National Institute of Disaster Management
(Ministry of Home Affairs)

VACANCY ANNOUNCEMENT

Date: 04.11.2020

Applications are invited for the following post in the National Institute of Disaster Management, New Delhi on contractual basis:

S.no.	Positions	No.	Emoluments (Rs.) p.m.
1.	Consultant (Legal)	One	Rs. 50,000/-

2. The detailed ToR for the above position and prescribed format of application are placed below.

3. Interested candidates may send their application in the prescribed format with superscription **"Application for the post of _____"**. 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 **25.11.2020**.

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

Executive Director
NIDM

National Institute of Disaster Management
(Ministry of Home Affairs)

Terms of Reference for the position of Consultant (Legal)

Duties & Responsibilities

- Advice the NIDM (Institute) regarding the legal procedures and practices (e.g. Policies, Rules, Regulations, Arbitration and any other relevant law).
- Timely preparation/submission of reply / counter affidavit before the Court of law and liaison with the Govt. Counsels and other stakeholders.
- Assist the Institute in preparation of legal documents/ counter affidavit/ brief.
- Legal Scrutiny of documents given by the Institute.
- Close monitoring of the cases in various Courts and submit/upload monthly updated status.
- Appearing before the Courts and any quasi-judicial body, public authorities and other officers as representative of NIDM.
- Liaison with concerned SG/ASG/CGSC and provide legal submissions and vetting thereof on behalf of the Institute.
- Liaison with Ministries/Departments and States / UTs on any legal matter.
- Any other work relating to legal matters as per requirement by NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

Qualifications & Experience
Essential:

- Graduate in Law.
- Excellent communication, analytical and drafting skills.

Desirable

- Postgraduate in Law.
- Prior working experience in the field of Law/Disaster Management.

Maximum Age

- 50 years

Remuneration

- Rs. 50,000/- per month (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.

Place of Posting
At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in the process of shifting to its own campus at Sector 29, Rohini, New Delhi shortly.

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