

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

VACANCY ANNOUNCEMENT

Date: 25.02.2021

Applications are invited for the following positions in the National Institute of Disaster Management on purely contractual basis for its Delhi & Southern Campuses:

Sno.	Positions	Division/ Section/ Cell	Place of posting	Remuneration p.m. (Rs.)
1.	Consultant (Hostel Management)	Maintenance	Delhi Campus	50,000/-
2.	Jr. Consultant (Records Management)	Administration		37,500/-
3.	Jr. Consultant (Hostel Management)	Maintenance	Southern Campus, Andhra Pradesh	37,500/-
4.	Jr. Consultant (Campus Management)	Maintenance		37,500/-
5.	Jr. Consultant (IT)	IT		37,500/-
6.	Jr. Consultant (Library)	Library		37,500/-
7.	Jr. Consultant (Admin & Accounts)	Admin/ Accounts		37,500/-

2. The detailed terms of reference for the above positions and prescribed format of application are enclosed.

3. Interested candidates may send their application in the prescribed format with superscription “**Application for the post of _____**” on the envelope. Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001** and must reach latest by **18.03.2021**.

4. Soft copy of the application may also be sent through email at **jobs.nidm@gmail.com**

**Executive Director
NIDM**

Terms of Reference for the position of Consultant (Hostel Management)

Duties & Responsibilities

- 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 etc.
- Hostel mess/kitchen including quality of foods & beverages served.
- Manage and 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.
- Assist in procurement of goods, services and AMC for day to day functioning of the Hostel.
- Handle emergency situations viz. accidents, sickness, thefts, power/water failure etc.
- Attend and resolve issues/grievances/complaints of guests w.r.t. Hostel.
- Process & maintain files and records w.r.t. Hostel.
- 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 (both English and Hindi) 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. 50,000/- (Consolidated)

Engagement & Tenure

- Contractual basis initially for a period of one 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

- NIDM Delhi Campus.

Terms of Reference for the position of Jr. Consultant (Records Management)

Duties & Responsibilities

- To organize, manage, classify and store all records (including files, documents etc.) of NIDM in a systematic manner in the records room of NIDM.
- To ensure easily accessibility and quick retrieval of records as & when required.
- To provide appropriate access of records to the concerned officials of NIDM.
- To coordinate and collaborate with all the departments in managing records of NIDM.
- To ensure safety, security, retention & weeding out of the records of NIDM as per rule.
- To develop policies with regards to records distribution, storage, accessibility etc.
- To maintain complete documentation & database (including lists, reports etc.) of various records of NIDM and their transitions/movements.
- To perform verification & auditing of records (including stock taking) of the records room of NIDM at regular intervals.
- Any other task assigned by the Reporting Officer/Executive Director, NIDM.

Qualifications & Experience

Essential

- Graduate from a recognized University/Institution.
- Minimum 2 years of experience in managing records (including files, documents etc.) of a reputed organization.
- Excellent communication (both English and Hindi) 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

- 62 years

Remuneration

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

Engagement & Tenure

- Contractual basis initially for a period of one 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

- NIDM Delhi Campus.

Terms of Reference for the position of Jr. Consultant (Hostel Management)

Duties & Responsibilities

- 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 etc.
- Hostel mess/kitchen including quality of foods & beverages served.
- Manage and 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.
- Assist in procurement of goods, services and AMC of equipments for day to day functioning of the Hostel.
- Handle emergency situations viz. accidents, sickness, thefts, power/water failure etc.
- Attend and resolve issues/grievances/complaints of guests w.r.t. Hostel.
- Process & maintain files and records w.r.t. Hostel.
- Any other task assigned by Reporting Officer/Executive Director.

Qualifications & Experience

Essential:

- Graduate from a recognized Board/Institution
- Minimum 2 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 one 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

- NIDM Southern Campus, Andhra Pradesh.

Terms of Reference for Jr. Consultant (Campus Management)

Duties and Responsibilities:

- 1) The Jr. 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 6:30 AM to 9:30 PM except lean hours and on mobile 24x7.
- 7) To reside within 3 kms of radius from the Institute Campus.
- 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

- Minimum 5 years of experience in managing campus/ hostel of a large organization.
- Excellent communications skills in Hindi, English & Telugu.
- 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.
- Must own a vehicle (Two/ Four wheeler) with valid Driving License.

Desirable

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

Age

- Maximum 50 years.

Remuneration

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

Engagement & Tenure

- Contractual basis initially for a period of one 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

- NIDM Southern Campus, Andhra Pradesh.

Terms of Reference for the position of Jr. Consultant (IT)

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 one 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

- NIDM Southern Campus, Andhra Pradesh.

Terms of Reference for the position of Jr. Consultant (Library)

Duties & Responsibilities

- To look after the duties of Librarian of NIDM Library at Southern Campus.
- To liaison with external organizations (Publishers, Suppliers, other Libraries etc.)
- To assist in processing files for procurement, of books, newspapers, magazines & journals etc. printing & publications, tenders etc.
- To assist in automation of NIDM Library through latest softwares viz. Koha, Libsys etc.
- Any other task assigned by the Reporting Officer/Executive Director, NIDM.

Qualifications & Experience

Essential:

- Post Graduate in Library Science from a recognized University/Institution.
- Minimum 2 years of working experience in Library of reputed organization.
- 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

- 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 one 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

- NIDM Southern Campus, Andhra Pradesh.

Terms of Reference for the position of Jr. Consultant (Admin & Accounts)

Duties & Responsibilities

- To process various administrative matters relating to framing of Recruitment Rules, DPC, Court cases, General Administration matters, Vigilance matters, GFR etc.
- To process various accounts matter relating to salary, accounting, budgeting, payments, finance, audit, projects, scrutiny of proposals, procurement etc
- To maintain files, records, registers etc. of Admin & Accounts section of NIDM.
- To coordinate & liaison with various stakeholders & external agencies.
- Any other task assigned by the Reporting Officer/Executive Director, NIDM.

Qualifications & Experience

Essential

- Graduate from a recognized University/Institution.
- Minimum 2 years of experience in handling administration /accounts matters in Govt.
- 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

- 62 years

Remuneration

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

Engagement & Tenure

- Contractual basis initially for a period of one 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

- NIDM Southern Campus, Andhra Pradesh.
