



F. No. 01-15/2025-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029
Tel. No. 26701700



Sub: Advertisement for the below mentioned positions 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	Post Qualification Experience	Max. Age Limit
1.	Senior Consultant (Lightning and related Hazard)	Contractual	1 (One)	Essential :- Master's degree in Disaster Management, GIS, Meteorology, Atmospheric Science and Geo-physics along with the knowledge of Extreme weather events, Environmental science & Geography with expertise in GIS and Remote sensing.	<ul style="list-style-type: none"> • Candidate should have minimum experience of 05 years in the field of GIS, Meteorology, Atmospheric Science and Geo-physics and Environmental Science or Disaster Management • Candidate having Ph.D Degree in the relevant field are required • Candidate must also have reasonable experience in reviewing project (DPR) and PPR, preparation of guideline and policy • The duration of Research and Doctorate (PhD) will be accounted as experience 	50 Years for Senior Consultant, (In case of retired Govt. employee, maximum age limit is 62 years)
2.	Senior Consultant (Communication and Awareness)	Contractual	1 (One)	Essential :- Post Graduate Degree/ PG Diploma in Mass Communication/ Journalism/ Print & Electronic Media from a recognized University/ Institution.	<ul style="list-style-type: none"> • Minimum 10 years of experience in handling all types of media activities and awareness campaigns, including Electronic and Print Media, outdoor media activities etc. within a Central or State Government Ministry/ Department, PSUs, Autonomous Body or a reputed mass media organization • Should have working knowledge of media creatives development proficiency in graphic design software (e.g., Adobe Creative Suite, Canva, CorelDRAW, Illustrator, etc.) • Atleast one year experience of Awareness in Disaster Management in Central Government or State Government 	50 Years for Senior Consultant, (In case of retired Govt. employee, maximum age limit is 62 years)

3.	Senior Consultant (Programme Management, Monitoring and Evaluation)	Contractual	1 (One)	Essential :- Post Graduate Degree /PG Diploma/ MBA/ Master Degree in Environmental Science/ Bio-Science/ Disaster Management from a recognized University/ Institution	<ul style="list-style-type: none"> • Minimum 5 years of experience in handling all types of Projects, Monitoring, Evaluation Budget, etc., within a Central or State Government Ministry/ Department, PSU, Autonomous Body. • Should have working knowledge of Project implementation proficient in computer applications such as MS Word, MS Excel, and MS PowerPoint and a strong understanding of Project functionality platforms and related tools is essential. • The duration of Research and Doctorate (PhD) will be accounted as experience 	50 Years for Senior Consultant, (In case of retired Govt. employee, maximum age limit is 62 years)
4.	Young Consultant for Lightning Hazard Management Unit	Contractual	2 (Two)	Essential :- Post Graduate Degree in Disaster Management/ Bio-Science / Forestry/ Agriculture/ Environmental Science/ Atmospheric Science/ GIS/ Geography and Geology Climatology from recognized University	<ul style="list-style-type: none"> • Fresher with Zero to one year in relevant field like Post Graduate Degree in Disaster Management/Bio-Science / Forestry/ Agriculture/ Environmental Science/ Atmospheric Science/ GIS/ Geography and Geology Climatology recognized University Content Writing or related field. 	35 Years for Young Consultant

2. **Remuneration Band** Rs. 1,25,000/- for Senior Consultant and Rs. 35,000/- for Young Consultant, 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 position are indicated in the Term of References (ToR) 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 apply for the position online through NDMA website within **20 days** from the date of publication of advertisement in the employment news.
6. Applications will be considered only once applicants apply through NDMA job portal (<http://ndma.gov.in>). No other means of application will be considered. For any assistance to apply online, kindly call @ 9958136496/ 9873997934.

Important note: Incomplete application will not be considered and NDMA reserves the right to reject such applications without assigning any reason.


 (Saroj Kujur)
 Under Secretary (General)

National Disaster Management Authority
Government of India

TERMS OF REFERENCE
FOR THE POSITION OF
SENIOR CONSULTANT (LIGHTNING AND RELATED HAZARD)

1.	Background	The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.
2.	Nature of Job	Contractual a) For a period of one year. Based upon annual performance contract may be extended for maximum another one year b) The consultant can be removed at any time by giving one months' notice or the consultant can also resign from assignment by giving one month notice to the competent authority. If the performance of the consultant is not satisfactory, NDMA may recommend for immediate termination of the contract
3.	Name of the Division	Policy & Planning Division
4.	Position Number	1 (one)
5.	Deliverables and timelines	<ol style="list-style-type: none">1. As the "Mitigation project for Lightning Safety" has been approved by Govt. of India.2. "Mitigation project for Lightning Safety" Consist of 50 District and 10 states, with SDMA's being the implementing agency. A robust support is required for conducting several rounds of consultation with the states/ Institutes/ stakeholders.3. Coordination with IMD- Improvement in processing capabilities by procurement of high-speed processing systems, system integration, and creating APIs interface for SDMA and DDMA's by IMD.

