



F. No. 01-11/2021-Admn(Pt.file)
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700

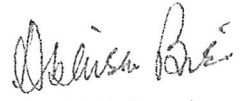


Sub: Advertisement for the position of Senior Consultant in National Disaster Management Authority (NDMA) on contract basis.

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.	Senior Consultant (Chemical Industrial Hazards and Risks)	Contractual	1 (One)	Essential: - Master's degree in Chemical Engineering/Chemistry/ industrial Safety/Chemical safety or similar subject from a recognized University Desirable: -Ph.D.or research experience in the subject	•Experience of at least five years hazardous chemical safety or related area •Duration of research work (PhD, Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less. Note: Retired government employees with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply.	•Upper age limit will be 50 years (For retired Govt Servants, the upper age limit also be 62 years)

- Remuneration Band** Rs. 1,25,000 - 1,75,000/- per month for Senior 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 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.
- 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.


(Abhishek Biswas)
Under Secretary (Admn)

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

Application of engagement as Senior 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 _____

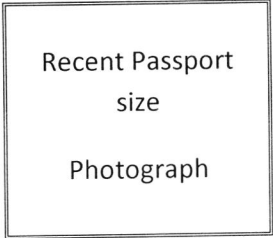
(9) Education (College education in reverse chronological order) (Pls add rows if required) :

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.

National Disaster Management Authority
Government of India
Positions: 1Senior Consultant

Subject: Disaster Management for (Chemical Industrial Hazards and Risk)

1. Background

The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

NDMA seeks a Sr consultant specializing in Chemical Industrial Hazards and Risks support in disaster situations. The Sr consultant will be engaged to provide expertise and assistance in the development, implementation, and evaluation of Chemical Industrial Hazards and Risk interventions during and after a disaster. This role aims to address the Chemical Industrial Hazards and Risk needs and mitigate the risks associated with disasters.

2. Job Description

Working within the Mitigation Division, the Sr Consultant Chemical (industrial) Hazards and Risks will assist the Member and Advisor, Mitigation in developing various programmes and technical assistance related to Chemical Industrial Hazards and Risk aspects in Disaster Management. Sr. Consultant, Chemical (industrial) Hazards and Risks will provide technical assistance to NDMA in the implementation of the national guidelines linked to prevention and mitigation of chemical (industrial) hazards and risks, and support coordination with the central and state agencies. In addition, the Sr. Consultant will assist NDMA in developing projects and programs related to preparing for such hazards. He will also undertake capacity-building measures to mitigate and manage chemical (industrial) hazards and risks. The above position is at PAN –India level and it is expected that Sr. consultant will be posted at NDMA

The primary objective of the Sr consultant will be to contribute to the development and implementation of comprehensive Chemical Industrial Hazards and Risk interventions tailored to the specific needs of communities and households affected by disasters. The Sr consultant will work closely with relevant stakeholders to ensure the delivery of timely and evidence-based Chemical Industrial Hazards and Risk services that promote disease prevention, health promotion, and effective emergency response.

He/She should possess Strong knowledge of India's Chemical Industrial Hazards and Risk Programme in addition to knowledge of various applications on utilization of radioisotopes, outbreak response, Chemical Industrial Hazards and Risk promotion. He/She

should have familiarity with international guidelines and frameworks for Chemical Industrial Hazards **and Risk** in emergencies. He/She should have demonstrated ability to conduct assessments, develop intervention plans and evaluate program outcomes.

3. Position (in numbers): 1

4. Key Tasks and Responsibilities

Sr Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and the Sr consultant's responsibilities will include but are not limited to:

- **Assessing Needs:** Conducting an initial assessment of the India's Chemical Industrial Hazards and Risk needs of affected individuals and communities. Identifying vulnerable groups, high-risk populations, and specific needs and India's Chemical Industrial Hazards and Risk considerations.
- **Design and Planning of India's Chemical Industrial Hazards and Risk Interventions.**
- **Collaborating with SDMAs, DDMA's, and India's Chemical Industrial Hazards and Risk professionals to develop context-specific India's Chemical Industrial Hazards and Risk interventions.** Ensuring the interventions are aligned with international standards and best practices in disaster India's Chemical Industrial Hazards and Risk.
- **Capacity Building and Training:** Providing training and capacity-building support to State governments and district administration on India's Chemical Industrial Hazards and Risk support principles, methodologies and self-care strategies. Facilitating workshops and knowledge-sharing sessions to enhance the understanding and skills of trainers and counsellors involved in providing India's Chemical Industrial Hazards and Risk services.
- **Implementation and Monitoring:** Supporting the implementation of India's Chemical Industrial Hazards and Risk interventions, including facilitating group sessions, Monitoring the progress and quality of various programmes and interventions, ensuring adherence to established protocols and ethical guidelines. Collecting and analysing data to assess the effectiveness of interventions and identify areas for improvement.
- **Collaboration and Coordination:** Liaising with relevant stakeholders, including government agencies, non-governmental organizations, and community leaders, to foster collaboration and coordination in the provision of India's Chemical Industrial Hazards and Risk support services. Participating in coordination meetings, working groups, and other forums to share knowledge, experiences, and lessons learned.

