



Government of India  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
 NDMA Bhawan, A-1, Safdarjung Enclave  
 New Delhi –110 029  
 Tel. No. 26701796, 26701834 (Fax)



Sub: Advertisement for filling up of one post of Joint Advisor (Communications & Information Technology) on deputation basis, two posts of Sr. Research Officer on deputation basis and eleven positions of Senior Consultant/Consultant in National Disaster Management Authority (NDMA) on contract basis. NDMA invites applications from persons with qualification and expertise in the country for following post/positions:-

Sl. No.	Name of Post	Post in Nature	Vacancy	Salary	Educational Qualification*	Experience	Max. Age Limit *
1	Joint Advisor (Communication & Information Technology)	Deputation	1	Level -13 (Pay Matrix Rs.1,23,100-2,15,900/-)	Master's Degree in Science or business Administration or Defence Studies or Degree in Electronics or telecommunications or Information Technology.	Essential: Twelve years experience in Defence Forces or Central Police Organizations or Police or Police Wireless and Communications or Telecommunications or IT. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	56 years
2.	Senior Research Officer	Deputation	2	Level -11 (Pay Matrix Rs.67700 – 2,08,700/-)	From amongst the officers of the Central Government or State Governments or Union Territories or Universities or Public sector Undertaking or Recognized Academic or Research or Training Institution, and Semi-Government or Statutory or Autonomous or Local Bodies: (i) holding Analogous post on the regular basis in the parent cadre or department; or (ii) with five year's service in the grade rendered after appointment thereto on regular basis in the post in the level 9 in the pay matrix or equivalent in the present cadre or department; and (ii) Possessing Master of Arts, or Master of Science or Master of Philosophy or Bachelor of Veterinary or Bachelor of Medicine and Bachelor of Surgery or Bachelor of Technology or Bachelor of Engineering in the relevant field from a recognised university or institute or equivalent degree. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	56 Years	
3	Senior Consultant (Disaster Risk Finance and Risk Transfer)	Contractual	1	Consolidated Rs. 1,00,000/-	Master Degree in Actuarial Sciences or Economics or Commerce or Financial Management/MBA.	Eight years experience in insurance regulatory organization/8 years experience in Insurance sector/8 years experience in micro-financing. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	-
4	Senior Consultant (Reconstruction and Recovery)	Contractual	1	Consolidated Rs. 1,00,000/-	Master Degree or equivalent in disaster Management, natural sciences, engineering, Urban Planning, Geography, environmental or development-related fields.	Master Degree with minimum experience of 8 years, M. Phil with 6 years and Ph.D with 4 years. Details at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	-


5	Senior Consultant (Urban Flooding)	Contractual	1	Consolidated Rs. 1,00,000/-	Master Degree in Civil Engineering/Hydrology/Water Resources/Urban Planning.	Master Degree with minimum experience of 8 years, M. Phil with 6 years and Ph.D with 4 years of total relevant experience in the field is desirable.. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	-
6	Senior Consultant (Structural Safety of Buildings and Infrastructure)	Contractual	1	Consolidated Rs. 1,00,000/-	Post-graduate/M.Tech in structural Engineering M.Phil/Ph.D in structural engineering.	Person of Masters/m.Tech with minimum experience of 8 years, M.Phil with 6 years and Ph.D with 4 years of total relevant experience in the field desirable. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	-
7	Senior Consultant (Legal)	Contractual	1	Consolidated Rs. 1,00,000/-	Master Degree or equivalent in Law.	Master with experience of 8 years and also with an experience in dealing with Public Interest Litigation (PIL) matters. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	-
8	Consultant (Landslide and Avalanches)	Contractual	1	Consolidated Rs. 70,000/-	Master Degree/Geology/Environmental Science or BE with specialization in landslide/water/forest resources/flood related matters (relief/rehabilitation).	Master with 05 years experience in related field Ph.D or equivalent with minimum 2 years experience in the related field. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	65 years
9	Consultant (Museum & Cultural Heritage Sites and Precincts)	Contractual	1	Consolidated Rs. 70,000/-	Master Degree in Social Science/Musicology/Architecture/Conservation/Civil Engineering/Design/Disaster Management/History/Heritage Management/Archeology/Urban Planning.	Master Degree with 5 years of experience in the related field. Person with Ph.D Degree with at least 3 years experience in the related fields. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	65 years
10	Consultant (Chemical, Industrial and Hazardous Material transportation Disaster Preparedness)	Contractual	1	Consolidated Rs. 70,000/-	Post Graduate in Chemical/Industrial Engineering)/Master in Disaster Risk Management related to Industrial & Hazardous Material including 'Chemical'.	Master with 05 years experience in related field Ph.D or equivalent with minimum 2 years experience in the related field. For detail visit at at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	65 years
11	Sr. Consultant (Mock Exercise and Incident Response System)	Contractual	2	Consolidated Rs. 1,00,000/-	Post Graduate in Disaster Management / related field	Master with 10 years experience in related field Ph.D or equivalent with minimum 7 years experience in the related field. For detail visit at at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	-
12	Sr. Consultant (NDRF, Civil Defense and Home Guard, NCC and Nehru Yuva Kendra Sangthan)	Contractual	1	Consolidated Rs. 1,00,000/-	Post Graduate in Disaster Management / related field	Master with 10 years experience in related field Ph.D or equivalent with minimum 7 years experience in the related field. For detail visit at at <a href="http://ndma.gov.in">http://ndma.gov.in</a>	-

2. The detailed terms and conditions and eligibility criteria (educational qualification, experience etc) for filling up of one post of Joint Advisor (Communications & IT), two posts of Senior Research Officers on deputation basis and 11 positions of Senior Consultants/Consultants is indicated in the Recruitment Rules (RRs)/Term of Reference (ToR) of the above discipline and may be seen on NDMA website at <http://ndma.gov.in>

3. In case an applicant is not found fit for Sr. Consultant; NDMA reserve the right to offer position of Consultant as per its judgment based on recommendation of selection committee.

4. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith certificates establishing educational qualification, experience and grade pay to Under Secretary (Admn.), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within 45 days from the date of publication of advertisement in the employment news.

**Important note: Separate applications are required to be sent for each discipline (Field). Incomplete application will not be considered.**

  
(Yogeshwar Lal)  
Director (Admn.)

**APPLICATION FOR THE POST OF JOINT ADVISOR (COMMUNICATION & INFORMATION TECHNOLOGY) BY DEPUTATION**

**Bio-Data Proforma**

1. Name in Block letters : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth (in Christian era) : \_\_\_\_\_
4. Age on closing date of receipt of application in India : \_\_\_\_\_
5. Educational Qualification : \_\_\_\_\_

6. Whether Educational and other Qualifications required for the post are Satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required	Qualifications/Experience possessed by the applicants
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	

(Add additional sheet if necessary)

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :  
\_\_\_\_\_

8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/instt./ Orgn	Post held	From	To	Scale of Pay and basic pay	Nature of duties

9. Nature of present employment, i.e., ad hoc or temporary or permanent: \_\_\_\_\_

10. In case of the present employment is held on regular/deputation/contract basis, please state:-

(a) The date of initial appointment: \_\_\_\_\_

(b) Period of appointment on deputation/ Contract \_\_\_\_\_

(c) Name of the parent office/organization to which you belong: \_\_\_\_\_

11. Additional details about present employment: \_\_\_\_\_

Please state whether working under:-

(a) Central Government \_\_\_\_\_

(b) State Government \_\_\_\_\_

(c) Autonomous organizations \_\_\_\_\_

(d) Government Undertakings \_\_\_\_\_

(b) Universities \_\_\_\_\_

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale: \_\_\_\_\_

13. Total emoluments as per month now drawn : \_\_\_\_\_

14. Additional information, if any, which you would like to mention in support to your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/Advertisement) (Note: a separate sheet, if the space is insufficient) \_\_\_\_\_

15. Whether belongs to UR/ OBC/SC/ST/PH: \_\_\_\_\_

**DECLARATION**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date : \_\_\_\_\_

Address \_\_\_\_\_

Tel./Mobile No: \_\_\_\_\_

E.mail ID: \_\_\_\_\_

**Note: Persons employed in Government organizations or otherwise should forward their application through proper channel i.e. employer. Separate application for each post may be submitted**

