



F. No. 01-12/2023-Admn
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700



Dated: 19th May, 2026

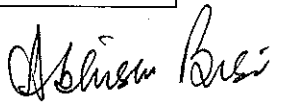
Sub: Advertisement for the position of Senior Consultant (Community Based Disaster Risk Reduction) in National Disaster Management Authority (NDMA) on contract basis.

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 (Community Based Disaster Risk Reduction)	Contractual	01 (one)	Essential:- Master Degree in the field of Social Science/ Science/ Disaster Management/ Two years PG Diploma in Disaster Management. Desirable:- Candidates with M.Phil or Ph.D in a relevant field will be given more weightage in the process of selection. For Retired Government employees Essential: - • Retired Government Servants should have experience of 5 years in Scale 11 (as per Seventh CPC).	<ul style="list-style-type: none">• A minimum of 5 years of work experience in the area of CBDRR.• The applicant must have worked with a government agency or public/private sector organization or an international agency in a role related to CBDRR.• The applicant with knowledge, familiarity and exposure to CBDRR/ disaster management frameworks at various levels.• Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.	50 years for Senior consultant (retired Govt. employee, maximum age limit is 62 years)

- Remuneration Band** Rs. 1,25,000/- to Rs. 1,75,000/- 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.
- 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>.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- Interested individuals may apply for the position online through NDMA website within **20 days** from the date of publication of advertisement on NDMA website.
- 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 – Community Based Disaster Risk Reduction (CBDRR)
in CBT 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 Consultants will be engaged initially for 3 years. 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. No extension will be given beyond the age of 65 years.
3	No. of Position	01 (One)
4	Job Description	Senior Consultant (CBDRR) shall deal with all matters under the broad framework of CBDRR, undertake a holistic approach for disaster management through community, local bodies & NGOs, and extend technical support to NDMA
5	Task, Responsibilities & Deliverables	The Senior Consultant will work under the overall supervision of the CBT Division and will perform the following tasks: <ul style="list-style-type: none"> • To monitor CBDRR activities and its developments at District, State/UT, National and International level and report to CBT Division of NDMA. • To prepare National DM Guidelines on CBDRR, to implement the Guidelines at National level, and to ensure implementation of the Guidelines by other stakeholders: • To provide technical support to strengthen CBDRR in the country and strategies for its implementation;

		<ul style="list-style-type: none"> • To carryout training needs assessment for CBDRR and suggest way forward. • To prepare schemes/projects, IEC materials, etc related to CBDRR. • To prepare training curriculum & modules, background notes, concept papers, agenda, schedule, & reports, etc for sensitization programmes, training, workshop, conferences and awareness programmes etc. • To organize training, workshop, conferences and awareness programmes. • To organize sensitization programmes for Parliamentarians and Legislators on CBDRR once in a year. • To prepare a compendium of best practices adopted by various stakeholders. • To work in close coordination with NGO Coordination Centres formed at District & State/ UT level. • To liaise with Nodal Ministries/ Departments at National & State/ UT levels for implementation of CBDRR principles at all levels; • Any other task assigned by the CBT Divisions, NDMA.
6	Education & Qualification	<ul style="list-style-type: none"> • Essential Qualifications: Master Degree in the field of Social Science/ Science/ Disaster Management/ Two years PG Diploma in Disaster Management. • Desirable Qualifications: Candidates with M.Phil or Ph.D in a relevant field will be given more weightage in the process of selection.
7	Relevant Work Experience	<ul style="list-style-type: none"> • A minimum of 5 years of work experience in the area of CBDRR. Retired Government Servants should have experience of 5 years in Scale 11 (as per Seventh CPC). • The applicant must have worked with a government agency or public/private sector organization or an international agency in a role related to CBDRR. • The applicant with knowledge, familiarity, and exposure to CBDRR/disaster management frameworks at various levels. • Both the educational qualifications and work experience together must prove credentials of the applicant as an established expert in the field.

8	Functional Competencies	<p>This position requires following demonstrated functional competencies</p> <ul style="list-style-type: none"> • Promoting the vision of NDMA • Strong inter-personal and communication skills. • Advising, leading and supervising. • Formulating concepts and strategies. • Ability to work in a team situation. • Ability to work closely with other stakeholders. • Proactive engagement and dialogue. • Strategic advice and communication.
9	Age limit	50 Years, (62 years in respect of retired Govt. Officials).
10	Remuneration Band	<p>Rs .1,25,000 – Rs.1,75,000/-</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	The Consultant will report to the concerned Member/ Advisor level officer/ Divisional Head.
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, 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.</p>