		<p>4. To Support in Training & Orientation Programme for MPLS Team. Preparation of training module etc.</p> <p>5. To Support in coordination with the states/ Institutes/ Stakeholders on MLSP meetings.</p> <p>6. To support in conducting meeting for the appraisal committee for approval of PPR and other meeting during the lightning season.</p> <p>7. As lightning season is at its peak by Monsoon season, several review meetings to be conducted with the states for taking stock of equipment's and preparedness by the states. A major support is required for conducting such meetings.</p> <p>8. Documentation of the and data base management, Monitoring and implementation of the lightning project.</p> <p>9. To support in preparation of SOP and review of several documents e.g. guideline for procurement of equipment's etc.</p>
6.	Education Qualification	Master's Degree in (Disaster Management, GIS, Meteorology, Atmospheric Science and Geo-physics) along with knowledge of Extreme weather events, Environmental science & Geography with expertise in GIS and Remote sensing.
7.	Experience	<ol style="list-style-type: none"> 1. Candidate should have minimum experience of 05 years in the field of GIS, Meteorology, Atmospheric Science and Geo-physics and Environmental Science. Or Disaster Management. 2. Candidate having Ph.D. Degree in the relevant filed are required. 3. Candidate must also have reasonable experience in reviewing project (DPR) and PPR, preparation of guideline and policy. 4. The duration of Research and Doctorate (PhD) will be accounted as experience.
8.	Scope of Work	Pan India
9.	Age limit	<p>50 years</p> <p>*Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired State Government employees will be same as the retired Central Government employees are entitled to when engaged as Consultants on Contract basis in NDMA*</p>

10.	Remuneration Band	Rs. 1,25,000/- per month **Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired State Government employees will be same as the retired Central and State Government employees engaged as Consultants on Contract.
11.	Reporting Mechanism	Director (Policy & Plan), NDMA

2. Precise Statement of Objective: To provide technical assistance for "Mitigation project for Lightning Safety" project / implementation of the Project throughout the 10 States and monitoring at State level/District and Panchayet level .

3. Outline of the task to be carried out: In addition to the work pertaining to deliverables and outcome of the Scheme, the following task are to be performed:

- a) Support the 50 districts in 10 states in implantation of "Mitigation project for Lightning Safety"
- b) To develop coordination mechanism with Aim of implementing Mitigation project for Lightning Safety"" at States/District level and Panchayet level.
- c) To support in coordination with Institutes like IMD, IITM, NRSC, NIDM for training and capacity building carried out by NDMA.
- d) To facilitate creation of awareness about risk of lightning hazard.
- e) During Lightning (Monsoon season) to coordinate with the states for monitoring of lightning incidence
- f) Any Parliamentary question related to the Mitigation Schemes, Budgetary related matters inputs to be furnished by Senior Consultants.

National Disaster Management Authority
Government of India

TERMS OF REFERENCE
FOR THE POSITION OF SENIOR CONSULTANT (PROGRAMME MANAGEMENT,
MONITORING AND EVALUATION)

1.	Background	The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.
2.	Nature of Job	Contractual a) For a period of one year. Based upon annual performance contract may be extended for maximum another one year b) The consultant can be removed at any time by giving one months' notice or the consultant can also resign from assignment by giving one month notice to the competent authority. If the performance of the consultant is not satisfactory, NDMA may recommend for immediate termination of the contract
3.	Name of the Division	Policy & Planning Division
4.	Position Number	One (01)
5.	Deliverables and timelines	<ul style="list-style-type: none">• Proficiency in dealing with budgetary allocation disaster preparedness, mitigation, and response.• Should be proactive in handling work related to project management.• Handle all types coordination with the States institute and Stakeholder of Lightning.• Process Monitoring and workshop activities, collaborate with all the concerned division and present quarterly report• Documentation of the lightning project and evaluation and Utilization Certificates

		maintenance of all budgetary details will be maintained by the Senior consultant
6.	Education Qualification	Post Graduate Degree /PG Diploma/ MBA/Master Degree in Environmental Science/Bio-Science/ Disaster Management from a recognized University/ Institution.
7.	Experience	<ol style="list-style-type: none"> 1. Minimum 5 years of experience in handling all types of Projects, Monitoring, Evaluation Budget, etc., within a Central or State Government Ministry/Department, PSU, Autonomous Body. 2. Should have working knowledge of Project implementation proficient in computer applications such as MS Word, MS Excel, and MS PowerPoint. and a strong understanding of Project functionality platforms and related tools is essential. 3. The duration of Research and Doctorate (PhD) will be accounted as experience
8.	Job Description	To Monitor and Evaluate the Mitigation project for Lighting safety its budget utilization and coordination with respective states related works with the project.
9.	Scope of Work	Pan India
10.	Age limit	<p>50 years</p> <p>*Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired State Government employees will be same as the retired Central Government employees are entitled to when engaged as Consultants on Contract basis in NDMA*</p>
11.	Remuneration Band	<p>Rs. 1,25,000/- per month</p> <p>**Remuneration, Allowances, leave entitlements, Maximum term of appointments in respect of retired State Government employees will be same as the retired Central and State Government employees engaged as Consultants on Contract.</p>
12.	Reporting Mechanism	Director (Policy & Plan), NDMA

