Sub: **Advertisement for the position of Consultants 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.	**Consultant (Information Technology)**	Contractual	1 (One)	**Essential** :- B.E / B. Tech (Computer Science or IT) with implementation & operational experience of managing IT in large organizations **Desirable:-** M. Tech/ MCA (Computer Science or IT)	• 3-5 years of experience in the field on Information Technology & • Management of Various Govt Portals, E-office management, NIC Cloud Services • Excellent Knowledge in Management of Video Conferencing services • Website Management • Should have knowledge in at least one CMS like Drupal or WordPress • Excellent knowledge in the management of E-office instance • Experience of managing Cloud Dashboard-Creation of New VMs, Public IP, Domain Name registration, all VM related operations. • Setting up the SSL Certificates and other web security related task etc, • Should have working knowledge on handling of Govt. Portals like GeM, SPARROW, e-Samiksha etc	40 years for consultant (In case of retired Central Govt. employee, it shall be as per MoF, DoE OM NO. 3-25/2020-E.III.A dated 09/12/ 2020
2.	**Consultant (Network Management)**	Contractual	1 (One)	**Essential** :- B.E / B. Tech (Computer Science or IT) with implementation & operational experience of managing LAN/WAN in large organizations **Desirable:-** • M. Tech./ MCA (Computer Science or IT) • Certification in Network Management like CCNA	• 3-5 years of experience in the field of Network Management & • IT infrastructure with hands on and core experience in Network and Security Products. • Exposure in implementing & managing different network products like Cisco etc. • Understanding of various protocols, Intrusion Prevention systems, Wireless technologies, Antivirus, Firewalls etc • Strong analytical and troubleshooting skills with strong understanding of standard Network Designs, Storage and Compute Best Practices and Solutions • Excellent written and oral communications skills	40 years for consultant (In case of retired Central Govt. employee, it shall be as per MoF, DoE OM NO. 3-25/2020-E.III.A dated 09/12/ 2020
3.	**Consultant (Cyber Security)**	Contractual	1 (One)	**Essential** :- BE / B. Tech (Computer Science or IT) with implementation & Operational experience of managing Cyber Security in large organizations	• 3-5 years of experience in the field of Cyber Security • IT experience with hands on experience in the areas of Information/Cyber Security & Risk Management • Experience in cyber forensic investigation methodology. • Structured project management experience in deploying cyber security related initiatives, etc. • Experience in conducting	40 years for consultant (In case of retired Central Govt. employee, it shall be as per MoF, DoE OM NO. 3-25/2020-

					Desirable:- • M. Tech/ MCA (Computer Science or IT) • Certification in Cyber Security areas like CCNP/CEH/ CISSP/ CISA/ CCSP etc.	infrastructure/network security assessments including red team exercises, penetration testing assessments • Undergone trainings from Cert-In/ NIC etc. • Government sector experience is favorable for the position • Security issue related to Website	E.III.A dated 09/12/ 2020

2. **Remuneration Band** 75,000/- -- 1,00,000/-pm for Consultant, Remuneration in respect of retired Central 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 position are indicated in the Term of References (ToR) of the above position 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 as Consultant in the National Disaster Management Authority.

(1)   Name :_____

(2)   Father's Name :-_____

(3)   Sex (Male / Female) :_____

(4)   Date of Birth _____ Age_____Years.

| Recent Passport size |
| Photograph |

(5)   Category : SC/ST/OBC/General/Any Other (Pls. specify)_____

(6)   Contact Address :-_____

_____

(7)   Permanent Address :- _____

_____

(8)   E-mail :_____ Phone _____

(9)   Education (College education in reverse chronological order) (Pls add rows if required) :
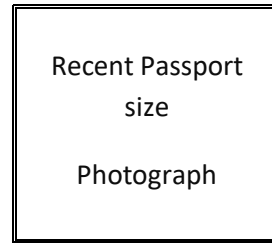
S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10)   Experience   (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11)   Trainings: _____

(12)   Publications:-_____

(13)   Awards / recognitions: - _____

(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.

