



Government of India

राष्ट्रीय आपदा प्रबंधन प्राधिकरण एनडीएमए

भवन, ए.1, सफदरजंग एन्क्लेव, नई दिल्ली - 29 फ़ोन - 011-26701700

NATIONAL DISASTER MANAGEMENT AUTHORITY

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi - 29, Phone- 011-26701700



F. No. 01-32/2022-Admn.

Dated: 07.12.2022

To,

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

Sub: Advertisement of filling up one position of Senior Consultant (ME & IRS – Coastal Region) on contract basis in National Disaster Management Authority (NDMA).

Sir,

I am directed to state that this Authority desires to fill up the following position of Senior Consultant on contract basis in NDMA:

| Sl No. | Name of Position | No of Post |
|--------|---|------------|
| 1 | Senior Consultant (ME & IRS – Coastal Region) | 01 |

2. The enclosed press advertisement to this effect may please be published in Employment News urgently. This may also be uploaded online on your website.

Encl: As above

Yours faithfully,

(Abhishek Biswas)

Under Secretary, NDMA

Copy to:-

1. Joint Advisor (IT) along with a copy of press advertisement for filling up the one position of Senior Consultant with the request to upload the details of advertisement on the official website of NDMA and carrier Service Portal (NCSP) of Ministry of Labour and employment.
2. DS(PR & AG) alongwith copy of press Advertisement with request to upload the Advertisement on Facebook and Twitter page of NDMA.
3. Notice Board NDMA.

for further actions pl.

Naval
12/12/22

AA(Conn)



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NATIONAL DISASTER MANAGEMENT AUTHORITY

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi - 29, Phone- 011-26701700



F. No. 01-32/2022-Admn

Sub: Advertisement for filling up one position of Senior Consultant(ME & IRS) – Coastal Region) in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having following qualification and experience for following position:

| Sl. No. | Name of Post | Post in Nature | Number of post | Salary | Educational Qualification & Experience | Post Qualification Experience | Max. Age Limit |
|---------|---|----------------|----------------|--|---|---|--|
| 1. | Senior Consultant (ME & IRS – Coastal Region) | Contractual | 1 | Consolidated Rs. 125000-175000/- per month | <p>Essential :- Candidate should in possession of Master's Degree in Disaster Management/related field. OR Retired Government Employees with Grade pay of Rs. 8700 (Pre-revised)/Level-13 and above (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> <p>Desirable M. Phil or Ph.D in Disaster Management or related field</p> | <p>Essential:</p> <p>i. Minimum 08 years post qualification experience, in Maritime response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level.</p> <p>ii. Minimum experience of 05 years for candidate with Ph. D and M. Phil Degrees.</p> <p>iii. Retired Government Employee must have 10 years experience in the relevant field in Indian Coast Guard or Indian Navy or Marine Police.</p> <p>Desirable:-</p> <p>i. Course Coordinator/ Instructional abilities.</p> <p>ii. Knowledge of international best practices in disaster management.</p> <p>iii. Experience of preparing guidelines, manuals and SOPs.</p> <p>iv. Experience of conducting workshops and seminars at Central and State Government level.</p> | 50 Years (For retired Central Government employees from Govt. 65 years). |

2. Remuneration Band Rs. 1,25,000/- -- Rs. 1,75,000/- p.m. Remuneration in respect of retired Government employee will be fixed as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December 2020.

3. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) for engagement of above position is indicated in the Term of Reference (ToR) of the above position may be seen on NDMA website at <https://ndma.gov.in/en/careers.html>.

4. Essential/desirable educational qualifications will be verified with original certificates.

5. Interested individuals may send their application in the prescribed proforma available on the NDMA website alongwith Statement of Purpose (SoP) in 250 words maximum and copies of certificates establishing educational qualification, experience to Shjri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, 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.

TERMS OF REFERENCE

SR CONSULTANT – (MOCK EXERCISES & INCIDENT RESPONSE SYSTEM – COASTAL REGION)

| | | |
|----|-------------------------------|---|
| 1. | Name of the Division | <ul style="list-style-type: none">• Operations Division |
| 2. | Purpose of the job | <ul style="list-style-type: none">• For preparedness and capacity building of Coastal / Island States / UTs / Critical National Infrastructure and all stakeholders for both on-shore and off-shore hazards / disasters including Cyclone preparedness on both East and West Coasts. |
| 3. | Position number | <ul style="list-style-type: none">• To be provided by Admin Division |
| 4. | General Overview | <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. |
| 5. | Scope of Work | <ul style="list-style-type: none">• Pan India |
| 6. | Duty Station | <ul style="list-style-type: none">• NDMA office is in New Delhi. Job profile of Sr Consultant requires frequent visits to States / UTs for Capacity Building and for Response and Relief to disaster hit areas. |
| 7. | Duration of Assignment | <ul style="list-style-type: none">• Initially for one year.• Extension beyond 1st and 2nd year is contingent on satisfactory annual performance review. However, no extension would be given beyond 65 years of age.• The contract may be terminated by either side with one month notice period.• Sr Consultant will be engaged on full time basis who shall not be permitted to take up any other assignment during the period of Consultancy with NDMA. |