5. Deliverables: The Sr. Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA , and its deliverables are as under:

- Provide technical advice on all matters related to chemical (industrial) hazards dealt by the NDMA and help it coordinate with other organizations and entities working in this area.
- Support formulation of policies, strategies, and guidelines to strengthen the management of chemical (industrial) hazards and risks in the country.

- Provide technical assistance to central and state governments in developing a pool of safety practices, and emergency management facilities for the prevention of chemical (industrial) accidents.
- Provide technical assistance to NDMA, central, and state government authorities for strengthening the regulatory framework.
- Support NDMA, the central and state governments prepare response plans and SOPs for an on-site and off-site response during the chemical (industrial) disaster response.
- Provide technical support in post-incident investigation and assessment of damages and losses.
- Develop programmes and projects for NDMA to prevent and mitigate chemical (industrial) disaster management and set up implementation arrangements.
- Undertake field visits to ensure effective monitoring of ongoing chemical (industrial) disaster management projects and programmes, implemented by the NDMA.
- Carry out secondary research on different aspects and global trends in chemical (industrial) disasters and prepare thematic papers and strategies.
- Document global best practices on chemical (industrial) disaster management and disseminate them to key internal and external stakeholders.
- Establish a network of institutions specializing in chemical hazards in both the public and private sectors in promoting chemical (industrial) hazards risk management in the country.
- Participate in NDMA task force meetings, working groups, and committees to provide technical inputs related to the subject.
- Support in organizing international/ national workshops, seminars, and conferences.
- Any other assignment/ work on the subject given by the concerned Member/ JS / Advisor, NDMA

6. Duty station: New Delhi, India

The Sr consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

7. Status (Full time/Part Time/Short term or Long-term): Full Time. It is a full-time engagement and Sr Consultant shall not take up any other assignment during the period of consultancy with NDMA).

8. Competencies and Skills required:

- Promoting the vision of NDMA
- Strengthening technical expertise
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

- Excellent communication, coordination and training facilitation skills
- Fluency in English and Hindi
- High order skills in operating spreadsheets and databases
- Skilled in making presentations

9. Language proficiency: Fluency in written and spoken English is required for this position.

10. Educational Qualifications (Essential/Desirable):

- Essential Qualifications: Master's degree in Chemical Engineering/Chemistry/ industrial Safety/Chemical safety or similar subject from a recognized University.
- Desirable Qualifications: Ph.D. or research experience in the subject.

11. Age, Experience, Salary: These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post qualification Experience*	Upper Age Limit	Remuneration Band (in Rs.) **
Sr. Consultant	Minimum 5 years	50 years	1,25,000 – 1,75,000

* pl refer to para 11 (Experience) below.

**The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Sr consultant. In any case the remuneration of a Sr Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Sr Consultant will remain stagnant.

*** Retired government employees with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Sr Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

**** Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Sr 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.

***** Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Sr Consultants on Contract basis in NDMA.

***** The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience,

remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

12. Area of Experience:

- Experience of at least five years hazardous chemical safety or related area.
- [Duration of research work (PhD, Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less]

13. Reporting Mechanism: The Sr Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

14. Support/inputs to be provided by NDMA to facilitate Consultancy: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

15. Special remarks, such as travel, etc.: For all official tours, visit of Sr Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

16. Termination of Contract: 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 Individual Sr Consultant. The Individual Sr Consultant can also seek for termination of the contract upon giving one month's notice to NDMA.

17. Additional remarks: Individual Sr Consultants will be engaged for three years initially, which may be extended up to five years based on his/her performance and as per requirement of the Division. However, their continuation in their respective position beyond the first and second year would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. However, no extension will be given beyond the age of 65 years.
