



F. No. 01-02/2023-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
Tel. No. 26701700



Sub: Advertisement for the various positions in National Disaster Management Authority (NDMA) on contract basis.

NDMA invites applications from Indian national having requisite qualification and experience for following positions:-

| Sl. No. | Name of Position | Post in Nature | No. of Vacancy | Educational Qualification | Post Qualification Experience | Max. Age Limit |
|---------|--------------------------------|----------------|----------------|---|--|--|
| 1. | Project Specialist | Contractual | 03 (three) | Essential : Masters Degree in the field of Disaster Management/Science/Social Science. Master Degree in Disaster Management shall be preferred. | <ul style="list-style-type: none"> Should have minimum post qualification experience of 3 years in monitoring and implementation of projects/schemes. Candidates having experience of implementation or monitoring of similar scheme shall be preferred. Candidates should have good knowledge of English (Writing & Spoken Skills). <p>Note: Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level.</p> | *40 Years (upto 62 years for retired Govt. employee) |
| 2. | Technical Project Manager (IT) | Contractual | 01 (One) | Essential:- Master's degree preferably in Engineering with 2 years' post qualification relevant experience or B.E/ B.Tech with 3 years' post qualification relevant experience in project management/coordination. | <ul style="list-style-type: none"> Experience in handling of web-based management systems ,development of websites and mobile application is desirable Experience in data analysis an advantage. Knowledge of technical aspects of geographical data management and utilization; familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization. Candidates should have good knowledge of English (Writing & Speaking Skills). <p>Note: Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level.</p> | *40 Years (upto 62 years for retired Govt. employee) |
| 3. | Project Assistant | Contractual | 02 (Two) | Essential : Bachelor degree or any equivalent degree in any stream. | <ul style="list-style-type: none"> Noting and drafting skills | Maximum Age Limit-40 years |
| 4. | Multi-Tasking Staff | Contractual | 02 (Two) | Essential:- High School (10th Standard). | <ul style="list-style-type: none"> Should have knowledge of English and Hindi language To assist higher officials /officers in day- to-day tasks and activities To do office maintenance, record-keeping, and various administrative duties such as photocopying, distribution / dispatching of Daks, maintaining various types of diaries, etc. | Maximum Age Limit-40 years |

- Remuneration Band** Rs. 125,000/- pm for Project Specialist and Technical Project Manager (IT), Rs.37740/-pm for Project Assistant and Rs.25,502 for Multi-Tasking Staff. Remuneration for Project Specialist and Technical Project Manager (IT) in respect of retired Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above positions are indicated in the Term of References (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.

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

(Abhishek Biswas)
Under Secretary (Admn)

Term of References

for Project Specialist for Yuva Aapda Mitra Scheme

| Sl. No. | Description | Details |
|---------|--------------------------------------|--|
| 1. | Name of Division | Capacity Building & Training (CBT) |
| 2. | Name of Position | Project Specialist |
| 3. | Post in Nature | Contractual |
| 4. | Number of Vacancy | Three (3) |
| 5. | Purpose of Assignment | Project Monitoring and Implementation |
| 6. | Qualification Eligibility Experience | Essential Qualification & Experience: <ul style="list-style-type: none">• Masters Degree in the field of Disaster Management/Science/Social Science. Master Degree in Disaster Management shall be preferred.• Should have minimum post qualification experience of 3 years in monitoring and implementation of projects/schemes. Candidates having experience of implementation or monitoring of similar scheme shall be preferred.• Candidates should have good knowledge of English (Writing & Spoken Skills). |
| | For retired Government Servants only | <ul style="list-style-type: none">• Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring at National/State level. |
| 7. | Max. Age Limit | <ul style="list-style-type: none">• 40 Years (upto 62 years for retired Govt. employee) |
| 8. | Job Description | <ul style="list-style-type: none">• To coordinate and liaise with the States for smooth implementation of the scheme and monitor the progress with respect to project activities;• To prepare and submit a detailed project implementation chart with segregation of project activities based on the feedback received from the Project States;• To assist the Programme Division of NDMA in dissemination of the training modules and materials to Project States;• To liaise with Project States/Districts to get the list of volunteers, create and update this database of the selected and trained volunteers with their |

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| | | <p>essential contact coordinates;</p> <ul style="list-style-type: none"> • To assist the Programme Division of NDMA in ensuring timely release of funds to the Project States; • To generate reports on the progress of the project deliverables based on the inputs available for the Project States; • To assist the Programme Division of NDMA to organize the meetings of the project monitoring committee and follow up on its recommendations; • To prepare project reports, technical documents and other related documents relating to the Scheme; <p>Any other work that may be considered necessary for overall implementation of the scheme.</p> |
| 9. | Duration | <ul style="list-style-type: none"> • Engagement period will be upto 31.3.2026 or till the extension of Scheme. Extension of tenure beyond one year shall be subject to annual performance review. |
| 10. | Monthly Remuneration | <ul style="list-style-type: none"> • The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 9th Dec. 2020 subject to maximum of consolidated amount of Rs.1,25,000 per month (fixed). For others, it would be Rs.1,25,000 per month (fixed) with 5% annual increase. Other service conditions would be governed by Recruitment Handbook of NDMA as applicable to Sr. Consultant and subsequent modifications from time to time. |