8. Deliverables

- To build capacities of Coastal / Island States / UTs / Critical National Infrastructure and all stakeholders for both on-shore and off-shore hazards / disasters.
- Cyclone preparedness of States / UTs on both East and West Coasts.
- Conduct of Incident Response Training (IRS) training in Coastal / Islands States / UTs.
- Assist in notification of IRS by Coastal / Island States / UTs.
- Conduct Mock Exercises (ME) and Table Top Exercises (TTEEx) at Multi State / State level for Coastal / Island States / UTs on their specific hazards vulnerability.
- Assist in conduct of International Disaster Management Exercises with specific reference to Coastal / Island hazards.
- Coordinate with States / UTs, Central Ministries and other agencies on DM related issues.
- Assist in national / international response and relief activities.
- Liaise and coordinate with Ministry of Home Affairs, Indian Coast Guard, Indian Navy, HQ IDS (MoD), MoPNG, ONGC, M/o Ports, Shipping & Waterways, D/o Fisheries, Marine Police, SDMA's and line Deptts of Coastal / Island States / UT and other similar placed agencies etc on issues related to Preparedness, Capacity Building, Response and Relief.
- Assist in capacity building and training of SDRF and other first responders.
- Assist in review and advise to Coastal / Island States / UTs on Emergency Operation Centres.
- Monitor related programs and activities of NDRF, NIDM ICG, Indian Navy and other leading organizations.
- 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

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|--|--|---------------------------|--|----------------------------------|--|
| | <p>formulate case studies.</p> <ul style="list-style-type: none"> • Ensure updation and periodic review of Disaster Management Plans, Crisis Management Plans, SOPs, Guidelines, Prevention, Preparedness, Mitigation and Capacity Building Activities etc as envisaged in DM Act 2005, NDMP, National Policy on DM and various Guidelines issued by NDMA. • Preparation of training material and manuals. • Support formulation and review of relevant policies and guidelines. • Any other tasking as deemed necessary by NDMA. | | | | |
| <p>9. Qualification and Competencies:</p> | <table border="1"> <tr> <td data-bbox="319 840 746 1518"> <p>a. Academic</p> </td> <td data-bbox="746 840 1514 1518"> <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.8700 (pre-revised) / Level – 13 and above (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. </td> </tr> <tr> <td data-bbox="319 1518 746 2181"> <p>b. Work Experience</p> </td> <td data-bbox="746 1518 1514 2181"> <p>Essential</p> <ul style="list-style-type: none"> • Minimum 08 years post qualification experience, in Maritime response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level. • Minimum experience of 05 years for candidate with Ph.D and M.Phil Degrees. • Retired Government employee must have 10 year experience in the relevant field in Indian Coast Guard or Indian Navy or Marine Police. <p>Desirable</p> <ul style="list-style-type: none"> • Course Coordinator / Instructional abilities. • Knowledge of international best practices in </td> </tr> </table> | <p>a. Academic</p> | <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.8700 (pre-revised) / Level – 13 and above (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 08 years post qualification experience, in Maritime response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level. • Minimum experience of 05 years for candidate with Ph.D and M.Phil Degrees. • Retired Government employee must have 10 year experience in the relevant field in Indian Coast Guard or Indian Navy or Marine Police. <p>Desirable</p> <ul style="list-style-type: none"> • Course Coordinator / Instructional abilities. • Knowledge of international best practices in |
| <p>a. Academic</p> | <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.8700 (pre-revised) / Level – 13 and above (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 08 years post qualification experience, in Maritime response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level. • Minimum experience of 05 years for candidate with Ph.D and M.Phil Degrees. • Retired Government employee must have 10 year experience in the relevant field in Indian Coast Guard or Indian Navy or Marine Police. <p>Desirable</p> <ul style="list-style-type: none"> • Course Coordinator / Instructional abilities. • Knowledge of international best practices in | | | | |

| | | |
|-----|----------------------------|---|
| | | <p>disaster management.</p> <ul style="list-style-type: none"> • Experience of preparing guidelines, manuals and SOPs. • Experience of conducting workshops and seminars at Central and State Government level. |
| | c. Upper Age Limit | <ul style="list-style-type: none"> • 50 years • For retired Central Government employees upper age limit shall be 65 years as per the provisions contained in para 8.1 of MoF DoE OM No 3-25/2020-E.III.A dt 09.12.2020. |
| 10. | Remuneration Band | <ul style="list-style-type: none"> • Rs.125000-175000/- per month. • For retired Central / State Government Employees - Last Pay Drawn Less Pension as per the provisions contained in para 6 of MoF, DoE OM No 3-25/2020-E.III.A dated 09.12.2020. |
| 11. | Reporting Mechanism | <ul style="list-style-type: none"> • Operations Division, NDMA. |

**APPLICATION FOR ENGAGEMENT OF SENIOR CONSULTANT (ME & IRS –
COASTAL REGION) ON CONTRACT BASIS IN NATIONAL DISASTER
MANAGEMENT AUTHORITY (NDMA)**

Post 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)

| Sl No. | Year | Degree/Diploma | Universities/ Institute | 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) Training: _____

(12) Publications: _____

(13) Awards/recognitions: _____

(14) Membership of professional Bodies/Associations: _____

(15) Retired Government staff(Pls indicate pay/pay band): _____

(16) Reference (Name, Designation, Institution, address, e-mail and {phone Number):-

(1): _____ (2) _____

Date _____

Signature

*Application for is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experience, training participated etc.

