



F. No. 01-58/2021/PP/FF  
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 of Consultants in National Disaster Management Authority (NDMA) on contract basis.

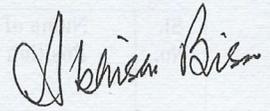
NDMA invites applications from Indian national having requisite qualification and experience for following positions:-

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (Forest Fire)	Contractual	01 (One)	<p><b>Essential :-</b> Master's degree in Forestry, Disaster Management, Geology, Agriculture, Wildlife, Conservation Studies, Environmental Science, Meteorology, Science, Engineering.</p> <p><b>Desirable:-</b> Person with M. Phil and Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weight age.</p>	<ul style="list-style-type: none"> <li>5 years of relevant post qualification work experience in area of disaster risk reduction including disaster risk assessment.</li> <li>Duration of Research work (Ph.D., Post-Doctoral) will be counted in work experience either actual duration or 5 years, whichever is less.</li> </ul> <p><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to forest fire management will be given importance. Work experience in Disaster Management will be given additional weightage.</li> <li>Candidates must have sound understanding and knowledge of forest policy in India.</li> </ul> <p><b>Note :</b> Retired government officials with Grade Pay of Rs. 8700 (pre-revised) / Level - 13 (7th CPC) and above with 5 years' experience in the relevant fields.</p>	50 years for senior consultant (In case of retired Govt. employee, maximum age limit is 62 years)
2.	Consultant (Forest Fire)	Contractual	01 (One)	<p><b>Essential :-</b> Master's degree in Forestry, Disaster Management, Geology, Agriculture, Wildlife, Conservation Studies, Environmental Science, Meteorology, Science, Engineering.</p> <p><b>Desirable:-</b> Person with M. Phil and Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weight age.</p>	<ul style="list-style-type: none"> <li>3 years of relevant post qualification work experience in area of disaster risk reduction including disaster risk assessment.</li> <li>Duration of Research work (Ph.D., Post-Doctoral) will be counted in work experience either actual duration or 5 years, whichever is less.</li> </ul> <p><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to forest fire management will be given importance. Work experience in Disaster Management will be given additional weightage.</li> <li>Candidates must have sound understanding and knowledge of forest policy in India.</li> </ul> <p><b>Note :</b> Retired government officials with Grade Pay of Rs. 6600 (pre-revised) / Level - 11 (7th CPC) and above with 5 years' experience in the relevant fields.</p>	40 years for consultant (In case of retired Govt. employee, maximum age limit is 62 years)

2. **Remuneration Band** Rs. 1,25,000/- – 1,75,000/- pm for Senior Consultants and Rs. 75,000/- – 1,00,000/- pm for 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 09<sup>th</sup> 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.

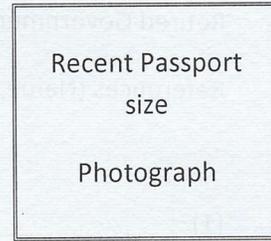
**Important note: Separate applications are required for each position/discipline (Field). Incomplete application will not be considered.**



**(Abhishek Biswas)  
Under Secretary (Admn)**

## Application of engagement as Consultant in the National Disaster Management Authority.

Post applied for : \_\_\_\_\_



(1) Name : \_\_\_\_\_

(2) Father's Name :- \_\_\_\_\_

(3) Sex (Male / Female) : \_\_\_\_\_

(4) Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Years.

(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) : \_\_\_\_\_

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

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.

# National Disaster Management Authority

Government of India

## Terms of Reference

### Position: Consultant (Forest Fire)

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Details of Post	Consultant (Forest Fire)
3.	No. of vacancy	01
4.	Purpose of Assignment	<ol style="list-style-type: none"><li>1. To facilitate and guide Ministries/Departments implementation of National Action Plan on Forest Fire</li><li>2. To monitor the implementation the National Programme on Forest Fire Management in the States</li><li>3. To build capacity of Ministries/Departments for managing forest fire.</li><li>4. Liaise with different Ministries and Departments of Government of India/States for matters relating to forest fire</li></ol>
5.	Duration	The Consultancy is for a Maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.