Bio-Data Proforma

7. Name in Block letters : \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

15. Date of Birth (in Christian era) :  
\_\_\_\_\_16. Age on closing date of receipt  
of application in India : \_\_\_\_\_

5. Educational Qualification : \_\_\_\_\_

6. Whether Educational and other Qualifications required for the post are Satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required	Qualifications/Experience possessed by the applicants
Essential (1)	
(2)	
(3)	
Desired (1)	
(2)	

(Add additional sheet if necessary)

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post : \_\_\_\_\_

8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/instit./ Orgn	Post held	From	To	Scale of Pay and basic pay	Nature of duties

9. Nature of present employment, i.e., ad hoc or temporary or permanent: \_\_\_\_\_

10. In case of the present employment is held on regular/deputation/contract basis, please state:-

(a) The date of initial appointment: \_\_\_\_\_

(b) Period of appointment on deputation/ Contract \_\_\_\_\_

(c) Name of the parent office/organization to which you belong: \_\_\_\_\_

11. Additional details about present employment: \_\_\_\_\_  
Please state whether working under:-

(a) Central Government \_\_\_\_\_

(b) State Government \_\_\_\_\_

(c) Autonomous organizations \_\_\_\_\_

(d) Government Undertakings \_\_\_\_\_

(b) Universities \_\_\_\_\_

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale: \_\_\_\_\_

13. Total emoluments as per month now drawn : \_\_\_\_\_

14. Additional information, if any, which you would like to mention in support to your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/Advertisement) (Note: a separate sheet, if the space is insufficient) \_\_\_\_\_

15. Whether belongs to UR/ OBC/SC/ST/PH: \_\_\_\_\_

**DECLARATION**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date : \_\_\_\_\_

Address \_\_\_\_\_

Tel./Mobile No: \_\_\_\_\_

E.mail ID: \_\_\_\_\_

**Note: Persons employed in Government organizations or otherwise should forward their application through proper channel i.e. employer. Separate application for each post may be submitted**

## Proforma

Application of engagement as Senior Consultant/Consultant in the National Disaster Management Authority in the discipline/position of \_\_\_\_\_

Post applied for: \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Male/Female: \_\_\_\_\_

5. Domicile: \_\_\_\_\_

6. Nationality: \_\_\_\_\_

7. Mailing Address (with Tel./Mob. No. and email address)

8. Permanent Address: \_\_\_\_\_

9. Educational qualification:

Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Division/ Class
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10. Work Experience:

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	to		

11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: \_\_\_\_\_

12. Whether SC/ST/OBC: \_\_\_\_\_

13. I am applying for the post of Sr. Consultant. If not found fit for the post of Senior Consultant, I am willing to be considered for the post of Consultant.

14. Reference

(i) (ii)

(Signature)

Date: \_\_\_\_\_

Mobile No: \_\_\_\_\_

e-mail address: \_\_\_\_\_



## NOTIFICATION

New Delhi, the 4th December, 2017

**G.S.R. 1477(E).**—In exercise of the powers conferred by section 5 read with section 75 of the Disaster Management Act, 2005 (53 of 2005), the Central Government hereby makes the following rules to amend the National Disaster Management Authority (Group 'A' Posts) Recruitment Rules, 2009, namely:—

1. (1) These rules may be called the National Disaster Management Authority (Group 'A' Posts) Recruitment (Amendment) Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the National Disaster Management Authority (Group 'A' Posts) Recruitment Rules, 2009,—

(i) for rule 2, the following rule shall be substituted, namely:—

**"2. Number of posts, classification and level in pay matrix.**—The number of posts, their classification and level in the pay matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.”;

(ii) for rule 3, the following rule shall be substituted, namely:—

**"3. Method of recruitment, age limit and qualifications, etc.**—The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in columns (5) to (13) of the Schedule aforesaid.”;

(ii) for the Schedule, the following Schedule shall be substituted, namely:—

## SCHEDULE

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or non-selection post	Age-limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Advisor (Operations and Communications)	1*(2017) *Subject to variation dependent on workload.	Group 'A'	Level 14	Not applicable	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various method
(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	By deputation

In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
From amongst the officers of the Central Government or Defence Forces or State Governments or Union territory administrations: (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with three years' service in the level 13 A in the pay matrix or equivalent,	Not applicable. <b>Note 1 :</b> Recruitment shall be made with the approval of the Appointments Committee of the Cabinet on the recommendations of a Selection Committee consisting of : 1. Vice Chairperson, National Disaster Management Authority - Chairman 2. Secretary or Special Secretary, National Disaster Management Authority - Member	Not applicable.

			<p><b>Educational Qualifications :</b> Master's Degree in Science or Economics or Statistics or Defence Studies or Arts or Humanities or Commerce or Business Administration or Degree in Engineering or Technology from a recognised University or Institute or equivalent.</p> <p><b>Experience :</b> <b>(a) Essential :</b> (i) twelve years experience in Defence Forces or Central Police Organisations or Police or Telecommunications; and (ii) experience in policy formulation, preparation and implementation project appraisal, review and monitoring of schemes and plans at the State or the national level.</p> <p><b>(b) Desirable :</b> (i) experience or preparation, appraisal, execution or monitoring of operational plans or disaster response or mitigation schemes operational at the State or the national level; (ii) experience of attending courses or seminars on disaster management at national or international level; (iii) experience in management or handling of disaster; (iv) having undergone training in the relevant fields at reputed national or international or Defence Forces or Central Police Organisations or Police or Telecommunications institutes or organisations.</p> <p><b>Note 1 :</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed five years.</p> <p><b>Note 2 :</b> The maximum age limit for appointment by deputation shall not exceed fifty-six years of age as on the closing date of the receipt of applications.</p>
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(12)	(13)
<p>Not applicable.</p> <p><b>Note 1 :</b> Recruitment shall be made with the approval of the competent authority on the recommendations of a Selection Committee consisting of:</p> <ol style="list-style-type: none"> <li>1. Secretary or Special Secretary, —Chairman National Disaster Management Authority</li> <li>2. Advisor of concerned Technical Division, —Member National Disaster Management Authority</li> <li>3. Joint Secretary (Disaster Management Division) —Member in the Ministry of Home Affairs</li> <li>4. Joint Secretary (Administration and Coordination), —Member National Disaster Management Authority</li> </ol> <p><b>Note 2 :</b> The Selection Committee shall make their recommendations on the basis of personal interviews with the candidates, giving appropriate weightage, as may be determined by the Committee, to the educational qualifications and experience of the candidates, their service record as well as their performance in the interview.</p> <p><b>Note 3 :</b> When the number of applications received is large, the Selection Committee reserves the right to shortlist the candidates to be called for interview, based on the criteria to be decided by the Committee.</p>	<p>Not applicable.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5. Joint Advisor (Communications and Information Technology)	I* (2017) * Subject to variation dependent on workload.	Group 'A'	Level 13	Not applicable	Not applicable	Not applicable

(8)	(9)	(10)	(11)
Not applicable	Not applicable	By promotion, failing which by deputation	<p><b>(A) Promotion:</b> From amongst the Senior Research Officers working in the National Disaster Management Authority with ten years of regular service in the grade.</p> <p><b>Note:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.</p> <p><b>(B) Deputation:</b> From amongst the officers of the Central Government or Defence forces or Central Police Organisations or Police or State Governments or Union Territories;</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department;</p> <p style="text-align: center;">or</p> <p>(ii) with five years' service in the level 12 of the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department;</p> <p style="text-align: center;">and</p> <p>(b) possessing following educational qualifications and experience: Educational Qualifications: Master's Degree in Science or business Administration or Defence Studies or Degree in Electronics or Telecommunications or Information Technology or Computer Science from a recognised University or Institute or equivalent.</p> <p><b>Experience:</b></p> <p><b>(a) Essential:</b></p> <p>(i) twelve years' experience in Defence Forces or Central Police Organisations or Police or Police Wireless and Communications or Telecommunications or Information Technology;</p> <p>(ii) Experience in policy formulation, preparation and handling of large integrated communication networks; and</p> <p>(iii) knowledge of latest trends and developments in the field of communication or information security or developments in next generation networks or data based management.</p> <p><b>(b) Desirable:</b></p> <p>(i) Experience in formation or preparation or implementation of communication projects at national level;</p> <p>(ii) Experience in establishment of data fusion centre, data recovery and cyber space protection;</p> <p><b>Note 1:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.</p> <p><b>Note 2:</b> The Maximum age limit for appointment by deputation shall not exceed fifty-six years of age as on the closing date for the receipt of applications.</p>