ToR for the Position of Consultant (Information Technology)

Position	Job Description
Position	• Consultant (Information Technology)
Job Code	• ITC/CONS/2022-01
Domain	• Information Technology
Number of Position	• One
Remuneration	• Commensurate with **Experience and Qualification Remuneration Band of (Rs 75,000/- 1,00,000/-) per month.** • In respect of retired Central Government Employees remuneration shall be regulated as per the provisions laid down in M/o Finance, Department of Expenditure O.M. No. 3-25/2020-E.III dated 09/12/2020.
Duration	• Initially, for **one year (full time)** extendable up to three years subject to satisfactory performance.
Upper Age Limit	• Upper age limit - **40 years**. • For retired Central Govt. Servants, upper age limit will be 65 years.
Qualification	• B.E / B. Tech (Computer Science or IT) with implementation & operational experience of managing IT in large organizations Desirable • M. Tech/MCA (Computer Science or IT)
Experience & Skills	• 3-5 years of experience in the field on Information Technology & • Management of Various Govt Portals, E-office management, NIC Cloud Services • Excellent Knowledge in Management of Video Conferencing services • Website Management • Should have knowledge in at least one CMS like Drupal or WordPress • Excellent knowledge in the management of E-office instance • Experience of managing Cloud Dashboard- Creation of New VMs, Public IP, Domain Name registration, all VM related operations.

	- Setting up the SSL Certificates and other web security related task etc. - Should have working knowledge on handling of Govt. Portals like GeM, SPARROW, e-Samiksha etc
Job Objective	- To assist and accomplish various Communication and Information Technology related tasks of NDMA, Content Management & Upgradation of NDMA Website Implementation, Management & Maintenance of NDMA E- office, Cloud service management and monitoring of the cloud resources of NDMA
Roles & Responsibility	- To assist and accomplish various Communication and Information Technology related tasks of NDMA - Content Management & Upgradation of Website - Implementation, Management & Maintenance of E-office - Cloud service management and monitoring of the cloud resource - Operations & Management related to implementation of Aadhar Enabled Bio-Metric Attendance System (AEBAS) - Content Management & Upgradation of various web portals/ services e.g. E-Samiksha, LIMBS, GeM, Sparrow, etc. - Management and support on the VPN and Web VPN through NIC Services - Handling of DA Console for management of official (Gov) email accounts - Management of the SMS Gateway - Provide Technical assist to other Divisions/ on various IT related Projects - Provide Guidance to Video Conferencing Engineers/operators in management of VC's - Provide Guidance to NIC Network - Formulation of methodology for online recruitment of consultants - Assist in technical evaluations of various agency proposals related to implementation of various/ IT Technical initiatives - Assist in procurement of IT goods, services and software on GeM portal - Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system
Reporting Mechanism	Consultant (IT) will report to JA (IT) Comn & IT Div NDMA.

	Job Description
Position	• Consultant (Network Management)
Job Code	• ITC/CONS/2022-02
Domain	• Network Management
Number of Position	• One (01)
Remuneration	• Commensurate with Experience and Qualification Remuneration Band of (Rs 75,000/- 1,00,000/-) per month. • In respect of retired Central Government Employees remuneration shall be regulated as per the provisions laid down in M/o Finance, Department of Expenditure O.M. No. 3-25/2020-E.III dated 09/12/2020.
Duration	• Initially, for one year (full time) extendable up to three years subject to satisfactory performance.
Upper Age Limit:	• Upper age limit - 40 years. • For retired Central Govt Servants, upper age limit will be 65 years.
Qualification	• B.E / B. Tech (Computer Science or IT) with implementation & operational experience of managing LAN/WAN in large organizations Desirable: • M. Tech./MCA (Computer Science or IT) • Certification in Network Management like CCNA
Experience & Skills	• 3-5 years of experience in the field of Network Management & • IT infrastructure with hands on and core experience in Network and Security Products. • Exposure in implementing & managing different network products like Cisco etc. • Understanding of various protocols, Intrusion Prevention systems, Wireless technologies, Antivirus, Firewalls etc • Strong analytical and troubleshooting skills with strong understanding of standard Network Designs, Storage and Compute Best Practices and Solutions