6.	<b>Tasks Related to Assignment &amp; Job Description</b>	<ol style="list-style-type: none"> <li>1. Initiate documentation and sharing of the state/country-level experience in forest fire management and lessons learned</li> <li>2. Monitoring and follow up of State and District level activities provisioned under the National Programme on Forest Fire Management</li> <li>3. Represent NDMA at sectoral, country-level and regional-level meetings, and ensure best practices are highlighted in these forums</li> <li>4. Support and conduct innovative research on forest fire management.</li> <li>5. Support Regional Gender Advisor in advancing the technical and research capacity of country-level staff, offices and programs on gender to continue to build evidence base for programming and to ensure continuous capacity in gender at Country Office level.</li> <li>6. Support management and development of systems, tools and processes to implement National Action Plan on Forest Fire.</li> <li>7. Manage and monitoring already ongoing projects on forest fire.</li> <li>8. Serve as technical focal point for collaboration with the Ministry of Environment, Forest and Climate Change (MoEFCC) to develop practical linkages between forest fire and disaster risk reduction.</li> </ol>
7.	<b>Functional competencies required for the position</b>	<ol style="list-style-type: none"> <li>1. Promoting the vision of NDMA</li> <li>2. Advising Leading and Supervising</li> <li>3. Formulating concepts and strategies</li> <li>4. Managing resources</li> <li>5. Demonstrates and safeguards ethics and integrity</li> <li>6. Displays cultural, gender, religion, and age sensitivity and adaptability.</li> <li>7. Ability to work in a team situation and engage diverse stakeholders</li> <li>8. Ability to plan, organize, implement and report on work</li> <li>9. Inter-personal and communication skills</li> <li>10. Proactive engagement and dialogue</li> <li>11. Strategic advice and communication</li> <li>12. Excellent verbal and written communication skills</li> <li>13. Proficient with MS Office suite and other Software</li> </ol>
<b>8. Qualifications and Competencies</b>		
<b>(A). Academic</b>		
	<b>i. Essential Qualification</b>	Master's degree in Forestry, Disaster Management, Geology, Agriculture, Wildlife, Conservation Studies, Environmental Science, Meteorology, Science, Engineering.

	ii. Desirable Qualifications	a. Person with M. Phil and Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D from reputed university shall be given additional weight age.
	iii. Work Experience	<ol style="list-style-type: none"> <li>3 years of relevant post qualification work experience in area of disaster risk reduction including disaster risk assessment.</li> <li>Duration of Research work (Ph.D., Post-Doctoral) will be counted in work experience either actual duration or 5 years, whichever is less.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to forest fire management will be given importance. Work experience in Disaster Management will be given additional weightage.</li> <li>Candidates must have sound understanding and knowledge of forest policy in India.</li> </ol>
	iv. Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	<ol style="list-style-type: none"> <li>Maximum 40 years.</li> <li><b>62 years</b> for Retired Central Government employees with Grade Pay of Rs. 6600 (pre-revised) / Level - 11 (7<sup>th</sup> CPC) and above with 5 years' experience in the relevant fields.</li> </ol>
9.	Remuneration Band	<p>Rs. 75,000/- — Rs. 1,00,000/- per month*</p> <p><b>*Remuneration, Allowances, Leave entitlement,</b> Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoF OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>
10.	Reporting Mechanism	Consultant shall report to JS/Advisor, NDMA
11.	Schedule of completion of Tasks	The Senior Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.

12.	<b>Termination of Contract</b>	The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA. <b>Irrespective of Division, all mater related to this will be handle by Admin Division.</b>
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# National Disaster Management Authority

Government of India

## Terms of Reference

**Position: Senior Consultant (Forest Fire)**

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Details of Post	Senior Consultant (Forest Fire)
3.	No. of vacancy	01
4.	Purpose of Assignment	<ol style="list-style-type: none"><li>1. To facilitate and guide Ministries/Departments implementation of National Action Plan on Forest Fire</li><li>2. To monitor the implementation the National Programme on Forest Fire Management (NPFFM)</li><li>3. To liaise with the State Forest Departments in obtaining the APOs and UCs regarding implementation of NPFFM</li><li>4. Work in tandem with Ministry of Environment Forest and Climate Change in implementing NPFFM</li><li>5. To build capacity of Ministries/Departments for managing forest fire.</li><li>6. Liaise with different Ministries and Departments of Government of India/States for matters relating to forest fire</li></ol>
5.	Duration	The Consultancy is for a Maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.

6.	<b>Tasks Related to Assignment &amp; Job Description</b>	<ol style="list-style-type: none"> <li>1. Initiate documentation and sharing of the state/country-level experience in forest fire management and lessons learned</li> <li>2. Monitoring and follow up of State and District level activities provisioned under the National Programme on Forest Fire Management</li> <li>3. Represent NDMA at sectoral, country-level and regional-level meetings, and ensure best practices are highlighted in these forums</li> <li>4. Support and conduct innovative research on forest fire management.</li> <li>5. Support Regional Gender Advisor in advancing the technical and research capacity of country-level staff, offices and programs on gender to continue to build evidence base for programming and to ensure continuous capacity in gender at Country Office level.</li> <li>6. Support management and development of systems, tools and processes to implement National Action Plan on Forest Fire.</li> <li>7. Manage and monitoring already ongoing projects on forest fire.</li> <li>8. Serve as technical focal point for collaboration with the Ministry of Environment, Forest and Climate Change (MoEFCC) to develop practical linkages between forest fire and disaster risk reduction.</li> </ol>
7.	<b>Functional competencies required for the position</b>	<ol style="list-style-type: none"> <li>1. Promoting the vision of NDMA</li> <li>2. Advising Leading and Supervising</li> <li>3. Formulating concepts and strategies</li> <li>4. Managing resources</li> <li>5. Demonstrates and safeguards ethics and integrity</li> <li>6. Displays cultural, gender, religion, and age sensitivity and adaptability.</li> <li>7. Ability to work in a team situation and engage diverse stakeholders</li> <li>8. Ability to plan, organize, implement and report on work</li> <li>9. Inter-personal and communication skills</li> <li>10. Proactive engagement and dialogue</li> <li>11. Strategic advice and communication</li> <li>12. Excellent verbal and written communication skills</li> <li>13. Proficient with MS Office suite and other Software</li> </ol>
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	<b>i. Essential Qualification</b>	Master's degree in Forestry, Disaster Management, Geology, Agriculture, Wildlife, Conservation Studies, Environmental Science, Meteorology, Science, Engineering.

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	<b>iii. Work Experience</b>	<p>1. <b>5 years of relevant post qualification work experience in area of disaster risk reduction including disaster risk assessment.</b></p> <p>2. <b>Duration of Research work (Ph.D., Post-Doctoral) will be counted in work experience either actual duration or 5 years, whichever is less.</b></p> <p><b>Desirable</b></p> <p>1. Candidates having reasonable experience in the field of Policy, Plans and Guidelines related to forest fire management will be given importance. Work experience in Disaster Management will be given additional weightage.</p> <p>2. Candidates must have sound understanding and knowledge of forest policy in India.</p>
	<b>iv. Language Proficiency</b>	Fluency in written and spoken English is required for this position.
	<b>(B). Upper Age Limit</b>	<p>1. Maximum 50 years.</p> <p>2. 62 years for Retired Central Government employees with Grade Pay of Rs. 8700 (pre-revised) / Level - 13 (7<sup>th</sup> CPC) and above with 5 years' experience in the relevant fields.</p>
<b>9.</b>	<b>Remuneration Band</b>	<p>Rs. 1,25,000/- — Rs. 1,75,000/- per month*</p> <p><b>*Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."</b></p>
<b>10.</b>	<b>Reporting Mechanism</b>	Sr. Consultant shall report to JS/Advisor, NDMA
<b>11.</b>	<b>Schedule of completion of Tasks</b>	The Senior Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.

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