & Incident Response System) on contract basis in NDMA. The enclosed press advertisement to this effect may please be published in Employment News urgently. This same may also be uploaded online in your website.

Yours faithfully,

(Abhishek Biswas)

Under Secretary to the Govt. of India

Encl: As above

Copy to:-

2. Joint Advisor (IT) along with a copy of press advertisement for one position of Consultant Grade-II (Mock Exercises & Incident Response System) on contract basis with the request to upload the details of advertisement on the official website of NDMA.

① 19/7/21

S. K. S. K.
20/7/21



सत्यमेव जयते

F. No. 01-04/2021-Admn.
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi -110 029
Tel. No. 26701796, 26701834 (Fax)



Sub: Advertisement for engagement of one position of Consultant Grade-II (Mock Exercises & Incident Response System) in NDMA on contract basis.

NDMA invites applications from persons with qualification and expertise in the country to act as Consultant Grade-II (ME & IRS) in NDMA on contract basis in the below mentioned subject/discipline:-

Sl. No.	Name of Post	Post by Nature	Vacancy	Remuneration	Educational Qualification	Experience	Max. Age Limit
1.	Consultant Grade-II (Mock Exercises & IRS)	Contractual	01	Rs. 1,25,000/- 1,75,000/- *Remuneration for retired Central/State Govt. Employees - Last Pay Drawn Less Pension (Subject to maximum i.e Rs. 1,75,000/-)	Master's Degree in Disaster Management/related field. OR Retired Govt. employee with Grade Pay of Rs. 8900/- (Pre-revised)/Level-13A (7th CPC) and above with minimum experience of 10 years in the relevant field.	<ul style="list-style-type: none">• Minimum Seven years post qualification experience, in response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level.• Minimum experience of 3 years for candidates with Ph.D and M.Phil Degrees.• Retired Government employee must have 10 years experience in the relevant field.	50 Years 62 years (for retired Central/State Govt. Employee)

2. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) for engagement of Consultant Grade-II (ME & IRS) is indicated in Term of Reference (ToR) of the above discipline and may be seen on NDMA website at <http://ndma.gov.in>

3. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith certificates establishing educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within 30 days from the date of publication of advertisement in the employment news.

Important note: Incomplete application will not be considered.

Dated: 15.07.2021

(Abhishek Biswas)
Under Secretary (Admn.)

Application for engagement as Consultant Grade-II (Mock Exercises and Incident Response System) in the National Disaster Management Authority.

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 email address) _____

8. Permanent Address: _____

9. Educational qualification:

Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Division/ Class
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10. Work Experience:

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	to		

11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: _____

12. Whether SC/ST/OBC:

13. Reference

(ii) (ii)

(Signature)

Date: _____

Mobile No: _____

E-mail address: _____

TERMS OF REFERENCE

CONSULTANT (GRADE-II) – (MOCK EXERCISES & INCIDENT RESPONSE SYSTEM)

1.	Name of the Division	Operations Division
2.	Background of the Assignment	<ul style="list-style-type: none">• NDMA as the apex body of Disaster Management in the country is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.• Consultants need to provide specialist inputs in relevant areas of disaster management. They also need to provide domain specific technical assistance in formulation of guidelines and in conduct of subject related training.
3.	Scope of Assignment	<ul style="list-style-type: none">• Conduct of Incident Response Training (IRS) training at Centre and State level.• Assist in notification of IRS by States/ UTs• Conduct Mock Exercises (ME) and Table Top Exercises (TTE) at Multi State / State level on different hazards.• Assist in conduct of international Disaster Management Exercises.• Coordinate with States, Ministries and other agencies on DM related issues.• Assist in national / international response and relief activities.• Liaise and coordinate with Ministry of Home Affairs on issues related to response, relief and preparedness.• Assist in capacity building and training of SDRF and other first responders.• Assist in review and advise to States / UTs on Emergency Operation Centres.• Monitor related programs and activities of NDRF, NIDM and other leading organizations.

		<ul style="list-style-type: none"> • Conduct of response & relief related training and awareness programs at various levels including premier training institutions in the country. • Study preparedness, response and relief operations during major disasters in the country to document best practices and formulate case studies. • Review State & District DM Plans during Mock Exercises in relation to response & relief activities. • Preparation of training material and manuals. • Support formulation and review of relevant policies and guidelines.
4.	Duration of Assignment	<ul style="list-style-type: none"> • Three years. • Extension beyond 1st and 2nd year is contingent on satisfactory annual performance review. • The contract may be terminated by either side with one month notice period.
5.	Remuneration Band	<ul style="list-style-type: none"> • Rs.125000-175000/- per month. • For retired Central / State Government Employees - Last Pay Drawn Less Pension.
6.	Reporting Mechanism	The Consultant shall report to Advisor, NDMA.
7.	Qualification and Competencies:	
	a) Academic	<p>Essential</p> <ul style="list-style-type: none"> • Candidate should in a possession of Master's Degree in Disaster Management / related field. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Retired Government employees with Grade Pay of Rs.8900 (pre-revised) / Level – 13A (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling disaster situations would be preferred. <p>Desirable</p> <ul style="list-style-type: none"> • M.Phil or Ph.D in Disaster Management or related field.

<p>b) Work Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Minimum 07 years post qualification experience, in response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level. • Minimum experience of 3 years for candidate with Ph.D and M.Phil Degrees. • Retired Government employee must have 10 year experience in the relevant field. <p>Desirable</p> <ul style="list-style-type: none"> • Course Coordinator / Instructional abilities. • Knowledge of international best practices in disaster management. • Experience of preparing guidelines, manuals and SOPs. • Experience of conducting workshops and seminars at Central and State Government level.
<p>c) Upper Age Limit</p>	<ul style="list-style-type: none"> • 50 years • For retired Central / State Government employees upper age limit shall be 62 years.