	• Excellent written and oral communications skills
Job Objective	• Management of NDMA network infrastructure comprising of Leased lines, MPLS, Routers, Switches, Firewalls, Wireless network, VPN etc. Manage the Network operations and security requirements for the solutions and implement the same
Roles & Responsibility	• Management network infrastructure comprising of Leased lines, MPLS, Routers, Switches, Firewalls, Wireless network, VPN etc • Manage the Network operations and security requirements for the solutions and implement the same • Management & installation of Antivirus and its update on regular basis • Ensure the hardening of the network equipment & security recommendations • Defines processes, documentation and Network diagrams • Develop metrics for reporting health of Network and report on regular basis to management • Recommend the most suitable network architecture and define the solution at a high level for specific projects of departments • Perform network optimization, analysis and planning for smooth operations of Video Conferences • Experience in routing, switching, load-balancers, firewalls, IDS/IPS, WAN Optimizers, global site selectors, etc. • Handle multiple tasks concurrently with stringent timelines • Coordinate with NIC, MTNL/PGCIL regularly
Reporting Mechanism	Consultant (Network Management) will report to JA (IT) Comn & IT Divison, NDMA.

ToR for the Position of Consultant (Cyber Security) for NDMA

Job Description

Position	• Consultant (Cyber Security)
Job Code	• ITC/CONS/2022-03
Domain	• Cyber Security
Number of Position	• One
Remuneration	• Commensurate with Experience and Qualification remuneration Band of (Rs 75,000/- 1,00,000/-) per month. • In respect of retired Central Government Employees remuneration shall be regulated as per the provisions laid down in M/o Finance, Department of Expenditure O.M. No. 3-25/2020-E.III dated 09/12/2020.
Duration	• Initially, for **one year (full time)** extendable up to three years subject to satisfactory performance.
Upper Age Limit	• Upper age limit - **40 years**. • For retired Central Govt Servants, upper age limit will be **65 years**.
Qualification	• BE / B. Tech (Computer Science or IT) with implementation & Operational experience of managing Cyber Security in large organizations Desirable: • M. Tech/ MCA (Computer Science or IT) • Certification in Cyber Security areas like CCNP/CEH/ CISSP/ CISA/ CCSP etc.
Experience & Skills	• 3-5 Years of experience in the field of Cyber Security • IT experience with hands on experience in the areas of Information/Cyber Security & Risk Management • Experience in cyber forensic investigation methodology. • Structured project management experience in deploying cyber security related initiatives, etc. • Experience in conducting infrastructure/network security assessments including red team exercises, penetration testing assessments • Undergone trainings from Cert-In/ NIC etc. • Government sector experience is favorable for the

	position • Security issue related to Website
Job Objective	• Management of NDMA network infrastructure comprising of Leased lines, MPLS, Routers, Switches, Firewalls, Wireless network, VPN etc. Manage the Network operations and security requirements for the solutions and implement the same
Roles & Responsibility	• Protect digital files and information systems against unauthorized access, modification and/or destruction. • Maintain data and monitor security access. • Upgrade security measures and controls. • Manage network, intrusion detection and prevention systems. • Understand latest trends in cyber threats, anticipate security threats, possible incidents and disasters at SEs level and suggest measures to reduce their likelihood. • Be updated about latest cyber security tools / measures, be able to recommend and install appropriate tools. • Perform vulnerability testing, risk analyses and security assessments of Web Portals. • Conduct security audits of Web Portals as per need. • Analyzing Router, Switches, Firewall rule base focused on security. • Development of Security Architecture • Database, application, and web server secure design, implementation & review • Internal & External Penetration Testing on Network Infrastructure (including Servers, firewalls, Routers, switches, etc) including conducting wireless security assessment, cloud security, VoIP assessments. • Carrying out Cyber Security Awareness Generation campaign • Issuing of Cyber Security guidelines received from Cert-In/ NIC time to time • Assist CISO for all Cyber Security related activities
Reporting Mechanism	Consultant (Cyber Security) will report to JA (IT) Comn & IT Division, NDMA.