(12)	(13)
<p>Not applicable.</p> <p><b>Note 1 :</b> Recruitment shall be made with the approval of the competent authority on the recommendations of a Selection Committee consisting of:</p> <ol style="list-style-type: none"> <li>1. Secretary or Special Secretary, National Disaster Management Authority - Chairman.</li> <li>2. Advisor of concerned Technical Division, National Disaster Management Authority - Member</li> <li>3. Joint Secretary (Disaster Management Division) in the Ministry of Home Affairs - Member</li> <li>4. Joint Secretary (Administration and Coordination), National Disaster Management Authority - Member</li> </ol> <p><b>Note 2 :</b> The Selection Committee shall make their recommendations on the basis of personal interviews with the candidates, giving appropriate weightage, as may be determined by the Committee, to the educational qualifications and experience of the candidates, their service record as well as their performance in the interview.</p> <p><b>Note 3 :</b> When the number of applications received is large, the Selection Committee reserves the right to shortlist the candidates to be called for interview, based on the criteria to be decided by the Committee.</p>	Not applicable.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6. Assistant Advisor (Operations Centre)	1* (2017) * Subject to variation dependent on workload	Group 'A'	Level 11	Not applicable	Not applicable	Not applicable

(8)	(9)	(10)	(11)
Not applicable	Not applicable	By deputation	<p><b>Deputation:</b></p> <p>From amongst the officers of the Central Government or Defence Forces or Central Police Organisations or Police or State Governments or Union territories:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department;</p> <p style="text-align: center;">or</p> <p>(ii) with five years' service in the level 9 in the pay matrix or equivalent, rendered after appointment thereto on regular basis, in the parent cadre or department;</p> <p style="text-align: center;">and</p> <p>(b) possessing following educational qualifications and experience:</p> <p><b>Educational qualifications:</b> Bachelor's degree from a recognised university or institute or equivalent.</p> <p><b>Experience:</b> five years' experience in administration and operational areas in Defence Forces or Central Police Organisations or Police.</p> <p><b>Note 1:</b> The experience is relaxable by the Central Government on the recommendations of the Selection Committee specified in column (12) in the case of candidates otherwise well qualified, for reasons to be recorded in writing.</p>

**Note 3** : When the number of applications received is large, the Selection committee reserves the right to shortlist the candidate to be called for interview, based on the criteria to be decided by the Committee.

(1)	(2)	(3)	(4)	(5)	(6)
10. Senior Research Officer	9* (2017) * Subject to variation dependent on workload.	Group 'A'	Level 11	Not applicable	35 years (Relaxable for Government servants upto the age of forty years in the case of general candidates and upto forty-five years in the case of candidate belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions or order issued by the Central Government from time to time. <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed from those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Maniram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, the Union Territory of the Andaman and Nicobar Islands or the Union Territory of Lakshadweep.

(7)	(8)	(9)	(10)
<p><b>(A) Educational Qualifications:</b></p> <p>(i) Master of Arts, or Master of Science or Bachelor of Veterinary or Bachelor of Medicine and Bachelor of Surgery or Bachelor of Technology or Bachelor of Engineering in the relevant field from a recognised university or institute or equivalent degree;</p> <p>or</p> <p>(ii) Master of Philosophy or Master of veterinary Science or Master of Technology in the relevant field from a recognised university equivalent, or institute or equivalent degree.</p> <p>or</p> <p>(iii) Doctor of Philosophy or Doctor of Medicine or Master of Surgery in the relevant field from a recognised university or equivalent, or institute or equivalent degree.</p> <p><b>(B) Experience :</b></p> <p>(i) five year's experience for those possessing educational qualification referred to in item (i) above;</p> <p>(ii) three year's experience for those possessing educational qualification referred to in item (ii) above; and</p> <p>(iii) two year's experience for those possessing educational qualification referred to in item (iii) above.</p> <p><b>Note:</b> The exact nature of experience in the required area of disaster management shall be indicated in the advertisement for the relevant post.</p>	Not applicable	One year. The probation period is extendable twice by a further period of maximum six months on each occasion.	50% by direct recruitment; 50% by deputation (including short-term contract and deputation on absorption basis), failing which by direct recruitment

(11)	(12)	(13)
<p><b>Deputation(including short-term contract and deputation on absorption basis):</b></p> <p>From amongst the officers of the Central Government or State Governments or Union Territories or Universities or Public Sector Undertaking or Recognised Academic or Research or Training Institution, and Semi-Government or Statutory or Autonomous or Local Bodies:</p> <p>(a) (i) holding analogous post on the regular basis in the parent cadre or department;</p> <p style="text-align: center;">or</p> <p>(ii) with five year's service in the grade rendered after appointment thereto on regular basis in the post in the level 9 in the pay matrix or equivalent in the present cadre or department;</p> <p style="text-align: center;">and</p> <p>(b) possessing educational qualifications and experience prescribed under column (3):</p> <p><b>Note 1:</b> Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed five years.</p> <p><b>Note 2:</b> The vacancies caused on account of the incumbents being away on deputation (including short-term contract) or on long illness or on study leave or due to any reasons for a duration of one year or more may be filled on deputation basis from the officers of the Central Government.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation (including short-term contract and deputation on absorption basis) shall not exceed fifty-six years of age on the closing date for the receipt of applications.</p>	<p>Not Applicable.</p> <p><b>Note 1:</b> Recruitment shall be made with the approval of competent authority on the recommendation of the Selection Committee consisting of :-</p> <ol style="list-style-type: none"> <li>1. Secretary or Special Secretary , National Disaster Management Authority —Chairman</li> <li>2. Advisor, National Disaster Management Authority (to be nominated by Vice Chairman, National Disaster Management Authority) —Member</li> <li>3. Joint Secretary (Disaster Management Division), in the Ministry of Home Affairs —Member</li> <li>4. Joint Secretary (Administration and Coordination), National Disaster Management Authority —Member</li> </ol> <p><b>Note 2:</b> The composition of the Committee (for confirmation of direct recruits) shall be same as above.</p> <p><b>Note 3 :</b> The Selection Committee shall make their recommendations on the basis of personal interviews with the candidates, giving appropriate weightage, as may be determined by the Committee, to the educational qualifications, experience and Computer Knowledge of the candidate, their service record(wherever applicable) as well as their performance in the interview.</p> <p><b>Note 4 :</b> Where the number of applications received is large, the Selection committee reserves the right to shortlist the candidate to be called for interview, based on the criteria to be decided by the Committee.</p> <p><b>Note 5 :</b> The recommendations made by the Committees specified in this column shall be put up to the competent authority for approval.</p>	<p>Not applicable.</p>

[F. No. 44-4/2017-NDM-II]

SANJEEV KUMAR JINDAL, Jt. Secy. (DM)

**Note :** The principal rules were published in the Gazette of India, Part II, Section-3, Sub-section (i) vide notification number G.S.R. No. 682(E), dated the 16<sup>th</sup> September, 2009.

RAKESH  
SUKULDigitally signed by RAKESH  
SUKUL  
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**TERMS OF REFERENCE OF SENIOR CONSULTANT-  
DISASTER RISK FINANCE AND RISK TRANSFER**

1.	Background/Objective/Workscope	<p><u>Background</u></p> <p>National Disaster Management Authority established under Disaster Management Act, 2005 has been mandated to contribute to policy formulation in respect of all the aspects of Disaster Management. The Authority is required to gather relevant knowledge and information from all possible sources and harness strategies by way of synergizing view points and efforts. In order to achieve this objective, it is necessary to imbibe latest knowledge and developments into the organization from outside the government sector also. Therefore, the Authority has decided to engage a Senior Consultant conversant with various aspects of Disaster Risk Financing &amp; Risk Transfer.</p> <p><u>Objectives:</u> Disaster Risk Financing &amp; Risk Transfer</p>
2.	Qualification, Eligibility and experience	<p><u>Qualification</u></p> <ul style="list-style-type: none"> <li>-Masters Degree in Actuarial Sciences or Economics or Commerce or Financial Management/MBA. Minimum 8 years of experience in Disaster Risk Financing/8 years experience in Insurance regulatory organization/8 years experience in Insurance sector/8 years experience in micro- financing.</li> <li>-Retired Govt. Servent with grade pay of as 10,000/- and above with experience of 8 years in Insurance sector including LIC &amp; GIC etc. will also be considered.</li> <li>- Candidates who have a Master degree in other disciplines provided they have worked extensively in the field of insurance and risk transfer.</li> </ul>
3.	Dellverables	<p>A white paper on various practices of Disaster Risk Financing in the country across all the States and Union Territories and six monthly/annual updation of the facts.</p> <p>To conduct a cost-benefit analysis of various methods of Disaster Risk Financing in respect of nation/states.</p>

		<p>To galvanize the deliberations regarding Disaster Risk Financing by way of organizing workshops, seminars, video conferencing sessions with experts, exchange of letters and ideas with experts.</p> <p>To prepare a strategy paper for optimizing the resources vis-à-vis Disaster Management in consultation with the stakeholders.</p> <p>To analyse the financing arrangements for disaster risk reduction and response at various levels in the country and make recommendations for incentivizing private investment in disaster risk reduction.</p> <p>Workout programme for capacity building in the field of Disaster Risk Financing and Disaster Risk Transfer, and identify the key institutions and organizations working in the desired area.</p> <p>To assess the efficacy and impact of Insurance and micro finance in relation to disaster and prepare a strategy paper.</p> <p>Study global best practice and innovation in the area of disaster risk finance and identify opportunities for adapting and transferring such practices to the Indian context. The outcome should be in form of a report.</p> <p>To study international and national best practices on risk transfer mechanisms and suggest necessary measures in the context of India.</p> <p>Evolve a policy framework to enable larger coverage of insurance for disasters and advice on various issues of risk transfer (insurance) and micro finance.. Any other task in respect of/relation to evolving Disaster Risk Financing and Disaster Risk Transfer agenda in the context of India or its States.</p>
4.	Remuneration	Senior Consultant – Consolidated fee of Rs. One lakh Per Month
5.	Any other work	Any other work to be assigned as per requirement by NDMA.
6.	Schedule for completion of Tasks	<p>a. Initially the consultancy will be for a period of One (1) year, extendable upto 3 years subject to performance review on annual basis.</p> <p>b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to the Employer.</p>



**TERMS OF REFERENCE SENIOR CONSULTANT/ ~~CONSULTANT~~-  
RECONSTRUCTION AND RECOVERY**

1	<b>Background / Objective/</b>	<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• NDMA as the apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</li> <li>• Specialist inputs in relevant discipline / areas to disaster management need to be provided to NDMA by Consultants / Sr. Consultants. They will provide domain specific technical assistance in formulation of guidelines / conduct of subject related training/ other inputs on the subject from time to time as per requirements.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• <u>Preparation of National guidelines for Post Disaster Recovery &amp; Reconstruction.</u></li> <li>• Timely technical support and services to NDMA, States and UTs in supporting post-disaster recovery and reconstruction and undertaking post-disaster damage and needs assessments (PDNA) as necessary. In addition, in a pre-disaster setting, support the development of national recovery management capacities and, in a post-disaster situation, the application and reinforcement of those capacities.</li> </ul>
2.	<b>Qualification, Eligibility and Experience</b>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• Senior Consultant (Master degree or equivalent in disaster management, natural sciences, engineering, urban planning, geography, environmental and / or development-related fields).</li> <li>• Persons of Masters Degree with minimum experience of 8 years, M. Phil. With 6 years and Ph. D. with 4 years of total experience <u>which includes 3 years of working in a major reconstruction program or programmes.</u></li> </ul>

		<ul style="list-style-type: none"> <li>• Retired Government employee with Grade Pay of Rs.10,000/- with above qualifications and experience in relevant field would be eligible for this position.</li> <li>• Applicants who have worked on a large recovery projects <b><u>and have made exceptional contributions. May be provided relaxations in terms of eligibility, as deemed fit by the selection committee.</u></b></li> </ul>
3	<b>Deliverables / Scope of work</b>	<b>Scope of Work and Deliverables:</b>
		<ol style="list-style-type: none"> <li>1. <b><u>Review the PDNA methods prepared by NIDM.</u></b></li> <li>2. Substantive and technical support to NDMA, States and UTs on post-disaster needs assessments;</li> <li>3. In collaboration with NIDM and other institutions support the organization of training of trainers of PDNA;</li> <li>4. In close collaboration with the National Institute of Disaster Management (NIDM) and other institutions, support the development and maintenance of a national network of experts who can be deployed for undertaking PDNA.</li> <li>5. Provide technical support to NDMA, states and UTs on post-disaster recovery to include reconstruction &amp; rehabilitation: <ul style="list-style-type: none"> <li>• In collaboration with relevant stakeholders, lead the finalization of guidelines for Recovery &amp; Reconstruction.</li> <li>• Support development of recovery strategies, programmes and projects after major disasters; and</li> <li>• <b><u>To provide Technical Inputs to State Government for Post Disaster Policy formulation and implementation.</u></b></li> </ul> </li> <li>6. <b>Disaster recovery and reconstruction:</b> <ul style="list-style-type: none"> <li>• Prepare a strategy for pre-disaster capacity development for recovery and reconstruction at the national level and in high-disaster risk states;</li> <li>• Collaborate with states to lead the development of pre-disaster capacity development support for the strengthening of disaster recovery management capacities in high-</li> </ul> </li> </ol>

		<p>disaster risk states; and</p> <ul style="list-style-type: none"> <li>• Initiate and supervise the development of training materials and training of trainers on post-disaster recovery rehabilitation and reconstruction.</li> </ul> <p>7. Leads knowledge management in the area of post-disaster recovery and reconstruction:</p> <ul style="list-style-type: none"> <li>• Follow the progress of ongoing recovery and reconstruction projects and lessons learned from completed projects in order to inform the revision and further refinement of National Recovery Framework and capacity development strategy for recovery rehabilitation and reconstruction in the country; and</li> <li>• <b><u>Learn from best National and International best practices and help to incorporate the same in Policy and practice to ensure Build back better.</u></b></li> <li>• Develop and maintain a network of professionals working on different aspects of post-disaster recovery rehabilitation and reconstruction (e.g. owner-driven reconstruction of housing, livelihood restoration, infrastructure reconstruction).</li> <li>• Liaison with Financial Institutions of national and international repute in Recovery Process.</li> <li>• Provide Techno-Legal Framework in PDNA process and Liaise with concerned Government Departments and Agencies.</li> </ul> <p><b><u>Outcome:</u></b></p> <ul style="list-style-type: none"> <li>• Policy &amp; Plan Documents</li> <li>• Guidelines</li> <li>• Reports / Projects/<b><u>Evaluation studies</u></b></li> <li>• <b><u>Technical Advise to States</u></b></li> <li>• Seminars</li> <li>• Workshops</li> <li>• White / Concept Papers</li> <li>• Presentations</li> </ul>
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4.	<b>Remuneration</b>	<b>Sr. Consultant – Consolidated fee of Rs. One Lakh per month.</b>
5.	<b>Any other work</b>	Any other work to be assigned as per requirement by NDMA.
6.	<b>Schedule for completion of Tasks</b>	a. Initially the consultancy will be for a period of One (1) year, extendable upto 3 years subject to performance review on annual basis. b. The NDMA can remove the incumbent at any time also resign from the assignment by giving one month's notice to the Employer.

TERMS OF REFERENCE OF SR CONSULTANT / ~~CONSULTANT~~

URBAN FLOODING

1.	Background / Objective	<p>Background:</p> <ul style="list-style-type: none"> <li>- NDMA as the apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</li> <li>- Specialist inputs in relevant discipline / areas of disaster management needs to be provided to NDMA by Consultants / Sr. Consultants. They will provide domain-specific technical assistance in formulation of guidelines / conduct of subject related training/other inputs on the subject from time to time as per requirements.</li> </ul> <p>Objectives</p> <ul style="list-style-type: none"> <li>- The Consultant will assist NDMA in better scientific and technical support. The Consultant for management of floods in urban areas is expected to identify specific areas of interventions and assist Member, NDMA in developing programmes and projects for efficient flood mitigation in urban areas.</li> </ul>
2.	Qualification, Eligibility and Experience	<p>Senior Consultant:</p> <ul style="list-style-type: none"> <li>- Master Degree in <u>Civil Engineering / Hydrology / Water Resource / Urban Planning</u></li> </ul> <p>Persons with Masters / M. Phil. / Ph. D. in Disaster Management / Engineering Sciences / Environment / Public Health Engineering / Environmental Engineering / Geology / Geography will also be considered if accompanied with proven expertise and experience in the area of <u>urban flood risk reduction</u>.</p> <p>Persons of Masters Degree with minimum experience of <u>8</u> years, M. Phil. with <u>6</u> years and Ph. D. with <u>4</u> years of total relevant experience in the field is desirable.</p> <p>Retired Government employees with Grade pay of Rs. 10,000/- with above qualifications and experiences in relevant field would also be eligible for this position.</p>

3.	Deliverables	<p>(a) Follow up of the Implementation of National Guidelines for Management of Urban Flooding and the Roadmap circulated by National Disaster Management Authority to various agencies.</p> <p>(b) Evolve a monitoring framework amongst the associated stakeholders and facilitate formulation of policies, programmes pertaining to management of urban flood.</p> <p>(c) Collection of information and preparation of status note on management of urban flooding in different states and identification of local best practices for implementation in other areas.</p> <p>(d) Assist in better management of floods in urban areas by providing and suitable inputs for intervention and develop the programme module for efficient mitigation practices.</p> <p>(e) Research on national/International best practices or early warning system and suggestions for necessary measures in the context of urban areas in India for enhancement of early warning system.</p> <p>(f) Study of the flood situation in urban India and suggest appropriate measures for mitigation of floods vis-à-vis early warning, rescue, relief and reconstruction programme to be taken by the concerned administration in urban areas.</p> <p>(g) Study and documentation of the selected cases of urban flood with lessons learnt.</p> <p>(h) Workout programme for capacity building, and identify the key institutions and organizations working in the desired area.</p> <p>(i) Formulation of strategy for effective and efficient management of urban flooding in the country.</p> <p>(j) Prepare an urban Flood Risk Mitigation Project as part of National Flood Risk Mitigation Project.</p> <p>(k) Any other assignment / work on the subject which can be given by the Member concerned.</p>
4.	Remuneration	Senior Consultant – Consolidated fee of Rs. One Lakh per month
5.	Any other work	Any other work to be assigned as per requirement by NDMA.
6.	Schedule for completion of Tasks	a. Initially the consultancy will be for a period of One (1) year, extendable up to 3 years subject to performance review on

annual basis.

b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to the Employer.

Date: \_\_\_\_\_  
Code: \_\_\_\_\_

**Terms of Reference**  
**Senior Consultant- Structural Safety of Buildings and Infrastructure**

1	Background/Objective/ Workscope	<p><b>Background</b></p> <p>National Disaster Management Authority (NDMA) has the responsibility for laying down policies, plans and guidelines for disaster management for ensuring timely and effective response for disaster management in the country. NDMA also has the mandate to take other measures for the prevention of disaster, or mitigation, or preparedness and capacity building for dealing with the disasters.</p> <p>Vulnerability of housing, public and private infrastructure and utility services to natural and man-made hazards results in loss of lives, livelihoods and capital assets. With increasing public and private investment in the country's built environment, it is important that mechanisms are in place to ensure that all new buildings and infrastructure adhere to standards that would ensure structural safety in the face of prevalent natural hazards. This would be in line with the Sendai Framework for Disaster Risk Reduction (2015- 2030), which urges nations "to encourage the establishment of necessary mechanisms and incentives to ensure high levels of compliance with the existing safety-enhancing provisions of sectoral laws and regulations, including those addressing land use and urban planning, building codes, environmental and resource management and health and safety standards, and update them, where needed, to ensure an adequate focus on disaster risk management."</p> <p>As part of its mandate, NDMA has issued relevant guidelines for ensuring safety from a range of hazards. NDMA has also issued guidelines on retrofitting of buildings.</p> <p><b>Objective:</b></p> <p>With the above background, the NDMA requires the services of a Senior Consultant (Structural Safety) with a view to:</p> <ul style="list-style-type: none"><li>• pursue the implementation of NDMA guidelines with added emphasis on issues related to structural safety of buildings;</li><li>• promote the establishment (or revision) of appropriate standards for structural safety in partnership with relevant scientific technical institutions</li><li>• support capacity building and demonstration activities with regards to structural safety in partnership with relevant technical institutions.</li></ul>
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2.	Qualification, Eligibility and experience	<p><b>Senior Consultant :</b></p> <ul style="list-style-type: none"> <li>- Post-graduate/M.Tech in Structural Engineering</li> <li>- M.Phil/Ph.D. in Structural Engineering</li> </ul> <p>Person with Masters/M.Tech/M. Phil/Ph. D. in Civil Engineering will also be considered if accompanying by proven expertise and experience in the area of structural safety of buildings and infrastructure and disaster risk reduction in this area.</p> <p>Persons of Masters/M.Tech with minimum experience of 8 years, M. Phil with 6 years and Ph.D. with 4 years of total relevant experience in the field is desirable</p> <ul style="list-style-type: none"> <li>- Retired Government employees with Grade Pay of Rs. 10,000/- with above qualifications and experiences in relevant field would also be eligible for this position.</li> </ul>
3.	Deliverables/Scope of work	<p><b>Deliverables:</b></p> <p>The following will be the concrete deliverables in addition to the regular work described in the scope of work, which the consultant will be doing as part of the deliverables:</p> <ol style="list-style-type: none"> <li>1. Strategy paper on how to ensure structural safety of houses and infrastructure being built under key Government of India schemes (e.g. Housing for All, Smart Cities).</li> <li>2. Development of standards of structural safety that are not adequately covered by existing codes and standards.</li> <li>3. Provide technical support to pilot/ demonstration projects aiming at enhancing the structural safety of buildings and infrastructure.</li> <li>4. Provide technical support on Structural Safety Assessment of critical infrastructure.</li> <li>5. Any other work necessary for structural safety.</li> </ol> <p><b>Scope of Work</b></p> <ul style="list-style-type: none"> <li>• Liaise with relevant technical institutions - IITs, NITs, SERC, CBRI, BMTPC and MoES - to promote the implementation of structural safety measures in accordance with NDMA guidelines as well as National Building Codes.</li> <li>• Establish and maintain a knowledge management system on best practices for structural safety of housing and physical infrastructure in hazard prone areas of the country.</li> <li>• Establish and maintain a compendium of most prominent building typologies in the country and corresponding structural safety measures with respect to principal</li> </ul>

		<p>natural hazards: earthquakes, cyclones and floods.</p> <ul style="list-style-type: none"> <li>• Provide technical support to post-disaster reconstruction efforts in the country to ensure structural safety and thus promote the notion of "build back better".</li> <li>• Provide inputs to NDMA towards promoting structural safety in the Government of India schemes such as Smart Cities, Housing for All etc.</li> <li>• Develop demonstration/ pilot projects as well as capacity building efforts to enhance the structural safety of existing building stock through appropriate retrofitting methods.</li> <li>• Identify specific aspects of structural safety that are not adequately covered by existing guidelines, standards and codes (e.g. structural safety of buildings on slopes, tall buildings), and liaise with relevant technical institutions to produce such guidance material.</li> <li>• Engage with technical working groups and committees (e.g. of Bureau of Indian Standards) on behalf of NDMA that are engaged in developing/ updating national standards for structural safety.</li> </ul>
4	Remuneration	Senior Consultant - Consolidated fee of Rs. One lakh Per Month
5	Any other work	Any other work to be assigned as per requirement by NDMA.
6	Schedule for completion of Tasks	<ol style="list-style-type: none"> <li>a. Initially the consultancy will be for a period of One (1) year, extendable upto 3 years subject to performance review on annual basis.</li> <li>b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to the Employer.</li> </ol>

**TERMS OF REFERENCE**  
**Senior CONSULTANT- LEGAL**

1.	Background/Objective/	<p><b>Background :</b></p> <ul style="list-style-type: none"> <li>• NDMA as the apex body is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</li> <li>• Due to increase in the occurrence of Disasters every year resulting in filling of Court Cases by Public, NDMA is being implemented as party. To defend the interest of NDMA before the court of law, there is a requirement of specialist in Legal area.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Timely preparation/submission of reply/counter affidavit before the court of law and liaison with the govt. Counsels and other stakeholders.</li> <li>• Assist the Authority in preparation of legal documents/counter affidavit/brief.</li> </ul>
2.	Qualification, Eligibility and experience	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• Master degree or equivalent in Law having experience of 8 years and also with an experience in dealing with the Public Interest Litigation (PIL) matters.</li> </ul>
3.	Deliverables/Scope of Work	<p><b>Scope of Works and Deliverables:</b></p> <p>The Senior Consultant (Legal) will work as directed by NDMA to provide services in respect of legal matters of the Authority. The scope of work is as follows but not limited to:</p> <ul style="list-style-type: none"> <li>• Advice the Authority regarding the legal procedures and practices (e.g. Policies, Rules, Regulations, Arbitration and any other relevant Law):</li> <li>• Drafting and preparing legal documents including Affidavits and submissions for the litigations in any court including Hon'ble Supreme Court of India:</li> <li>• Liaising with ASG/CGSC for vetting.</li> </ul>

		<ul style="list-style-type: none"> <li>• Keep close monitoring of the cases in various courts and submit a monthly updated status;</li> <li>• Legal scrutiny of documents given by the Authority;</li> <li>• Appearing before the Courts and any quasi-judicial body, public authorities and other officers as representative of NDMA;</li> <li>• Liaison with Ministries/Departments &amp; States/UTs on any legal matter.</li> <li>• Maintain close liaison with the concerned ASG/CGSC and provide legal submissions thereof on behalf of the Authority;</li> <li>• Any other legal task given by the Authority.</li> </ul> <p><b><u>Key Requisites:</u></b></p> <ul style="list-style-type: none"> <li>• Strong communication, analytical and drafting skills;</li> <li>• Ability to work in a team;</li> <li>• Good PC skills, ability to do internet and other legal research required for the consultancy;</li> <li>• Fluency in English and other Local Language.</li> </ul>
4.	<b>Remuneration</b>	<b>Consultant – Consolidated fee of Rs. One Lakh Per Month.</b>
5.	<b>Any other work</b>	Any other work to be assigned as per requirement by NDMA.
6.	<b>Period of engagement</b>	<p>a. Initially the consultancy will be for a period of One (1) year, extendable upto 3 years subject to performance review on annual basis.</p> <p>b. The NDMA can remove the incumbent at any time and consultancy may also resign from the assignment by giving one month's notice to the Employer.</p>

TERMS OF REFERENCE OF CONSULTANT / ~~JUNIOR CONSULTANT~~ (LANDSLIDE)

<p>1. Background/Objective/Work scope</p>	<p><b>Background:-</b></p> <ul style="list-style-type: none"> <li>- NDMA as the apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</li> <li>- Specialist inputs in relevant discipline areas of disaster management need to be provided to NDMA by Junior Consultant.</li> </ul> <p><b>Objectives:-</b></p> <ul style="list-style-type: none"> <li>- Consultant / Junior Consultant will assist NDMA in better management of landslide by providing scientific and technical support. The Consultant / Junior Consultant is expected to identify specific areas of interventions and assist NDMA in developing programmes and projects for efficient landslide mitigation and management.</li> </ul>
<p>2. Qualification, Eligibility and experience</p>	<p><b><u>Essential Qualification</u></b></p> <ul style="list-style-type: none"> <li>- Bachelors / B.Tech in Geology / Environmental Science/ Geo-technical Engineering/ Civil Engineering / Geography (specialization in Geomorphology) and related subjects.</li> </ul> <p><b><u>Desirable Qualification</u></b></p> <ul style="list-style-type: none"> <li>- Masters / M.Tech in Geology / Environmental Science/ Hydrology / Geo-technical Engineering / Civil Engineering / Geography (specialization in Geomorphology) related subjects.</li> </ul> <p><b><u>Experience</u></b></p> <p><b>Consultant</b></p> <ul style="list-style-type: none"> <li>• Persons of Bachelors Degree with minimum experience of 4 years or person with Masters degree with 2 years experience having domain knowledge in relevant field.</li> <li>• Retired Government employees with Grade Pay of Rs. 7,600/- with experience in relevant field.</li> </ul> <p><b>Junior Consultant</b></p> <ul style="list-style-type: none"> <li>• Persons with Masters / Bachelors Degree having domain knowledge in relevant field.</li> <li>• Retired Government employees with Grade Pay of Rs. 6,600/- with experience in relevant field.</li> </ul>

3. Scope of work	<p>Consultant / <del>Junior Consultant</del> (Landslide) will provide assistance in following activities:-</p> <ol style="list-style-type: none"> <li>i. Follow up in the implementation of National Guidelines on Management Landslides circulated by National Disaster Management Authority to various agencies.</li> <li>ii. Mainstreaming of landslide mitigation and risk reduction in development schemes and projects.</li> <li>iii. Formulation of guidelines, policy and plan documents on landslide risk reduction and management.</li> <li>iv. Evolve a monitoring framework amongst the associated stakeholder and facilitate formulation of policies, programmes, projects pertaining to landslide.</li> <li>v. Implementation and streamlining of landslide related projects.</li> <li>vi. Assist in providing suitable inputs for intervention to develop the programme for efficient mitigation practice in landslide and related subjects.</li> <li>vii. Assist in coordinating the activities related to landslide and related projects/trainings. Other issues of preparedness and mitigation of landslide.</li> <li>viii. Research on international best practices on issue of early warning and suggestions for necessary measures in the context of India and State specific enhancement of early warning system accordingly and creation of its own platform in NDMA.</li> <li>ix. Study of landslide situation and data available with different stakeholders and its integration in early warning, rescue, relief, reconstruction etc.</li> <li>x. Coordination with concerned Ministries / Departments</li> <li>xi. He is also expected to assist Senior Consultant of the relevant field.</li> </ol> <p><b><u>Deliverables</u></b></p> <p>- Deliverables will be decided by Concerned Division from time to time out of the Scope of Work given above and any other perspective work as per requirement.</p>
4. Remuneration	<p>Consultant – Consolidated fee of Rs. Seventy Thousand per month.</p> <p><del>Junior Consultant – Consolidated fee of Rs. Fifty Thousand per month.</del></p>

Terms of Reference – Consultant (Museums & Cultural Heritage Sites and Precincts)

I. Category, Qualification, Experience etc.

S. No.	Item	Details
1.	Discipline	Museums and Cultural Heritage Sites & Precincts
2.	Name of Post	Consultant
3.	Educational Qualification	Masters Degree in Social Science/ Museology/ Architecture/ Conservation/ Civil Engineering/ Design/ Disaster Management/ History/ Heritage Management/ Archaeology/ Urban Planning.
4.	Experience	The candidate should have post qualification experience in the field of Heritage like conservation, management of historical monuments and museums, preparation of guidelines on above issues. Experience in the field of disaster management is desirable but not mandatory. The experience details are as following : <ul style="list-style-type: none"><li>- Persons with Masters Degree with at least 5 years of experience in the above mentioned fields.</li><li>- Persons with Ph. D Degree with at least 3 years experience in the above mentioned fields.</li></ul>
5.	Remuneration	Rs. Seventy thousand per month.
6.	Maximum Age Limit	65 years.
6.	Number of post	One

II. **Background** : NDMA, as the apex body of Disaster Management in the country, is mandated, inter – alia, to lay down the policies, plans and guidelines for disaster management to ensure timely and effective response to disasters. NDMA engages Consultants for specialist inputs in relevant discipline/ areas of disaster management. They are supposed to provide domain specific technical assistance in formulation/ revision of guidelines and conduct of subject related training.

III. **Precise statement of Objectives** : The Consultant will assist NDMA in facilitating the implementation of guidelines on Disaster Risk Management of Museums & Cultural Heritage Sites and Precincts in the country. He/ She shall also provide technical support in the field and identify specific areas of intervention for developing programmes and projects for efficient disaster risk management of Museums & Cultural Heritage Sites and Precincts in the country.

**IV. Outline of the tasks to be carried out :**

- (i) Follow up of the implementation of national guidelines on Museums & Cultural Heritage Sites and Precincts.
- (ii) Coordination with all the stakeholders by evolving a monitoring mechanism for effective implementation of above guidelines.
- (iii) Identifying specific areas of intervention for developing programmes and projects for efficient disaster risk management of Museums & Cultural Heritage Sites and Precincts in the country.
- (iv) Compilation of data from different stakeholders about different aspects of Museums & Cultural Heritage Sites and Precincts, examination and providing necessary technical inputs for improvement in disaster risk management practices of Museums & Cultural Heritage Sites and Precincts.
- (v) Formulation of strategies for better disaster risk management of Museums & Cultural Heritage Sites and Precincts in the country.
- (vi) Research on international best practices in disaster risk management of Museums & Cultural Heritage Sites and Precincts and suggest necessary measures in the Indian context.
- (vii) Conduct trainings for preparedness and mitigation activities in Museums & Cultural Heritage Sites and Precincts.
- (viii) Evolve training material for capacity building of persons involved in disaster risk management of Museums & Cultural Heritage Sites and Precincts.
- (ix) Any other assignment/ work on the subject to be given by senior officers in NDMA.

**V. Support or inputs to be provided by NDMA :** Members/ Senior Officers in NDMA shall provide overall guidance for performing the above mentioned tasks.

**VI. Schedule for completion of tasks :**

(a) Initially, the consultancy will be for a period of one year extendable upto 3 years subject to performance review on annual basis.

(b) NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to the Employer.

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**TERMS OF REFERENCE OF SENIOR CONSULTANT-  
MOCK EXERCISES & INCIDENT RESPONSE SYSTEM**

1.	Background/Objective/Workscope	<p><b><u>Background :</u></b></p> <ul style="list-style-type: none"> <li>- NDMA as the apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</li> <li>- Specialist inputs in relevant discipline/areas of disaster management need to be provided to NDMA by Consultants/Sr. Consultants. They will provide domain specific technical assistance in formulation of guidelines/conduct of subject related training.</li> </ul> <p><b><u>Objective</u></b></p> <ul style="list-style-type: none"> <li>- To provide effective technical support to the States/UTs and strengthen disaster response mechanism by trainings, conducting Mock Exercises and implementation of Incident Response System for disaster risk reduction in the country.</li> </ul>
2.	Qualification, Eligibility and experience	<p><b><u>Qualification</u></b></p> <p>Candidate must possess Master's Degree in Disaster Management/related field with minimum post qualification experience of 10 years, with hands on experience in handling disaster situations and conduct of Mock Exercises. The candidate should have a high competency and established peer reputation. Candidate with Ph.D. in Disaster Management must have minimum experience of 7 years.</p> <p style="text-align: center;">OR</p> <p>Retired Government employees with Grade Pay of Rs 8,700/- or above and minimum experience of 10 years experience in handling disaster situations and conduct of Multi State and State Level Mock Exercises and knowledge in the domain of Disaster Management as specified in the Terms of Reference would be desirable.</p>

		<p><b><u>Experience in the relevant field:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years of experience in handling disaster related activities and training for civilians &amp; Government officials.</li> <li>• Conducted disaster related workshops and seminars at Central and State Government level.</li> <li>• Conducted mock exercises at the national state and district level.</li> <li>• Having detailed knowledge of Incident Response System and capability of imparting training in disaster response.</li> <li>• Capabilities of conceptualizing and formulating the training guidelines/ manual and calendar at National level.</li> <li>• individually or as a part of a team having published at least two national policy papers on disaster management.</li> </ul>
3.	Deliverables/Scope of work	<ol style="list-style-type: none"> <li>1. Strengthen Capacity Building, preparedness and response measures by conducting disaster specific Mock Exercises.</li> <li>2. To assist NDMA in ensuring that the principles of IRS are incorporated and IRS formulated on occurrence of in all multi hazard states and districts for disaster response activities, through conducting advocacy, sensitization and training program.</li> </ol> <p><b>Mock Exercises</b></p> <ul style="list-style-type: none"> <li>• Conduct Mock Exercises related to various disasters as per NDMA calendar.</li> <li>• Facilitate capacity building and conduct of mock exercises in Districts having nuclear power plants for offsite management of nuclear emergencies.</li> </ul> <p><b>Incident Response System</b></p> <ul style="list-style-type: none"> <li>• Identify if IRS Principles have been duly incorporated in all disaster management plans prepared by the ministry, state and district administration submitted to the NDMA and make recommendations.</li> <li>• Conduct research on effective response during disasters..</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide Technical support in preparation of IRS Training Modules</li> <li>• Monitor Implementation of Action Plan of IRS guidelines by the State and District administration and provide them necessary support.</li> </ul> <p><b>Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Supervise and guide all programmes related to Capacity Building for preparedness and response related to various disasters.</li> <li>• Conduct awareness programmes in premier training institutions in the country related to disaster management on demand.</li> <li>• Coordinate and organize mass awareness generation and sensitization on response during disasters and IRS among the stakeholders viz NGOs, CBOs, NCC, NSS, NYKS and other volunteers.</li> </ul>
4.	Remuneration	<b>Senior Consultant – Consolidated fee of Rs. One lakh Per Month</b>
5.	Any other work	-Any other work to be assigned as per requirement by NDMA.
6.	Schedule for completion of Tasks	<p>a. Initially the consultancy will be for a period of One (1) year, extendable upto 3 years subject to performance review on annual basis.</p> <p>b. The NDMA can remove the incumbent at any time by giving one month's prior notice or the incumbent may also resign from the assignment by giving one month's prior notice to the Employer.</p>

		<p><b><u>Experience in the relevant field:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years of experience in handling disaster related activities and training for civilians &amp; Government officials.</li> <li>• Conducted disaster related workshops and seminars at Central and State Government level.</li> <li>• Conducted mock exercises at the national state and district level.</li> <li>• Having detailed knowledge of Incident Response System and capability of imparting training in disaster response.</li> <li>• Capabilities of conceptualizing and formulating the training guidelines/ manual and calendar at National level.</li> <li>• individually or as a part of a team having published at least two national policy papers on disaster management.</li> </ul>
3.	Deliverables/Scope of work	<ol style="list-style-type: none"> <li>1. Strengthen Capacity Building, preparedness and response measures by conducting disaster specific Mock Exercises.</li> <li>2. To assist NDMA in ensuring that the principles of IRS are incorporated and IRS formulated on occurrence of in all multi hazard states and districts for disaster response activities, through conducting advocacy, sensitization and training program.</li> </ol> <p><b>Mock Exercises</b></p> <ul style="list-style-type: none"> <li>• Conduct Mock Exercises related to various disasters as per NDMA calendar.</li> <li>• Facilitate capacity building and conduct of mock exercises in Districts having nuclear power plants for offsite management of nuclear emergencies.</li> </ul> <p><b>Incident Response System</b></p> <ul style="list-style-type: none"> <li>• Identify if IRS Principles have been duly incorporated in all disaster management plans prepared by the ministry, state and district administration submitted to the NDMA and make recommendations.</li> <li>• Conduct research on effective response during disasters..</li> </ul>

**TERMS OF REFERENCE OF SENIOR CONSULTANT –  
National Disaster Response Force (NDRF), Civil Defense and Home Guard (CD &  
HG) National Cadet Corps(NCC) and Nehru Yuva Kendra Sangathan(NYKS) .**

