



भारतसरकार
राष्ट्रीयआपदाप्रबंधनप्राधिकरण
'एन.डी.एम.ए. भवन'ए – १, सफदरजंगइंक्लेव, नईदिल्ली११००२९
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029



No.12/2022/HiringConsult/CIT (e114526)

Dated 04 Nov 2022

Advertisement of Consultant (Information Technology) in NDMA”.

NDMA invites applications from persons having requisite qualification and experience as per ToR (Annexure-I) from Indian national for the position of **Consultant (Information Technology) in NDMA”** for short duration (04 months).

Interested individuals may send their bio-data in the prescribed application (Annexure-II) along with self-attested copies of certificates establishing their educational qualification and experience to Shri KK Rao Asstt. Advisor (Comn & IT), National Disaster Management Authority, on email id aacomn@ndma.gov.in by 12 Nov 2022.

Shortlisted Candidates must bring their original certificates in support of Essential/desirable educational qualifications & experience at the time of joining.

The monthly remuneration would be as per ToR. Other service conditions would be governed by the guidelines issued by NDMA for hiring of Consultant vide order dated 28 March, 2022 (available on NDMA's website: <https://ndma.gov.in/sites/default/files/PDF/Jobs/Recruitment-Handbook-March-2022.pdf>) and subsequent modifications from time to time.

KK Rao
AA (Comn) NDMA
Tel 26701793

Terms of Reference for the Position of Consultant (Information Technology) for NDMA

Job Description	
Position	Consultant (Information Technology)
Domain	Information Technology
Number of Position	One
Salary Range (Rs.):	Commensurate with Experience and Qualification Pay Band of (Rs 75,000/- 1,00,000/-) per month
Duration	04 Months
Essential Criteria:	Graduate degree (IT/ Computer Science/ Electronics/ Communication / Telecommunication) Desirable Criteria Post-Graduation(IT/ Computer Science/ Electronics/ Communication / Telecommunication)
Desired Skills/ Experience:	<ul style="list-style-type: none"> • 7 years or more experience in the field of Information Technology • Management of Various Govt Portals, E-office management, NIC Cloud Services • Excellent Knowledge in Management of Video Conferencing services
Job Objective:	<ul style="list-style-type: none"> • To assist and accomplish various Communication and Information Technology related tasks of NDMA
Primary Responsibilities:	<ul style="list-style-type: none"> • Content Management & Upgradation of NDMA Website • Implementation, Management & Maintenance of NDMA E-office • Cloud service management and monitoring of the cloud resources of NDMA • Operations & Management related to implementation of Aadhar Enabled Bio-Metric Attendance System (AEBAS) in the NDMA • Content Management & Upgradation of various web portals/ services of the NDMA e.g. E-Samiksha, LIMBS, GeM, Sparrow, etc. • Management and support on the VPN and Web VPN for NDMA employees through NIC Services • Handling of DA Console for management of official (Gov) email accounts of NDMA • Management of the SMS Gateway of NDMA • Provide Technical assist to other Divisions/ on various IT

	<p>related Projects of NDMA</p> <ul style="list-style-type: none"> • Provide Guidance to Video Conferencing Engineers/operators in management of VC's at NDMA • Provide Guidance to NIC Network Engineer posted at NDMA in Internet related issues • Formulation of methodology for online recruitment of Consultants in NDMA.
Miscellaneous	<ul style="list-style-type: none"> • Assist in technical evaluations of various agency proposals related to implementation of various/ IT Technical initiatives for NDMA • Assist in procurement of IT goods, services and software for NDMA • Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system at NDMA • In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time
Skills and Abilities	<ul style="list-style-type: none"> • Should have knowledge in at least one CMS like Drupal or WordPress • Excellent knowledge in the management of E-office instance • Experience of managing Cloud Dashboard- Creation of New VMs, Public IP, Domain Name registration, all VM related operations. • Setting up the SSL Certificates and other web security related task etc, • Should have working knowledge on handling of Govt. Portals like GeM, SPARROW, e-Samiksha etc

Performa for Application on contract basis in National Disaster Management Authority in the discipline of “Consultant (Information Technology)”

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: _____

(Signature)

Date _____

Mobile No.: _____

E-mail id: _____