



F. No. 01-02/2025-Admn
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 Young 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	Post Qualification Experience	Max. Age Limit
1.	Young Consultant for Mitigation Project	Contractual	3 (Three)	Essential :- Post Graduate Degree in Disaster Management/ Mitigation (Full time degree for at least 2 years)	<ul style="list-style-type: none"> • Minimum 03 months of Internship/ work experience in relevant field • Experience in Disaster Management/ Mitigation related subjects • Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process • Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field 	35 Years for Young Consultant

- Remuneration Band** Rs. 35,000/- for Young Consultant, Remuneration in respect of retired 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 position are indicated in the Term of References (ToR) 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 apply for the position online through NDMA website within **20 days** from the date of publication of advertisement in the employment news.
- Applications will be considered only once applicants apply through NDMA job portal (<http://ndma.gov.in>). No other means of application will be considered. For any assistance to apply online, kindly call @ 9958136496/ 9873997934.**

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)

National Disaster Management Authority
Government of India
Position: Young Consultants

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.

2. Job Description.

Working within the Mitigation Division, the young consultants will assist the Member and Advisor, Mitigation to initiate/implement various programmes related to disaster/Mitigation subject.

3. Position (in numbers): 3

4. Key Tasks and Responsibilities/Outline of the Tasks to be carried out:

- i. Follow up with states on NDMF/SDMF projects
- ii. To prepare and submit a detailed project implementation chart with segregation of project activities on a monthly basis.
- iii. To coordinate and liaise with the stakeholders on a weekly basis for smooth implementation of the project and monitor the progress with respect to project activities.
- iv. To assist Mitigation Division NDMA, in liaison with implementing agency for smooth implementation of various activities.
- v. To assist Mitigation Division NDMA to conduct workshops, capacity building programmes and other related activities.
- vi. To assist for conducting meeting, preparing minutes for the assigned subject and any other subject if required.
- vii. To assist the Mitigation Division of NDMA in ensuring timely release of funds for the respective projects/programmes.
- viii. To generate/compile reports on the progress of the project deliverables as required.
- ix. Organize the meetings of the project monitoring committee of projects and follow up on its recommendations.
- x. Any other work that may be considered necessary for overall support of the Mitigation Division.

5. Deliverables:

The Young consultant will be responsible for delivering the following: -

- Regular progress reports on implementation activities and outcomes of the projects/schemes.
- An annual report summarizing the achievements, challenges, and recommendations for concerned subject

6. Duty station: New Delhi, India

The young 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 young 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
- 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
- High order skills in operating spreadsheets and databases
- Skilled in making presentations

8. Language proficiency: Fluency in English is required for this position.

9. Educational Qualifications (Essential/Desirable):

- Essential Qualifications: Graduation in any stream.
- Postgraduation in disaster management/mitigation (Full time degree for at least 2 years)

10. 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.)
Young Consultant	Minimum 03 months of Internship/work experience in relevant filed	35 years	Rs. 35000-38000
* The annual increase is given on satisfactory performance. For outstanding performance, one step increase of Rs 3000/- may be given. In any case the remuneration of a Young Consultant will not increase beyond the highest range of the remuneration band.			

* pl refer to para 11 (Experience) below.

Young Consultants will be engaged for maximum of 2 years with no further extension, However, their continuation of their position beyond the first year, would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Hence the Initial appointment of long term Young Consultants to be 1 year, continuity from year to year will be based the Appraisal report by Divisional Head. No fresh approval from Admn Division will be required. However in case of adverse report by divisional head, the appointment will be discontinued with the approval of Member Secretary NDMA.

11. Area of Experience:

- a. Experience in Disaster Management/Mitigation related subjects
- b. Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process
- c. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

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

13. 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.

14. Special remarks, such as travel, etc.: For all official tours, visit of Young 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.

15. 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 Young Consultant. The Individual Young Consultant can also seek for termination of the contract upon giving one month's notice to NDMA.