



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 the various positions in National Disaster Management Authority (NDMA) on contract basis.

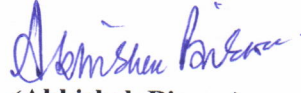
NDMA invites applications from persons having requisite qualification and experience from Indian national for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Project Co-ordinator	Contractual	1	Essential : BE/B.Tech (Computer Science or Electronics & Communication Engineering or IT) Desirable : MBA/Executive Certificate Programme having advance project management or Project management Professional (PMP) certified Training Course.	<ul style="list-style-type: none">5-10 years experience in relevant field.Should have knowledge of information & Communication Technologies (ICT) for formulation and implementation of Early Warning Dissemination Project based on CAP.Expertise in documentations related to National level Project viz DPR, its analysis, SOPs, SR Documents, MoUs, Qualitative Requirements etc.For Retired Govt. Employee; Retired with Grade Pay 8900/- and above (Equivalence to Pay Level-13A and above as per pay matrix of 7th CPC	Max 62 years for retired Govt. employee and Max. 50 years for others.
2.	Project Manager	Contractual	1	Essential : BE/B.Tech (Computer Science or Electronics & Communication Engineering or IT) Desirable : Executive Certificate Programme having advance project management Professional (PMP) Certified Training Course.	<ul style="list-style-type: none">3-5 years experience in relevant field.Should have knowledge of information & Communication Technologies (ICT) for formulation and implementation of Early Warning Dissemination Project based on CAP.Expertise in documentations related to National level Project viz DPR, its analysis, SOPs, SR Documents, MoUs, Qualitative Requirements etc.For Retired Govt. Employee; Retired with Grade Pay 8700/- and above (Equivalence to Pay Level-13 and above as per pay matrix of 7th CPC	Max 62 years for retired Govt. employee and Max. 45 years for others.

- Remuneration Band :- (i) **Project Co-ordinator** :- The monthly remuneration for retired Govt. Employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 09th December, 2020 subject to maximum of consolidated amount of Rs. 1,25,000/- per month. For others, it would be Rs. 1,25,000/- per month(fixed).
(ii) **Project Manager** :- The monthly remuneration for retired Govt. Employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 09th December, 2020 subject to maximum of consolidated amount of Rs. 75,000/- per month. For others, it would be Rs. 75,000/- per month(fixed).
- Other service conditions would be governed by the guidelines issued by NDMA for hiring of Consultant (Grade-I & II) vide order dated 11th 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.

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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.

**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.)

Annexure-II**Detailed ToR for Project Coordinator for Common Alerting Protocol (CAP) compliance Integrated Alert System (सचेत) Project**

i	Name of the Division	<ul style="list-style-type: none">• Comn & IT Sub Division
ii	Purpose of assignment	<ul style="list-style-type: none">• Common Alerting Protocol (CAP) compliance Integrated Alert System (सचेत) Project
iii	Duration	<ul style="list-style-type: none">• For the period of 18 months which is likely to be extended up to 05 years subject to commencement of Phase-II of the Project.• 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.
iv	Job Description	<ul style="list-style-type: none">• Examine & Implementation the Common Alerting Protocol (CAP) based Integrated Alert System (सचेत) Project , analyse the Techno Commercial Proposal (Phase-II) and monitor and ensure timely implementation of Project activities on PAN India Basis.• Perform all activities related to the project implementation.• Prepare the SFC documents for the Project (Phase-II).• Responsible for coordination with MHA, States/UTs, DoT/CDOT/BSNL/MTNL, NIC, ISRO and other govt. agencies in connection with the implementation of the project.• Maintenance of project related correspondence.• Any other Tasks assigned by NDMA time to time
v	Qualification, and Competencies	<ul style="list-style-type: none">• Essential: BE/ B. Tech (Computer Science or Electronics & Communication Engineering or IT)• Desirable: MBA/Executive Certificate Programme having advance project

		management or Project Management Professional (PMP) Certified Training Course
vi	Post qualification Requirement	<ul style="list-style-type: none"> • 5-10 years' experience in relevant field • Should have knowledge of Information & Communication Technologies (ICT) for formulation and implementation of Early Warning Dissemination Project based on CAP. • Expertise in documentations related to National level Project viz DPR, its analysis, SOPs, SR Documents, MoUs, Qualitative Requirements etc. • Should have knowledge of Information & Communication Technologies (ICT). • For Retired Govt Employee: Retired with Grade Pay 8900/- and above (Equivalence to Pay Level-13A and above as per pay matrix of 7th CPC)
vii	Monthly remuneration	<ul style="list-style-type: none"> • The monthly 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 1, 25,000 per month. For others, it would be Rs 1, 25,000, p.m (fixed). Other service conditions would be governed by the guidelines for hiring of Consultant (Grade-II) issued by NDMA vide order dated 11 March 2020 and subsequent modifications from time to time.

Detailed ToR for Project Manager for Common Alerting Protocol compliance Integrated Alert System (सचेत) Project

i	Name of the Division	<ul style="list-style-type: none"> • Comn & IT Sub Division
ii	Purpose of assignment	<ul style="list-style-type: none"> • Common Alerting Protocol (CAP) based Integrated Alert System (सचेत) Project
iii	Duration	<ul style="list-style-type: none"> • For the period of 18 months which is likely to be extended up to 05 years subject to commencement of Phase-II of the Project. • 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

		<p>resource person. The resource person can also seek for termination of the contract upon giving one month's notice to the NDMA.</p>
iv	Job Description	<ul style="list-style-type: none"> • Monitoring and timely Implementation of Common Alerting Protocol (CAP) based Integrated Alert System (सचेत) Project (Phase-I) • Assist in all activities related to the project implementation. • Ensure timely implementation of all Project Activities • Responsible for coordination with MHA, States/UTs, DoT/CDOT/BSNL/MTNL, NIC, ISRO and other alert generating agencies in connection with the rollout of the project. • Maintenance of project related correspondence. • Documentation related to National level Project like Detail Project Report, its analysis SOPs, SR Documents, MoUs Qualitative requirement etc. • Any other tasks assigned by NDMA time to time.
v	Qualification, and Competencies	<ul style="list-style-type: none"> • Essential: BE/B.Tech (Computer Science or Electronics & Communication Engineering or IT or in any communication related area. • Desirable: Executive Certificate Programme having advance project management or Project Management Professional (PMP) Certified Training Course
vi	Post qualification Requirement	<ul style="list-style-type: none"> • 3-5 years in relevant field • Should have knowledge of Information & Communication Technologies (ICT) for formulation and implementation of Early Warning Dissemination Project based on CAP. • Fully conversant with all communication technologies for formulation of Project regarding early Warning alert dissemination based on CAP protocol. • For Retired Govt. Employee: Retired with Grade Pay 8700/- and above (Equivalence to Pay Level-13 and above as per pay matrix of 7th CPC

vii	Monthly remuneration	<ul style="list-style-type: none">• The monthly 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 75,000 per month. For others, it would be Rs 75,000, p.m (fixed). Other service conditions would be governed by the guidelines for hiring of Consultant (Grade-I) issued by NDMA vide order dated 11 March 2020 and subsequent modifications from time to time.
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Annexure -III

Performa for Application on contract basis in National Disaster Management Authority in the discipline of.....Post for Project "Common Alerting Protocol compliance Integrated Alert System (सचेत)"

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: _____