Term of Reference

for Technical Project Manager (IT) for Yuva Aapda Mitra Scheme

| SN | Description | Details |
|----|--------------------------------------|--|
| 1. | Name of Division | Capacity Building & Training (CBT) |
| 2. | Name of the Position | Technical Project Manager (IT) |
| 3. | Post in Nature | Contractual |
| 4. | Number of Vacancy | One (1) |
| 5. | Purpose of Assignment | Project Monitoring and Implementation |
| 6. | Qualification and competencies | <p>Essential Qualification:</p> <ul style="list-style-type: none"> • Master's degree preferably in Engineering with 2 years' post qualification relevant experience or B.E/ B.Tech with 3 years' post qualification relevant experience in project management/coordination. • Experience in handling of web-based management systems, development of websites and mobile application is desirable. • Experience in data analysis an advantage. • Knowledge of technical aspects of geographical data management and utilization; familiarity with coordinate geometry, data conversion and validation, spatial analysis and visualization. • Candidates should have good knowledge of English (Writing & Speaking Skills). |
| | For retired Government Servants only | <ul style="list-style-type: none"> • Retired with Grade Pay 6600/- and above (Equivalent to pay Level-11 and above as per pay matrix of 7th CPC) and having experience in project monitoring |

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| | | at National/State level. |
| 7. | Max. Age Limit | <ul style="list-style-type: none"> • 40 Years (upto 62 years for retired Govt. employee) |
| 8. | Job Description | <ul style="list-style-type: none"> • Support in developing online Management Information Systems/Web Application/Mobile Application to ensure smooth monitoring, execution and evaluation of the Scheme. • Development and implementation of Information Management systems and strategies • Design, develop and manage databases, spreadsheets and other data tools; • Produce and update information products such as reports, charts and info graphics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials. • Assist in the process of constructing a database of trained volunteers under the Scheme; • Ensure accurate and consistent inputting of data received from project States/UTs into database; • Any other tasks assigned by NDMA from time to time. |
| 9. | Duration | <ul style="list-style-type: none"> • Engagement period will be upto 31.3.2026 or till the extension of Scheme. Extension of tenure beyond one year shall be subject to annual performance review. |
| 10. | Monthly Remuneration | <ul style="list-style-type: none"> • The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA |

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| | | <p>dated 9th Dec. 2020 subject to maximum of consolidated amount of Rs.1,25,000 per month. For others, it would be Rs.1,25,000 per month (fixed) with 5% annual increase. Other service conditions would be governed by Recruitment Handbook of NDMA as applicable to Sr. Consultant and subsequent modifications from time to time.</p> |
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Term of References
for
Project Assistant under Yuva Aapda Mitra Scheme

| SN | Description | Details |
|-----------|--|---|
| 1 | Name of Division | Capacity Building & Training Division |
| 2 | Name of Position | Project Assistant |
| 3 | Post in Nature | Clerical/Data Entry (Contractual) |
| 4 | Number of Vacancy | Two (2) |
| 5 | Purpose of Assignment | Implementation of Yuva Aapda Mitra Scheme (YAMS) |
| 6 | Educational and Experience Qualification | <ul style="list-style-type: none"> • Bachelor degree or any equivalent degree in any stream. • Noting and drafting skills |
| 7 | Max. Age Limit | Maximum age limit-40 years. |
| 8 | Job Description | <ul style="list-style-type: none"> • To assist Project Specialists in implementation of the scheme; • To assist CBT Division of NDMA for timely release of funds to the project states; • To generate reports on the progress of the project deliverables based on inputs shared by project states; • To update various data on the MIS/Web portal of the Scheme; • To prepare a database of essential contacts; • To assist the Programme Division of NDMA to organize review meetings and follow up on its recommendations; • To carry out any other works necessary for overall implementation of the Scheme as directed. |
| 9 | Duration | Initially for one year and further extendable based on annual performance review upto 31.3.2026 or till extension period of the scheme. |
| 10 | Monthly remuneration | Rs.37740/- (Lumpsum) per month with 5% annual increment w.e.f. 2 nd year. |

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| 11 | Admissible Leave | 12 days on pro-rata basis |
| 12 | Reporting Mechanism | Project Assistant shall report to Under Secretary (CBT) |

**Term of References
for
Multi-Tasking Staff under Yuva Aapda Mitra Scheme**

| SN | Description | Details |
|----|---|---|
| 1 | Name of Division | Capacity Building & Training Division |
| 2 | Name of Position | Multi-Tasking Staff |
| 3 | Post in Nature | Multi-tasking (Contractual) |
| 4 | Number of Vacancy | Two (2) |
| 5 | Purpose of Assignment | Implementation of Yuva Aapda Mitra Scheme (YAMS) |
| 6 | Educational Qualification, experience, and skills | High School (10 th Standard). Should have knowledge of English and Hindi language |
| 7 | Max. Age Limit | Maximum age limit-40 years. |
| 8 | Job Description | <ul style="list-style-type: none"> • To do office maintenance, record-keeping, and various administrative duties such as photo-copying, distribution / dispatching of Daks, maintaining various types of diaries, etc. • To assist higher officials/officers in day-to-day tasks and activities • To carry out any other works necessary for overall implementation of the Scheme as directed. |
| 8 | Duration | Initially for one year and further extendable based on annual performance review upto 31.3.2026 or till extension period of the scheme. |
| 9 | Monthly remuneration | Rs.25502/- (Lumpsum) per month with 5% annual increment w.e.f. 2 nd year. |
| 10 | Admissible Leave | 12 days on pro-rata basis |
| 11 | Reporting Mechanism | MTS shall report to Under Secretary (CBT) and work under PMU Staff of YAMS. |
