



F. No. 01-02/2023-Admn
Government of India



National Disaster Management Authority

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110029
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). 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 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). 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 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 photo-copying, 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)