



**F. No. 01-22/2021-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 three positions of Project Coordinator and one position of Project Coordinator(IT) in National Disaster Management Authority (NDMA) on contract basis.**

NDMA invites applications from persons having requisite qualification and experience from Indian national for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Project Coordinator	Contractual	03	<b>Essential :</b> <ul style="list-style-type: none"><li>• Masters Degree in the field of Science/ Social Science, Master in Disaster Management will be preferred.</li><li>• Candidates should have good knowledge of English (Writing &amp; Speaking Skills)</li></ul>	<ul style="list-style-type: none"><li>• Should have minimum post qualification experience of 3 years in monitoring and implementation of projects/ schemes.</li></ul>	40 Years (upto 62 years for retired Govt. employee)
2.	Project Coordinator (IT)	Contractual	1	<b>Essential :</b> <ul style="list-style-type: none"><li>• Master degree preferably in Engineering with 2 years experience or B.E./ B.Tech with 3 years post qualification relevant experience in project management/ coordination.</li><li>• Candidates should have good knowledge of English (Writing &amp; Speaking Skills).</li></ul>	<ul style="list-style-type: none"><li>• Experience in handling of web-based management systems, development of websites and mobile application is desirable.</li><li>• Experience in data analysis is an advantage.</li><li>• Knowledge of technical aspects of geographical data management and utilization; familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization.</li></ul>	40 Years (upto 62 years for retired Govt. employee)

- Remuneration :- (i) **Project Coordinators** and (ii) **Project Coordinator(IT)** :- The monthly remuneration for retired Govt. Employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 09<sup>th</sup> December, 2020 subject to maximum of consolidated amount of Rs. 1,00,000/-(One lakh) per month. For others, it would be Rs. 1,00,000/-(One lakh) per month(fixed).
- Other engagement conditions would be governed by the guidelines of hiring Consultants (Grade-I) issued by NDMA vide order dated 11<sup>th</sup> March, 2020 and subsequent modifications from time to time.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions is indicated in the Term of Reference (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- 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 Ramesh Kumar Mishra, Under Secretary (CBT)**, National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011- 26701700 within **30 days** from the date of publication of advertisement in the employment news.

**Important note: Separate applications are required to be sent for each position/discipline (Field).  
Incomplete application will not be considered.**

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

**Detailed Term of Reference (ToR) for Project Coordinator for Up-scaling  
of Aapda Mitra Scheme**

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT)
2.	Name of Position	Project Coordinator
3.	Post in Nature	Contractual
4.	Number of Vacancy	3 (Three)
5.	Purpose of Assignment	Project Monitoring and Implementation
6.	Qualification Eligibility Experience	<p><b>Essential Qualification &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Masters Degree in the field of Science/Social Science, Master in Disaster Management will be preferred.</li> <li>• Should have minimum post qualification experience of 3 years in monitoring and implementation of projects/schemes.</li> <li>• Candidates should have good knowledge of English (Writing &amp; Speaking Skills).</li> </ul>
	For retired Government Servants only	<ul style="list-style-type: none"> <li>• Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7<sup>th</sup> CPC) and having experience in project monitoring at National/State level.</li> </ul>
7.	Max. Age Limit	<ul style="list-style-type: none"> <li>• 40 Years (upto 62 years for retired Govt. employee)</li> </ul>
8.	Job Description	<ul style="list-style-type: none"> <li>• To coordinate and liaise with the Project States/UTs on a monthly basis for smooth implementation of the scheme and monitor the progress with respect to project activities;</li> <li>• To prepare and submit a detailed project implementation chart with segregation of project activities on a monthly basis based on the feedback received from the Project States;</li> <li>• To assist the Programme Division of NDMA in dissemination of the training modules and materials to Project States/UTs;</li> <li>• To liaise with Project States/Districts to get the list of volunteers, create and update this database of the selected and trained volunteers with their essential contact coordinates;</li> <li>• To assist the Programme Division of NDMA in ensuring timely release of funds to the Project States(SDMAs);</li> <li>• To generate reports on the progress of the project deliverables on a monthly and quarterly basis based on the inputs available for the Project States;</li> <li>• To assist the Programme Division of NDMA to organize the meetings of the project monitoring committee and follow up on its recommendations;</li> </ul>

