

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:-

SI.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Ļimit
1.	Project Specialist	Contrac tual	03 (three)	Essential: 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).	•40 Years (upto 62 years for retired Govt. employee)
				2 2	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.	40.14
2.	Technical Project Manager (IT)	Contrac tual	O1 (One)	Essential:-Master's degree preferably in Engineering with 2 years' post qualification relevant experience or B.E/ B.Tech with 3	Experience in handling of web-based management systems ,development of websites and mobile application is desirable Experience in data analysis an advantage.	•40 Years (upto 62 years for retired Govt. employee)
:	(42)			years' post qualification relevant experience in project management/coordination.	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).	
	23				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.	
3.	Project Assistant	Contrac tual	02 (Two)	Essential: Bachelor degree or any equivalent degree in any stream.	Noting and drafting skills	Maximum Age Limit-40 years
4.	Multi- Tasking Staff	Contrac tual	02 (Two)	Essential: -High School (10th Standard).	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

- 2. **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.
- 3. 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.
- 4. Essential /desirable educational qualifications and experiences will be verified with original certificates.
- 5. 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)

Application of engagement for Yuva Aapda Mitra Scheme in the National Disaster Management Authority.

Post ap	plied for : _							
(1)	Name :		30	(A)			Recent Pass	port si
(2)	Father's Name : Photogra						aph	
(3)	Sex (Male	Sex (Male / Female) :						
(4)	Date of Birth AgeYears.							
(5)	Category :	Category: SC/ST/OBC/General/Any Other (Pls. specify)						
(6)	Contact Ad	dress :						
(7)								
(8)								
(9)	Education	(College ed	ucation i	n reverse chronolo	gical order) (P	ls add row	s if required) :	
S No.	Year	Degree/ I	Diploma	University/ Institution	Division/ GPA	Subjects		
					_			$\frac{1}{2}$
(10)	Experience	e (in re	verse chr	onological order) (Pls add rows it	f required)		_
S No.	Period			Organization /	Nature	of work	Accomplishments	
	From	То	Total	Institution				_
								-
(11)	Trainings:			-				
(12)	Publication	ns:						
(13)	Awards / r	ecognition	s:					

(14)	Membership of Professional Bodies/ Associations: -
(15)	Retired Government staff (Pls indicate Pay/Pay band) :-
(16)	References (Name, Designation, Institution, address, e-mail and Phone Number):-
1.	:(2):
Date	Signature

^{*} Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

Term of References

for Project Specialist for Yuva Aapda Mitra Scheme

Sl. No.	Description	Details
_	Name of Division	Capacity Building & Training (CBT)
	Name of Position	Project Specialist
	Post in Nature	Contractual
	Number of Vacancy	Three (3)
5.	Purpose of Assignment	Project Monitoring and Implementation
6.	Qualification Eligibility , Experience	 Essential Qualification & Experience: 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	Constant form of the constant
7.	Max. Age Limit	 40 Years (upto 62 years for retired Govt. employee)
8.	Job Description	 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

	 essential contact coordinates; 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; Any other work that may be considered necessary for overall implementation of the scheme.
9. Duration	• 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	• The monthly remuneration for retired Govt. employees would be regulated in terms of DoPT OM No. 3-25/2020-E.IIIA dated 9 th 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	Technical Project Manager (IT)			
	Position	*			
3.	Post in Nature	Contractual			
4.	Number of	One (1)			
	Vacancy				
5.	Purpose of	Project Monitoring and Implementation			
	Assignment				
6.	Qualification and	Essential Qualification:			
	competencies	 Master's degree preferably in 			
		Engineering with 2 years' post			
		qualification relevant experience or B.E/			
		B.Tech with 3 years' post qualification			
	<i>b</i> =	relevant experience in project			
		management/coordination.			
		 Experience in handling of web-based 			
	21	management systems, development of			
		websites and mobile application is			
		desirable.			
		 Experience in data analysis an 			
		advantage.			
		Karauladas of tachnical capacia of			
-		Knowledge of technical aspects of			
		geographical data management and utilization; familiarity with coordinate			
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		geometry, data conversion and validation, spatial analysis and			
		visualization.			
		Visualization:			
		 Candidates should have good 			
		knowledge of English (Writing &			
		Speaking Skills).			
	For retired	 Retired with Grade Pay 6600/- and 			
	Government	above (Equivalent to pay Level-11 and			
	Servants only	above as per pay matrix of 7 th CPC) and			
	10	having experience in project monitoring			

		at National/State level.
7.	Max. Age Limit	 40 Years (upto 62 years for retired Govt. employee)
8.	Job Description	 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	 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.
	Monthly Remuneration	 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. 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 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	Two (2)
	Vacancy	
5	Purpose of	Implementation of Yuva Aapda Mitra
	Assignment	Scheme (YAMS)
6	Educational and	Bachelor degree or any equivalent
	Experience	degree in any stream.
	Qualification	 Noting and drafting skills
7	Max. Age Limit	Maximum age limit-40 years.
8	Job Description	 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	Rs.37740/- (Lumpsum) per month with 5%
	remuneration	annual increment w.e.f. 2 nd year.

 Admissible Leave	12 days	on pro-rata	basis			
	Project	Assistant	shall	report	to	Under
Mechanism	Secreta	ry (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	 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		Initially for one year and further extendable based on annual performance review upto 31.3.2026 or till extension period of the scheme.
- 1	Monthly	Rs.25502/- (Lumpsum) per month with 5%
	remuneration	annual increment w.e.f. 2 nd year.
10		12 days on pro-rata basis
11		MTS shall report to Under Secretary (CBT)
	Mechanism	and work under PMU Staff of YAMS.