



F. No. 3-1/2016-Adm(i)
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701796, 26701834 (Fax)



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.	Consultant Grade-II (Policy Plans and Mainstreaming)	Contractual	1	Essential :-Master's Degree in any discipline (preferably in disaster Management, Social work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Law, Science, Engineering) Desirable :- Persons with M.Phil., Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred.	1. Candidates should have 5-10 years and above post qualification experience in the relevant fields. Desirable :- a. Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to Disaster Management and preparation of Disaster Management Plans will be given additional weightage. b. Candidates must have sound understanding and knowledge of issues pertaining to policy, plans and mainstreaming. c. Candidates should have good knowledge of English, as the position requires to deal with national and international agencies pertaining to disaster risk reduction and related aspects. 2. For details visit at http://ndma.gov.in	50 years (upto 62 years for retired employees from Central/ State Government)
2.	Consultant Grade-I/ Grade-II (Earthquake and Tsunami)	Contractual	1	Essential :- Master in Technology/Engineering in Structural/Earthquake Engineering. Persons with Post Graduate qualification in Civil Engineering, Seismology, Urban Planning, Architecture, Geography and Geology will also be considered if accompanied by proven expertise and experience in the Earthquake and Tsunami Risk Reduction. Desirable :- M.Phil, Ph.D, additional qualification, research experience, published papers with adequate post qualification experience in the relevant field.	1. Candidates should have 3-5 years and above post qualification experience in the relevant fields for Consultant Grade-I and 5-10 years post qualification experience in the relevant fields for Consultant Grade-II.	45 years for Consultant Grade-I and 50 years for Consultant Grade-II (upto 62 years for retired employees from Central/ State Government)

- Remuneration Band :- Rs. 75,000/- -1,00,000/- pm for Consultant Grade-I and Rs.1,25,000/- -1,75,000/- pm for Consultant Grade-II.
- The detailed terms and conditions and eligibility criteria (educational qualification, age, experience etc) for engagement of above position is indicated in the Term of Reference (ToR) of the above position and may be seen on NDMA website at <http://ndma.gov.in>. NDMA reserve the right to offer lower position of Consultant if no candidate found fit for desired position of Consultant.
- 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 certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701796 within **30 days** from the date of publication of advertisement in the employment news.

(Abhishek Biswas)
Under secretary (Admn.)

TERMS OF REFERENCE

Consultant – Grade-II (Policy, Plans and Mainstreaming)

1.	Name of the Division	PP Division
2.	Purpose of the assignment	<ul style="list-style-type: none">- To prepare Disaster Management Plans at national, state and local levels.- Support the formulation and review of relevant policies and guidelines.- Liaise with different Ministries and Departments of Government of India with a view to mainstreaming disaster risk reduction in their plans and strategies.- Liaise with the Ministry of Home Affairs and coordinate NDMAs inputs for establishing a monitoring system for the implementation of Sendai Framework for Disaster Risk Reduction in India.
3.	Duration	Consultant will be engaged for a fixed period but not exceeding 3 years.
4.	Remuneration Band	Rs. 1,25,000/- – Rs. 1,75,000/- per month
5.	Qualifications and Competencies:	
	a. Academic	<p>Essential: Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Political Science, Geography, Geology, Agriculture, Management, Law, Science, Engineering)</p> <p>Desirable:</p> <ul style="list-style-type: none">• Persons with M. Phil., Ph. D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph. D from reputed university shall be given additional weightage.
	b. Work experience	<p>Post qualification experience: 5-10 years</p> <p>Desirable:</p> <ul style="list-style-type: none">• Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to Disaster Management and preparation of Disaster Management Plans will be given additional weightage.• Candidates must have sound understanding and knowledge of issues pertaining to policy, plans and

		<p>mainstreaming.</p> <ul style="list-style-type: none"> • Candidates should have good knowledge of English, as the position requires to deal with national and international agencies pertaining to disaster risk reduction and related aspects.
	c. Age Limit (Upper)	<p>50 years.</p> <p>For retired employees from Government (Central or State), the upper age limit shall be 62 years.</p>
6.	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. - Specialist inputs in relevant discipline/areas of disaster management need to be provided to NDMA by Consultants. They will provide domain specific technical assistance in formulation of guidelines/conduct of subject related training.
7.	Tasks Related to Assignment	<ul style="list-style-type: none"> • Anchor the preparation and periodic revision of the National Disaster Management Plan, and monitor and analyse its implementation. • Preparation of Guidelines for preparation and examinations of Disaster Management Plans of Ministries/ Departments of Government of India. • Provide technical support to preparation of disaster management plans at the national, state and local levels. • Providing technical inputs for revision/ preparation of DM Policy, Plans and Guidelines. • Support the State Government in developing, updating and implementing the State DM Plans and District DM Plans on as needed basis. • Support the formulation and review of relevant policies and guidelines. • Anchor the review of National Policy on Disaster Management 2009 • Recommend effective measures for implementation of the National Guidelines developed by NDMA. • Liaise with different Ministries and Departments of Government of India, with a view to mainstreaming Disaster Risk Reduction in their plans and strategies. • Development of modules and programmes pertaining to DRR. • Coordination with stakeholders on DRR related programmes and projects.