		<ul style="list-style-type: none"> <li>• Preparing project reports, technical documents and other related documents relating to Up-scaling Aapda Mitra Scheme;</li> <li>• Any other work that may be considered necessary for overall implementation of the scheme.</li> </ul>
9.	Duration	<ul style="list-style-type: none"> <li>• Initially will be for a period of One (01) year, extendable upto one (01) years subject to performance review on annual basis.</li> </ul>
10.	Monthly Remuneration	<ul style="list-style-type: none"> <li>• The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 9<sup>th</sup> Dec. 2020 subject to maximum of consolidated amount of Rs. 1,00,000 per month. For others, it would be Rs. 1,00,000 per month (fixed). Other service conditions would be governed by the guidelines of hiring of Consultant (Grade-I) issued by NDMA vide order dated 11<sup>th</sup> March, 2020 and subsequent modifications from time to time.</li> </ul>

**Detailed Term of Reference (ToR) for Project Coordinator for Up-scaling of Aapda Mitra Scheme**

Sl. No.	Description	Details
1.	Name of Division	Capacity Building & Training (CBT)
2.	Name of the Position	Project Coordinator (IT )
3.	Post in Nature	Contractual
4.	Number of Vacancy	1 (One)
5.	Purpose of Assignment	Project Monitoring and Implementation
6.	Qualification and competencies	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>• Master's degree preferably in Engineering with 2 years experience or B.E/B.Tech with 3 years' post qualification relevant experience in project management/coordination.</li> <li>• Experience in handling of web-based management systems, development of websites and mobile application is desirable.</li> <li>• Experience in data analysis an advantage.</li> <li>• Knowledge of technical aspects of geographical data management and utilization; familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization.</li> <li>• Candidates should have good knowledge of English (Writing &amp; Speaking Skills).</li> </ul>
	For retired Government Servants only	<ul style="list-style-type: none"> <li>• Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7<sup>th</sup> CPC) and having experience in project monitoring at National/State level.</li> </ul>
7.	Max. Age Limit	<ul style="list-style-type: none"> <li>• 40 Years (upto 62 years for retired Govt. employee)</li> </ul>
8.	Job Description	<ul style="list-style-type: none"> <li>• Support in developing online Management Information Systems/ Web Application/Mobile Application to ensure smooth monitoring, execution and evaluation of the Up-scaling of Aapda Mitra Scheme.</li> <li>• Development and implementation of Information Management systems and strategies</li> <li>• Design, develop and manage databases, spreadsheets and other data tools;</li> <li>• Produce and update information products such as reports, charts and info graphics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.</li> <li>• Assist in the process of constructing a Database of trained volunteers under Up-Scaling of Aapda Mitra Scheme;</li> <li>• Ensure accurate and consistent inputting of data received from project State/UT into database;</li> <li>• Any other tasks assigned by NDMA time to time.</li> </ul>

9.	Duration	<ul style="list-style-type: none"><li>Initially will be for a period of One (01) year, extendable upto one (01) years subject to performance review on annual basis.</li></ul>
10.	Monthly Remuneration	<ul style="list-style-type: none"><li>The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 9<sup>th</sup> Dec. 2020 subject to maximum of consolidated amount of Rs. 1,00,000 per month. For others, it would be Rs. 1,00,000 per month (fixed). Other service conditions would be governed by the guidelines of hiring of Consultant (Grade-I) issued by NDMA vide order dated 11<sup>th</sup> March, 2020 and subsequent modifications from time to time.</li></ul>

**Application of engagement as Project Coordinator / Project Coordinator (IT) 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

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

(i)           (ii)

(Signature)

Date: \_\_\_\_\_

Mobile No: \_\_\_\_\_

e-mail address: