



F. No. 01-06/2023-Admn  
Government of India

## National Disaster Management Authority

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

Tel. No. 26701700



**Sub: Advertisement for the position of Senior Consultant/Lead Consultant in National Disaster Management Authority (NDMA) on contract basis.**

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

Sl No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Work Experience	Max Age Limit
1.	Lead Consultant (Coordinator or National Recovery Resource Centre)	Contractual	01 (One)	<b>Essential :-</b> ● Master's Degree in Disaster Management, Civil Engineering, Economics, Architecture, Social Sciences, Geo-informatics, Urban Planning, Public Policy, Public Administration and Development Planning or a related discipline. Candidates with experience in handling Recovery and Reconstruction would be preferred. <b>Desirable:-</b> An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.	<ul style="list-style-type: none"> <li>● A candidates should have minimum 10 years of post-qualification work experience in disaster risk management, developmental projects, and programmes at either policy or programme level.</li> <li>● Working in national/international institutions on disaster risk management or implementing recovery projects is desirable.</li> <li>● Expertise in data analysis tools like Microsoft Excel, PPT, and Word is a must. 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.</li> </ul> <b>Note:-</b> Retired Government employees with Grade Pay of Rs. 8700 (pre-revised)/Level-13 (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.	<ul style="list-style-type: none"> <li>● Upper age limit will be 62 years (For retired Govt Servants, upper age limit also be 62 years)</li> </ul>
2.	Senior Consultant (Technical Expert-Recovery Programmes-Structural)	Contractual	01 (One)	<b>Essential:-</b> Master's degree in Disaster Management/Architecture or Civil Engineering or Master's degree in Urban Planning/Housing/Rural Planning with bachelor's in Architecture/Civil Engineering. <b>Desirable:-</b> An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.	<ul style="list-style-type: none"> <li>● A minimum of 5 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level.</li> <li>● Working in national/international institutions on disaster risk management or implementing recovery projects is desirable.</li> <li>● 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 like Microsoft Excel is a must. Additionally, candidates must have expertise in AutoCAD, Sketch up, and other design software.</li> </ul> <b>Note:-</b> Retired Government employees with Grade Pay of Rs. 8700 (pre-revised) / Level-13 (7th CPC) and above with minimum experience of 5 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.	<ul style="list-style-type: none"> <li>● Upper age limit will be 50 years (For retired Govt Servants, upper age limit also be 62 years)</li> </ul>
3.	Senior Consultant (Technical Expert-Research Knowledge Management, Training and Capacity Building)	Contractual	01 (One)	<b>Essential:-</b> A Master's Degree in Disaster Management, Economics, Public Policy, Livelihood, Rural Development, or Social Entrepreneurship. <b>Desirable:-</b> An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.	<ul style="list-style-type: none"> <li>● A minimum of 5 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level.</li> <li>● Working in national/international institutions on disaster risk management or implementing recovery projects is desirable.</li> <li>● Candidates must have a sound understanding and knowledge of issues relating to Recovery &amp; Reconstruction. The candidates must have proven experience of designing training modules, session plans, and delivering training sessions.</li> <li>● Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies pertaining.</li> </ul>	<ul style="list-style-type: none"> <li>● Upper age limit will be 50 years (For retired Govt Servants, upper age limit also be 62 years)</li> </ul>

**2. Remuneration Band** Rs. 1,25,000 - 1,75,000/- per month for Senior Consultant and Rs. 2,00,000- 2,50,000/- per month for Lead 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 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.