



F. No. 01-37/2023-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700



Dated: 18th May, 2026

Sub: Advertisement for the position of Lead Consultant (Mock Exercises & Incident Response System), Senior Consultant (Mock Exercises Critical Infrastructure and Key Installations) and Senior Consultant (Operations) 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.	Lead Consultant (Mock Exercises & Incident Response System)	Contractual	01 (One)	Essential: - Master's Degree in Disaster Management. Desirable: - M.Phil or Ph. D in Disaster Management. For Retired Government employees Essential: - Retired Government employee with Grade Pay of Rs.10,000 (pre revised) / Level – 14 (7 th CPC) and above with 10 year experience in the relevant field in India Army, Indian Air Force, Indian Navy, Indian Coast Guard or Marine Police. Candidates with experience in handling disaster situations would be preferred.	Essential: - • Minimum 10 years post qualification experience, in response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level. Desirable:- • Course Coordinator/ Instructional abilities. • Knowledge of international best practices in disaster management. • Experience of preparing guidelines, manuals and SOPs. • Experience of conducting workshops and seminars at Central and State Government level.	62 years for Lead consultant (retired Govt. employee, maximum age limit is 62 years)
2.	Senior Consultant (Mock Exercises Critical Infrastructure and Key Installations)	Contractual	02 (Two)	Essential: - Master's Degree in Disaster Management. Desirable :- M.Phil or Ph.D in Disaster Management. For Retired Government employees Essential: - Retired Government employee with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7 th CPC) and above with experience in India Army, Indian Air Force, Indian Navy, Indian Coast Guard or Marine Police or in the relevant field. Candidates with experience in handling disaster situations would be preferred.	Essential: - • Minimum 05 years post qualification experience, in response and relief operations during disasters, coordinating and managing first responders and DM related training both at policy and field level. Desirable:- • Course Coordinator/ Instructional abilities. • Knowledge of international best practices in disaster management. • Experience of preparing guidelines, manuals and SOPs. • Experience of conducting workshops and seminars at Central and State Government level.	50 years for Senior Consultant (retired Govt. employee, maximum age limit is 62 years)

3.	Senior Consultant (Operations)	Contractual	01 (One)	Essential :- Master's Degree in Disaster Management. For Retired Government employees Essential: - Retired Government employee with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with experience in the relevant field	Essential:- <ul style="list-style-type: none"> • Minimum 05 years post qualification experience in the field of Disaster Management. Desirable :- <ul style="list-style-type: none"> • Knowledge of Disaster Management Framework in the country. • Experience of working with Ministries / Govt. departments. • Knowledge of international best practices in disaster management. • Experience of preparing guidelines, manuals and SOPs. • Experience of conducting workshops and seminars at Central and State Government level. 	50 years for Senior Consultant (retired Govt. employee, maximum age limit is 62 years)
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2. **Remuneration Band** Rs. 2,00,000 - 2,50,000/- per month for Lead Consultant & Rs. 1,25,000 - 1,75,000/- per month for Senior 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 on NDMA website.

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.

(Abhishek Biswas)
Under Secretary (Admn)

**Terms of Reference
for the position of
Senior Consultant (Operations)
in Ops Division**

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 Individual Senior Consultant to be engaged initially for 3 years for providing services on specific projects as per requirement of the Division. Year to Year continuation is subject to performance review during these three years. It is a full time engagement and Senior Consultant shall not take up any other assignment during the period of consultancy with NDMA.
3	No. of Position	One (01)
4	Job Description	Senior Consultants need to provide specialist inputs in relevant areas of disaster management. They also need to provide domain specific technical assistance in formulation of guidelines and in conduct of subject related training.
5	Task, Responsibilities & Deliverables	<ul style="list-style-type: none"> • For preparedness and capacity building of states/Uts/District/Organization by way of conduct of Mock exercise and IRS training • To build capacities and generate awareness of Critical Infrastructure and Key Installations and all stakeholders through structured awareness programmes, including Integrated Symposiums, for both on-shore and off-shore hazards / disasters. • Conduct of Incident Response Training (IRS) training and awareness modules for Critical Infrastructure and Key Installations. • Assist in including the Emergency Response Plan of critical infrastructure and key installation in that of DM plan of Ministries / Deptts / Organizations / State / UT / Distt, supported by awareness workshops, Integrated Symposiums and conduct Mock Exercises (ME) and Table Top Exercises (TTEEx) at Critical Infrastructure and Key Installations and on specific hazard vulnerability of States/UTs..

