



F. No. 01-08/2024-Admin
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700



Sub: Advertisement for the position of Consultant in National Disaster Management Authority (NDMA) on contract basis.

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Work Experience	Max. Age Limit
1.	Consultant (Communications and Project Management)	Contractual	2 (Two)	Essential: - BE (ECE/EEE)/ BTech (ECE/EEE) Desirable:- M.Tech (ECE/EEE/Telecommunications Engineering /MS (ECE/EEE/Telecommunications Engineering) Project Management Professional (PPM) Certified Training Course/Course credits at University level.	•Post qualification experience: Min 3 years •Experience in pan-India implementation of IT and Telecommunications related to national projects (30 months) is essential (Experience certificate required). •Experience of working within a government organization and conversant with eOffice. Note: Retired Govt.Employee with grade Pay in PB-13 and above with experience of more than 10 years and knowledge in the required domain field.	•Upper age limit will be 40 years (For retired Govt Servants, the upper age limit also be 62 years)

- Remuneration Band** Rs. 75,000 - 1,00,000/- per month for Consultant .Remuneration in respect of retired Central Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions are indicated in the Term of References (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 statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of 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. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

Important Note: Incomplete application will not be considered and NDMA reserves the right to reject such applications without assigning any reason.

(Abhishek Biswas)
Under Secretary (Admn)

Application of engagement as Consultant in the National Disaster Management Authority.

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 _____

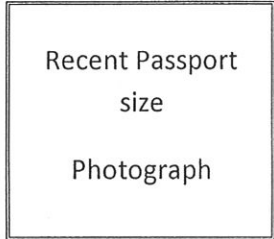
(9) Education (College education in reverse chronological order) (Pls add rows if required) :

S No.	Year	Degree/ Diploma	University/ Institution	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) Trainings: _____



(12) Publications:- _____

(13) Awards / recognitions: - _____

(14) Membership of Professional Bodies/ Associations: - _____

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

(16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

Date _____

Signature _____

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

ToR for the Position of Consultant (Communications and Project Management)

Job Description	
Purpose of the job/position	<ul style="list-style-type: none"> • Consultant (Communications and Project Management)
Domain/Name of Division	<ul style="list-style-type: none"> • Information Technology and Communications
Number of Position	<ul style="list-style-type: none"> • Two
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.
Scope of Work (Local, regional or pan-India)	<ul style="list-style-type: none"> • PAN India
Duty Station	<ul style="list-style-type: none"> • NDMA office is in New Delhi. Job profile of Consultant requires frequent visits to States / UTs.
Status: a. Full time or part time; and Short term or long term.	<ul style="list-style-type: none"> • Full time with Long Term • The contract may be terminated by either side with one-month notice period. • Consultant will be engaged on full time basis and shall not be permitted to take up any other assignment during the period of Consultancy with NDMA.
Competencies, Deliverables and Essential Skills required	<ul style="list-style-type: none"> • Should have knowledge of Information & Communication Technologies (ICT). • Should be fully conversant with all communication technologies for formulation of Projects based on 112 ERSS Emergency Response System and Common Alerting Protocol (CAP). • Expertise in making Documents related to National level Projects like the Detailed Project Report, its technical and financial analysis, SOPs, SR Documents, MoUs, Qualitative requirement etc.

	<ul style="list-style-type: none"> • Knowledge and experience in pan-India implementation of IT and Telecommunications related national projects (30 months) is essential (Experience certificate required). • Experience of working within a government organization and conversant with eOffice.
Roles & Responsibility	<ul style="list-style-type: none"> • Responsible for complete coordination with MHA, States/UTs, CDOT, DOT, CDAC, BSNL, MTNL, NIC ISRO and/or other government bodies in connection with the implementation of the National level Projects of IT Division, NDMA. • Assist in selection and preparation of specifications of subsystems/components needed for establishment of ICT Projects at National level. • Planning for last mile connectivity for Disaster Management. • Coordination and IT Support to 112 ERSS and CAP Projects. • Monitoring of ERSS and CAP projects' verticals and activities therein. • Ensure timely achievement of Project milestones. • Guide and assist in integration of various technical platforms for smooth data exchange. • Preparation of SOPs, training documents related to IT Projects of NDMA. • Maintenance of project related correspondence. • Capacity Building and Training in Telecommunication and IT of States/UTs and other Stakeholders. • Any other work to be assigned as per requirement by NDMA officially.
Duration	<ul style="list-style-type: none"> • Contract is initially for a period of three years, based on satisfactory performance, Year to Year continuation is subject to performance review during these three years. The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it

Upper Age Limit	<ul style="list-style-type: none"> • Upper age limit will be 40 years. • For retired Central Govt. Servants, upper age limit will be 62 years.
Qualification	<p>Essential</p> <ul style="list-style-type: none"> • BE (ECE/ EEE)/ BTech (ECE /EEE) <p>Desirable</p> <ul style="list-style-type: none"> • MTech (ECE/EEE / Telecommunications Engineering)/ MS (ECE/EEE/Telecommunications Engineering) • Project Management Professional (PPM), Certified Training Course/Course credits at university level.
Work Experience	<ul style="list-style-type: none"> • Post qualification experience: Min 3 years • Retired Govt. employee with grade Pay in PB-13 and above with experience of more than 10 years and knowledge in the required domain field.
Salary/ Remuneration	<ul style="list-style-type: none"> • Pay Band of Rs 75,000/- – Rs 1,00,000/- per month Commensurate with Experience and Qualification • Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retired Central Government employees engaged as Consultant on Contact basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020
Reporting mechanism	<ul style="list-style-type: none"> • Consultant (Communications and Project Management) will work directly under the supervision of Advisor (Ops&Comn) NDMA and will report to him for any specific task.