

**National Institute of Disaster Management
(Ministry of Home Affairs)**

Date: 02.11.2021

**Online Walk-in Interview on 17.11.2021
at National Institute of Disaster Management
Ministry of Home Affairs**

The National Institute of Disaster Management is seeking experienced qualified candidates for the following positions purely on contractual basis at NIDM, Southern Campus:

S.No.	Positions	No. of Position	Remuneration p.m. (Rs.)
1.	Consultant (Campus Management)	1	75,000/-
2.	Jr. Consultant (Hostel Management)	1	37,500/-
3.	Jr. Consultant (IT)	1	37,500/-

The detailed ToRs for the above position are attached.

2. The date of the Online Walk-in Interview is on **17.11.2021**. Interested candidates may send their detailed resume in the prescribed format (including email-id, mobile no., alternate no.) through email at **career.nidm@gmail.com** latest by **12.11.2021** for booking their time slot. Only **20 nos.** eligible candidates for each position will be entertained on first come first serve basis.

3. The Online Walk-in Interview shall be held on free video conferencing software for which an app is required to be installed at the applicant's mobile/laptop. The details of video conferencing software including login credentials shall be sent only to confirmed applicants through email by **16.11.2021**.

**Executive Director
NIDM**

Terms of Reference for the position of Consultant (Campus Management) at NIDM Southern Campus

Duties & Responsibilities

- 1) The Consultant shall be responsible for the following:
 - a. **Housekeeping & maintenance:** All works related to civil engineering, electrical, horticulture, carpentering, plumbing, cleaning & sanitation, sewage & waste management etc.
 - b. **Campus equipments:** Maintenance of telephone, intercom, fax, photocopiers, lift, air-conditioners, fire-fighting systems, generator, motors, electrical items, office equipments etc.
 - c. **Security:** Security staff, CCTV, gate-pass, visitors-IDs, scanner etc.
 - d. **Food & beverages:** To ensure smooth functioning of catering services for supply of food items, tea & coffee, drinking water, hostel mess, canteen, catering etc.
 - e. **Stores:** Indent and maintaining inventory of consumables, equipments, First-Aid & medicines etc.
 - f. **Manpower:** Supervise services of outsourced staff, roster, leaves etc
 - g. **Accommodation:** Booking, allotment and maintenance of Auditorium, hostel rooms, guest house etc.
 - h. **Event management:** Assist in management of events.
 - i. **Transportation:** Manage NIDM vehicle, hired vehicles, drivers etc
- 2) To resolve day to day issues related to campus management and to report actions/issues to higher authorities.
- 3) To assist in preparation of proposals, reports, presentations, action plans, budget etc.
- 4) To indent requirement & assist in procurement of equipments & services.
- 5) To assist in convening the meetings of committees constituted for procurement of equipments & services.
- 6) To remain available in the campus from 6:00 AM to 10:00 PM except lean hours and on mobile 24x7.
- 7) To reside in the Institute Campus/Hostel.
- 8) To liaison with concerned staff & external agencies.
- 9) To maintain proper records as per rules.
- 10) Any other task(s) assigned by the Controlling Officer/Executive Director.

Qualifications & Experience Essential

- Graduate from a recognized Board/Institution.
- Minimum 10 years of experience in managing campus/ hostel of a large organization.
- Excellent communication (Hindi, English & Telugu) and interpersonal skills.
- Knowledge of computers applications viz. MS-Office, Internet, E-mail, Printouts, Scanning etc.
- Knowledge of Govt. rules & procedures related to administration, GFR, procurement, tenders, AMC etc.

Desirable

- Experience of working with Disaster Management Organization/ Training Institute/ University.
- Engineering/Military/Para-Military background personnel shall be preferred.

Maximum Age

- 65 years

Remuneration

- Rs. 75,000/- per month (consolidated)

Engagement & Tenure

- Contractual basis initially for a period of three years which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting:-

- Place of duty is at National Institute of Disaster Management, (NIDM) Southern Campus. However, the selected candidates will report for duty at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042 for one month orientation session.

**Terms of Reference for the position of Jr. Consultant (Hostel Management)
at NIDM Southern Campus**

Duties & Responsibilities

- To reside in the NIDM hostel and perform full-time duties by working on all days of the week.
- Record keeping and allotment of rooms including suites.
- Custodian & maintenance of Hostel property, security, water & electricity supply, cleaning & sanitation, house-keeping & civil works, furniture & equipments and Hostel mess/kitchen including quality of foods & beverages served.
- To supervise Hostel staff engaged for security, reception, mess/kitchen, house-keeping, cleaning & sanitation, electricity & water, carpenter, plumbing, civil works, telephone, internet and other utility services etc.
- To assist in procurement of goods, services and AMC for day to day functioning of the Hostel.
- To handle emergency situations viz. accidents, sickness, thefts, power/water failure etc.
- To attend and resolve issues/grievances/complaints of guests w.r.t. Hostel.
- To process & maintain files and records w.r.t. Hostel.
- To remain available in the campus from 6:00 AM to 10:00 PM except lean hours and on mobile 24x7.
- To assist Consultant (HM) in respect of all the above said activities on need basis
- Any other task assigned by the Reporting Officer/Executive Director, NIDM.

Qualifications & Experience Essential

- Graduate from a recognized Board/Institution
- Minimum 5 years of working experience as Hostel in-charge/warden in reputed organizations.
- Excellent communication (Hindi, English & Telugu) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 55 years

Remuneration

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

Engagement & Tenure

- Contractual basis initially for a period of three year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting:-

- Place of duty is at National Institute of Disaster Management, (NIDM) Southern Campus. However, the selected candidates will report for duty at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042 for one month orientation session.

**Terms of Reference for the position of Jr. Consultant (IT)
at NIDM Southern Campus**

Duties & Responsibilities

- To ensure stock taking and maintenance of stock registers, issue registers, gate pass etc. w.r.t. various IT hardwares & softwares of NIDM.
- To perform market research, planning, installation, configuration, troubleshooting, maintenance and upgradation w.r.t. various IT hardwares, softwares and services of NIDM.
- To ensure networking (LAN, WAN, WiFi) alongwith internet connectivity at NIDM.
- To liaison with external organizations (NIC, AMC providers, Vendors & Service providers).
- To assist in processing files for AMC, project outsourcing, office automation, procurement & disposal of various IT equipments & services of NIDM.
- To provide training/support to all departments & employees of NIDM in operating IT equipments & services.
- To ensure smooth functioning of various training halls and labs (Computer, GIS, EOC, Video Conferencing) of NIDM.
- Any other task assigned by the Reporting Officer/Executive Director, NIDM.

Qualifications & Experience Essential

- Graduate in Computer Applications/ Science or Bachelor of Technology/ Engineering from a recognized University/Institution
- Minimum 2 years of experience in handling IT equipments & services viz. Hardware, Software, Networking, Procurement, Maintenance, Disposal etc.
- Excellent communication (Hindi, English & Telugu) and interpersonal skills.

Desirable

- Prior working experience in Govt./Training Institute/Disaster Management.

Maximum Age

- 40 years

Remuneration

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

Engagement & Tenure

- Contractual basis initially for a period of three year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

Place of Posting:-

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