- Assist in conduct of International Disaster Management Exercises and awareness-oriented Integrated Symposiums with specific reference to Critical Infrastructure and Key Installations.
- Coordinate with States / UTs, Central Ministries and other agencies on DM related issues including awareness generation and capacity building initiatives.
- Assist in national / international response and relief activities.
- Liaise and coordinate with Ministry of Home Affairs, Ministry of Civil Aviation, Ministry of Science & Technology, Ministry of Defence, Ministry of Civil Aviation, Ministry of Family and Welfare, Ministry of Environment & Forest and Climate Change and other concerned Ministries / Deptts / Organizations / States / UTs and other similar placed agencies on issues related to awareness, preparedness, capacity building, response and relief.
- Assist in capacity building **and awareness generation** of SDRF and other first responders.
- Conduct response & relief related training **and awareness programmes, including Integrated Symposiums**, at various levels including premier training institutions in the country.
- Study preparedness, response and relief operations during major disasters in the country to document best practices **for dissemination through awareness platforms** and formulate case studies.
- Ensure updation and periodic review of Disaster Management Plans, Crisis Management Plans, SOPs, Guidelines, Prevention, Preparedness, Mitigation **and awareness-centric capacity building activities** as envisaged in DM Act 2005, NDMP, National Policy on DM and guidelines issued by NDMA.
- Strengthening SDRF and setup co-ordination with NDRF.
- Support the state for strengthening of SEOC and DEOCs.
- Prepare briefing regarding particular States/UT for Ops Division and Member/ Secretary NDMA on short notice when asked for.

- Monitor and report progress on matters related to NDRF, CAPFs, MHA and other Ministries.
- Coordinate various issues with States/ UTs and organizations like NDRF, SDRF, FS, HG, CD, NCC, NYKS etc.

- Assist and advice in raising, training & equipping of NDRF Bns at National level and SDRF at State level.
- Deal with matters related to capacity building and training of Civil Defence, Home Guards, NCC, NYKS etc.
- Coordinate Community awareness programs through NDRF, Civil Defence and other community volunteers.

		<ul style="list-style-type: none"> Assist in formulation and review of policies pertaining to preparedness, response & relief.
6	Education & Qualification	<p>Essential :-</p> <ul style="list-style-type: none"> Candidate should in a possession of Master's Degree in Disaster Management <p>or</p> <ul style="list-style-type: none"> Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) or above and have experience in the relevant field.
7	Relevant Work Experience & Competencies	<p>Essential</p> <ul style="list-style-type: none"> Minimum 05 years post qualification experience in the field of Disaster Management. Retired Government employee must have experience in the relevant field. <p>Desirable</p> <ul style="list-style-type: none"> Knowledge of Disaster Management Framework in the country. Experience of working with Ministries / Govt. departments. Knowledge of international best practices in disaster management. Experience of preparing guidelines, manuals and SOPs. Experience of conducting workshops and seminars at Central and State Government level.
8	Age limit	<p>50 Years, (62 years in respect of retired Govt. Officials)</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	<p>Rs.125000-175000/- per month./-</p> <p>**Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central & State Government employees engaged as Consultant on Contact basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020 **</p>
11	Reporting Mechanism	<p>The Senior Consultant will report to the Operations Division, NDMA.</p>
12.	Termination of Contract	<p>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, their continuation in their respective position beyond the first and second year would be contingent on a satisfactory Annual performance Review based on clarity defined Key Performance Indicators. However, no extension will be given beyond the age of 65 years.</p>