



F. No. 01-37/2023-Admn (Pt.file)
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 of Lead Consultant and Senior Consultant 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.	Lead Consultant (Engineering Specialist in Disaster Management)	Contractual	01 (One)	Essential: - Degree in Civil Engineering or related subject from a recognized University. Desirable: - Ph. D./ Research Qualification in a related subject.	<ul style="list-style-type: none"> Experience of at least 5 years of work experience in disaster risk management, developmental projects, disaster response/recovery, or similar area. (Duration of research work (Ph.D., Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less.) Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects. Expertise in data analysis tools, additionally, candidates should have proficiency in design software such as AutoCAD, Sketchup, STAAD etc. Note : Retired government officials with matching education and experience, with maximum age of 64 years and who have held a position with grade pay of INR 8,700/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE O.M. No. 3-25/2020-E.III.A dated 09/12/2020.	Upper age limit will be 62 years (For retired Govt. Servants, the upper age limit also be 64 years)
2.	Senior Consultant (Financial Management)	Contractual	01 (One)	Essential: - MBA or Master's degree in Finance or a related subject from a recognized University. Desirable: Ph.D. in concerned subject and prior experience of working with Financial and Insurance Products for Disaster Management.	Experience of at least five years in financial management, Insurance Products for disaster management or similar area. [Duration of research work (Ph.D., Post Doctoral) will be counted in work experience, either actual duration or 5 years, whichever is less] Note:- Retired government officials with matching education and experience, with maximum age of 64 years and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE O.M. No. 3-25/2020-E.III.A dated 09/12/2020.	Upper age limit will be 50 years (For retired Govt. Servants, the upper age limit also be 64 years)
3.	Senior Consultant (IT & Network Manager)	Contractual	01 (One)	Essential :- Masters Degree in Computer Science or Information Technology or MCA from a recognized university.	Experience of at least five to ten years in area of information technology applications, portal development. Note:- Retired government officials with matching education and experience, with maximum age of 64 years and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE O.M. No. 3-25/2020-E.III.A dated 09/12/2020.	Upper age limit will be 50 years (For retired Govt Servants, the upper age limit also be 64 years)

2. Remuneration Band : Rs. 1,25,000 - 1,75,000/- per month for Senior Consultants and Rs. 2,00,000/- - 2,50,000/- pm for Lead Consultants, Remuneration 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 and NDMA reserves the right to reject such applications without assigning any reason.

(Abhishek Biswas)
Under Secretary (Admn)