

National Disaster Management Authority (NDMA)

(An Authority created under D. M. Act-2005)

NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi-110029

Ph.26701885 Fax 26701840

(F. No.1-62/2011-PP)

National Disaster Management Authority (NDMA) invites applications for filling up following positions on contract basis initially for a period of twelve months, further extendable till the scheme duration, as following;

i) Project Coordinator- One (1)

1. Educational Qualification & Experience: Essential Qualification & Experience:

i. Masters Degree in any discipline;

ii. Knowledge of MS office and proficiency in typing and willingness to undertake responsibilities without any secretarial assistance; and

iii. Having experience of atleast 05 years in management/implementation of Project/ Schemes

iv. Working experience of 3 years in Disaster Management Sector.

Retired Govt. employees with Grade Pay of Rs.7600/- and above with above mentioned qualifications/experience would also be eligible:

2. Consolidate Fee: Rs. 50000/- plus Rs. 4500/- as local conveyance.

3. Age Limit: Maximum age limit 65 years

ii) Project Associate. - One (1)

1 Educational Qualification & Experience: Essential Qualification & Experience:

i) Masters Degree in any discipline;

ii) Knowledge of MS office and proficiency in typing and willingness to undertake responsibilities without any secretarial assistance; and

iii) Having experience of atleast 03 years in management/implementation of Project/Schemes.

Desirable experience:

Experience of 3 years in Disaster Management Sector or Social Sector.

Retired Govt. employees with Grade Pay of Rs. 6600/- and above with mentioned above qualifications/experience would also be eligible.

2. Consolidate Fee : Rs. 35000/- plus Rs. 2500/- as local conveyance.

3. Age Limit: Maximum age limit 65 years

Duly filled - in applications in the prescribed Proforma, with self attested copies of the requisite documents duly enclosed, should reach the **Under Secretary (PP), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029** within 21 days from the date of publication of advertisement in the **Employment News**. For details, Procedure & Guidelines, Terms of Reference (ToR), and application format for engagement of Project Coordinator and Project Associate in NDMA and other requirements etc. - please visit 'Careers' option in NDMA website

<http://ndma.gov.in> EN 29/41