1.	Background /Objective/Workscope	<p><b><u>Background</u></b></p> <ul style="list-style-type: none"> <li>- NDMA as the apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</li> <li>- Specialist inputs in relevant discipline/areas of disaster management need to be provided to NDMA by Consultants/Sr. Consultants. They will provide domain specific technical assistance in formulation of guidelines/conduct of subject related training.</li> </ul> <p><b><u>Objective</u></b> To provide effective &amp; timely advice to NDMA, States/ UTs regarding raising / training &amp; equipping of NDRF/State Disaster Response Force (SDRF) &amp; Civil Defence and assist States in raising Civil Defence volunteers for disaster management.</p>
2.	Qualification, Eligibility and experience	<p><b><u>Qualification</u></b> Candidate should be in possession of Masters Degree, in Disaster Management/relevant field With minimum of 10 years working experience in the field of disaster with particular emphasis on Civil Defence &amp; management of troops/force. The candidates should have high competency and established peer reputation. Person with Ph.D. Degree in the relevant field must possess minimum experience of 7 years.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Retired Government employees with Grade Pay of Rs. 8700/- or above and experience of 10 years and knowledge in the required domain.</p>

		<p><b><u>Experience in the relevant Field</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years experience in disaster risk reduction.</li> <li>• Experience of raising, training &amp; equipping of response forces and Civil Defence.</li> <li>• Capabilities of training of 1<sup>st</sup> responder teams at grass root level to handle disaster.</li> <li>• Experience of preparing guide lines/ SOPs/ Material related to disaster management.</li> </ul> <p><b>Désirable</b> Experience in conduct of State / District level Mock Exercises for various disasters</p>
3.	Deliverables/Scope of Work	<ol style="list-style-type: none"> <li>a. Assist and advice in Raising training &amp; equipping of NDRF Bns at National level and SDRF &amp; Civil Defense at State and district level.</li> <li>b. Ensure NDRF, SDRF, Civil Defense and Home Guards capacity building and training.</li> <li>c. Organize disaster awareness training for NCC, NYKS, Civil Defence, local volunteers with a view to integrate these agencies in disaster management frame work in terms of training and defining their role in pre- disaster, during disaster and after disaster.</li> <li>d. Assist &amp; Advice in setting up and functioning of NDRF Academy at Nagpur</li> <li>e. Coordinate Community awareness programs through NDRF and Civil Defence and other volunteers.</li> <li>f. To process and facilitate DG NDRF in procurement of National Disaster Response Reserve (NDRR)To formulate guidelines/ SOP for deployment of NDRF.</li> <li>g. To monitor familiarization exercise by NDRF Battalions in their respective area of responsibility.</li> <li>h. Conduct of Mock Exercises and IRS training</li> <li>i. Conduct awareness programmes in premier training institutions in the country related to disaster management.</li> </ol>

4.	Remuneration	<b>Senior Consultant – Consolidated fee of Rs. One lakh Per Month</b>
5.	Any other work	Any other work to be assigned as per requirement by NDMA.
6.	Schedule for completion of Tasks	<p>a. Initially the consultancy will be for a period of One (1) year, extendable upto 3 years subject to performance review on annual basis.</p> <p>b. The NDMA can remove the incumbent at any time by giving one month's prior notice or the incumbent may also resign from the assignment by giving one month's prior notice to the Employer.</p>

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**TERMS OF REFERENCE OF Jr CONSULTANT / CONSULTANT / Sr CONSULTANT**  
**CHEMICAL, INDUSTRIAL and HAZARDOUS MATERIAL TRANSPORTATION**  
**DISASTER PREPAREDNESS**

1	Background/Objective/ Work scope	<p><b><u>Background:</u></b></p> <p>-NDMA as the Apex body, is mandated to lay down the policies, plans and guidelines for Disaster Management to ensure timely and effective response to disasters.</p> <p>-Specialist inputs in relevant discipline /areas of Disaster management need to be provided to NDMA by Consultants/Sr. Consultants. They provide domain specific technical assistance in formulation of guidelines/conduct of subject related training.</p> <p><b><u>Objectives</u></b></p> <p>- To provide technical support to the vertical/domain on Chemical Industrial Disaster Preparedness at NDMA.</p> <p>- To provide technical support to capacity building initiatives for chemical industrial hubs and related institutions, Strengthen National Institutional Response Mechanism and enhance awareness of stakeholders.</p>		
2	Qualification, Eligibility and Experience	<b>Position</b>	<b>Educational Qualification</b>	<b>Experience</b>
		✓ Senior Consultant	- Post Graduation/PhD in Chemical Engineering/ Industrial Engineering/ Chemistry/ Disaster Risk Management related to Industrial & Hazardous Material.	- Persons of Master Degree with minimum experience of 8 years and Ph. D with 2 years in the relevant field is desirable.  -Retired Government employee with Grade Pay of Rs. 8,700/- with experiences in, relevant field are also eligible for the position
		Consultant	-Graduation/Post Graduation/PhD in Chemical Engineering/ Industrial Engineering/ Chemistry/ Disaster Risk Management related to Industrial & Hazardous	- Persons with Graduation with minimum experience of 6 years and Master Degree with 3 years in the relevant field is desirable  - Persons with PhD are



			Material.	<p>exempted from minimum experience</p> <p>- Retired Government employee with Grade Pay of Rs. 7600/- with experiences in relevant field are also eligible</p>
		<b>Junior Consultant</b>	<p>- Graduation/Post Graduation in Chemical Engineering/ Industrial Engineering/ Chemistry/ Disaster Risk Management related to Industrial &amp; Hazardous Material.</p>	<p>- Persons with Graduation with minimum experience of 3 years in the relevant field is desirable</p> <p>- Persons with Post Graduation and above are exempted from minimum experience</p> <p>- Retired Government employee with Grade Pay of Rs. 6700/- with experiences in relevant field are also eligible</p>
3	Deliverables /Scope of Work	<ol style="list-style-type: none"> <li>1. Coordinate follow up actions of National Guidelines on Chemical disasters.</li> <li>2. Preparation of SOPs/Technical reports on chemical industrial disaster management.</li> <li>3. Render Technical support towards Preparation of Plans and Approval of Plans received from various Ministries and Departments.</li> <li>4. Render Technical support towards streamlining SOPs on management of transport accidents.</li> <li>5. Provide technical support for chemical mock exercises; Designing and testing of various worst case scenarios and documentation of lessons learnt.</li> <li>6. Organizing interactive sessions with Corporate/NGOs/International bodies for conceptualizing on newly emerging risk areas and development of strategies to reduce the probable risks on account of industries/chemical units.</li> <li>7. Coordinate visits to various chemical installations to assess risk therein and to recommend actions for improvement of safety parameters.</li> </ol>		

8. Render Technical support towards preparation of off-site DM Plans as well as guidelines for CDM at state and district levels.
9. Conduction of table top exercises for decision makers to enhance the CDM management capabilities based on the need assessment analysis.
10. Develop training modules for all stakeholders.
11. Render Technical support towards appropriate monitoring measures and mechanisms for prevention of chemical industrial disasters.
12. Provide technical support for SOPs/Documents for Port/Dock safety.
13. To provide technical support for handling and transportation of POL/natural gas and petroleum products.
14. To provide technical support for mock drills in oil installations and for capacity building interventions in oil installations.
15. To provide technical support to capacity building of various stakeholders related with the domain.
16. To carry out CBRN related activities.

#### Deliverables

- Follow up actions as per the National guidelines on Chemical disasters.
- Capacity building and awareness programmes conducted for stakeholders.
- Mock Exercises at Chemical Industrial set ups conducted.
- Development of Training Modules for capacity building of relevant stakeholders.
- Offsite DM plans of industrial set ups fine-tuned.
- Technical report on SOPs for monitoring the prevention of chemical industrial disasters and strengthening of the inspectorate of Factories.
- Technical report on monitoring parameters on safety of ports.
- Table top exercises for decision makers conducted to enhance the CDM management capabilities based on the need assessment analysis.
- Help in preparing National Disaster Management Plan, Review of the State Disaster Management Plans for chemical disasters.

4	Remuneration	Consolidated fee of per month. Jr Consultant – 50,000 / Month Consultant – 70,000 / Month ✓ SR Consultant – 100,000 / Month
5	Any other work	Any other work assigned as per requirement by NDMA.
6.	Schedule for completion of Tasks	a. Initially the consultancy will be for a period of one (1) year, extendable up to 3 years subject to performance review on annual basis. b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to the Employer.