National Disaster Management Authority
Government of India

TERMS OF REFERENCE
SENIOR CONSULTANT (Awareness)

Position – Senior Consultant (Communication and Awareness)

1.	Name of the Division	Policy & Planning Division
2.	Name of Post	Senior Consultant (Communication and Awareness)
3.	Education Qualification	Post Graduate Degree /PG Diploma in Mass Communication/ Journalism/ Print & Electronic Media from a recognized University/ Institution.
4.	Position Number	One (01)
5.	Job Description	To oversee all campaign operations and develop a cohesive campaign strategy and vision that effectively promotes the Lightning Hazards Campaign, enhances public awareness and drives engagement across target audiences.
6.	Experience	<ol style="list-style-type: none">1. Minimum 10 years of experience in handling all types of media activities and awareness campaigns, including Electronic and Print Media, outdoor media activities etc., within a Central or State Government Ministry/Department, PSUs, Autonomous Body or a reputed mass media organization.2. Should have working knowledge of media creatives development, proficiency in graphic design software (e.g., Adobe Creative Suite, Canva, CorelDRAW, Illustrator etc.).3. At least one year experience of Awareness in Disaster Management in Central Government or State Government.
7.	Scope of Work	Pan India
8.	Age limit	The maximum - 50 years
9.	Duration of Assignment	<p>Contractual</p> <ol style="list-style-type: none">a) For a period of one year. Based upon annual performance contract may be extended for maximum another one yearb) The consultant can be removed at any time by giving one months' notice or the consultant can also resign from assignment by giving one month notice to the competent authority. If the performance of the consultant is not satisfactory, NDMA may recommend for immediate termination of the contract

10.	Deliverables and timelines	<ul style="list-style-type: none"> • Develop strategic media and communication plans to raise public awareness on disaster preparedness, mitigation, and response. • Conceptualize, innovate, design, and develop IEC materials for awareness generation across various media platforms. • Handle all types of media awareness activities, including social media, electronic and print media, and outdoor media campaigns. • Process proposals related to awareness generation activities. • Design creative graphics, illustrations, and visuals for social media platforms. • Manage the aesthetics and layout of digital content across various platforms. • Collaborate with the team to execute social media campaigns effectively. • Ensure consistency in branding and messaging in line with the organization's communication guidelines. • Perform any other tasks incidental or consequential to the above duties, as assigned from time to time.
11.	Remuneration Band	Rs. 1,25,000/- per month
12.	Reporting Mechanism	Director (Policy & Plan), NDMA

National Disaster Management Authority
Government of India

TERMS OF REFERENCE
Young Consultant

Position – Young Consultant

1.	Name of the Division	Policy & Planning Division (Lightning)
2.	Name of Post	Young Consultant
3.	Education Qualification	Post Graduate Degree in Disaster Management/Bio-Science / Forestry/ Agriculture/ Environmental Science/ Atmospheric Science/ GIS/ Geography and Geology Climatology from recognized University
4.	Position Number	two (02)
5.	Job Description	Support NDMA's in implementation of Mitigation project for Lightning Safety in 10 States and 50 Districts.
6.	Experience	Fresher with Zero to one year in relevant field like Post Graduate Degree in Disaster Management/Bio-Science / Forestry/ Agriculture/ Environmental Science/ Atmospheric Science/ GIS/ Geography and Geology Climatology recognized University Content Writing or related field.
7.	Scope of Work	Pan India
8.	Age limit	The maximum - 35 years
9.	Duration of Assignment	<p>a) For a period of one year. Based upon annual performance contract may be extended for maximum another one year.</p> <p>b) The young professional can be removed at any time by giving one months' notice or the young professional can also resign from assignment by giving one month notice to the competent authority. If the performance of the young professional is not satisfactory, NDMA may recommend for immediate termination of the contract</p>
10.	Deliverables and timelines	<ul style="list-style-type: none">• To support NDMA's in disaster risk reduction, preparedness, and resilience.• To assist in the planning, execution, and ground-level implementation of Lightning and Project and support for field-level activities.• To act as a communication point of contact for regional or thematic campaigns, providing

		support in tracking, reporting, and stakeholder engagement. <ul style="list-style-type: none"> • To support in Documentation, conducting meeting. Coordination.
11.	Remuneration Band	Rs. 35,000/- per month
12.	Reporting Mechanism	Director (PP), NDMA