		<ul style="list-style-type: none"> • Any other task assigned by NDMA.
8.	Job Description	<ul style="list-style-type: none"> • Support the Ministries/ Departments of Governments of India and State Governments in taking measures for preparation of their Disaster Management Plan and mainstreaming of DRR. • Help NDMA to understand the issues and challenges faced by the State/ UT governments and formulate policies/ Guidelines/ Schemes which are meaningful and relevant. • Provide technical support and feedback to Ministries and Departments of Gol on preparation of their disaster management plans. • Identify new areas – particularly in relation to ongoing development programmes and schemes – for appropriate policy interventions with a view to advancing the cause of disaster risk reduction in the country. • Monitor and analyse implementation of the National Guidelines developed by NDMA. • Initiate and coordinate pilot projects in high intensity disaster prone areas and thereby evaluate the effectiveness of existing policies and plans. • Identify opportunities for mainstreaming disaster risk reduction in development and recommend specific measures – including policy interventions, fiscal provisions – to making use of these opportunities.
9.	Reporting Mechanism	Consultant shall report to Adviser, NDMA.
10.	Schedule of Completion of Tasks	The tasks are to be done in a time-bound manner.
11.	Support or inputs to be provided by NDMA to facilitate the Consultancy	Adviser and Members, NDMA will provide guidance to the Consultant.
12.	Note	<ul style="list-style-type: none"> • Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.

Application of engagement as Consultant Grade-II (Policy, Plans and Mainstreaming) in the National Disaster Management Authority (NDMA).

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:

TERMS OF REFERENCE OF CONSULTANT/SENIOR CONSULTANT (EARTHQUAKE AND TSUNAMI)

Grade-I/II

1. Background/Objective/ Work
scope

Background:

NDMA as the apex body is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.

Objectives:

- Earthquakes Resistance Construction techniques promoted in country
- Seismic Strengthening and Retrofitting techniques promoted in the country
- Seismic Retrofitting policy, strategy and promotions
- Promotion of tsunami guidelines

2. Qualification Eligibility

- **Essential:** Master in Technology/Engineering in Structural/Earthquake Engineering
- Persons with Post Graduate Qualification in Civil Engineering, Seismology, Urban planning, Architecture, Geography and Geology will also be considered if accompanied by proven expertise and experience in the area of Earthquake and Tsunami Risk Reduction
- **Desirable:** M.Phil, Ph.D, additional qualification, research experience, published papers with adequate post qualification experience in the relevant field.

3. Scope of work/ Deliverables

- Mainstreaming of earthquake resistance construction in development scheme and projects of State and Central Govt. and bank financed projects
- Formulation of earthquake /multi-hazards risk index
- Earthquake Risk Reduction in open existing ground storied buildings
- Formulation of Uniform Methodology for RVS
- Current Scenario Development for an historical Earthquakes
- Structural Safety Audit of Critical Lifeline Buildings by State Governments and Central Governments
- Seismic Retrofitting policy, Strategy and Promotion
- Earthquake Retrofitting projects and mainstreaming of Earthquake retrofitting in line ministries.
- Appropriate Techno-Legal regime in the country for earthquake risk reduction.
- Licensing, Buildings Permit system & Certification of Technical personnel in earthquake risk and response management.
- Enhancing Capacity Buildings/Awareness /Tools Development
- Strengthening of Last mile connectivity for earthquake and tsunami risk management
- Liaison with MoES, IMD, MoUD, HUPA, BMTPC, BIS, CPWD, INCOIS, ICMAM-PD etc.
- Any other work related to earthquake subject

Deliverables

Deliverables will be decided by Concerned division from time to time out of scope of work given and above any other perspective work as per requirement.

4.	Experience, upper age and Remuneration	Name of the Position	Post qualification Experience	Upper age limit	Remuneration (in Rs.)
		Consultant (Grade I)	3-5 yrs.	45 yrs.	75,000 -1,00,000
		Consultant (Grade II)	5-10 yrs.	50 yrs.	1,25,000 - 1,75,000
5.	Any other work	Any other work to be assigned as per requirement by NDMA.			
6.	Schedule for Completion of Tasks	<p>a. Initially the consultancy will be for a period of Two (2) Years, extendable up to 3 years subject to performance review on annual basis.</p> <p>b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment.</p>			

Application of engagement as Consultant Grade-I/II (Earthquake & Tsunami) in the National Disaster Management Authority (NDMA).

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: _____