



NATIONAL DISASTER MANAGEMENT AUTHORITY
Ministry of Home Affairs, Government of India
NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)
Wing 14, First Floor, NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi-110 029
☎ : 011-26701744, ☎ : 011-26714321



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PMU, NCRMP, NDMA invites applications from eligible persons for the following posts/ positions to be filled up on contract basis. The contract will be for one year initially and may be extended with mutual consent based on need and performance by not more than one year at a time up to closure of NCRMP Phase-II, whichever is earlier. Educational qualifications and experience required are given in the table below.

S. No.	Job Title	Educational Qualifications	Post Qualification experience
(1)	(2)	(3)	(4)
1.	Engineering Specialist	Essential : (a)M. Tech. in Structural Engineering from a recognised university . (b) Working knowledge of MS Office (Excel/Word/Powerpoint). Desirable : Persons with 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 weightage.	Essential : 5-10 years practical experience in Construction works namely, Building works, Road works, Bridge works, Embankment works, Underground cabling works and retrofitting works for various infrastructures (from earthquake point of view). Desirable : Familiarity with World Bank Procurement Guidelines/Regulations/ Procurement Plan, Experience with Externally Aided Projects/World Bank aided Project.
2.	Financial Specialist	Essential : Qualified Chartered Accountant/Cost Accountant/M.B.A. (Finance)/M.Com. Desirable : Persons with 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 weightage.	Essential : 5-10 years practical experience in the maintenance of accounts, monitoring of expenditure and forecasting of the budget requirements. Experience in Govt. financial procedure and reporting , working knowledge of MS Office (Excel/Word/Power Point). Desirable : Familiarity with World Bank Procurement Guidelines/Regulations/ Procurement Plan, Experience with Externally Aided Projects/World Bank aided Project and Experience in Procurement/ Contract Evaluation. Familiar with the use of off the shelf accounting packages.

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S. No.	Job Title	Educational Qualifications	Post Qualification experience & Expectations
(1)	(2)	(3)	(4)
3.	Environment Specialist	<p>Essential: Should possess a Master`s Degree in Environmental Science/Ecology and Environment or Engineering familiar with National Environmental regulation and on procedures/practices of Ministry of Environment Forests, Govt. of India</p> <p>Desirable: Persons with 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 weightage.</p>	<p>(a) Should have 5-10 years post qualification experience in similar assignments.</p> <p>(b) The specialist selected will need to demonstrate experience and expertise in the areas of:</p> <p>(i) Environmental regulations relevant to the project.</p> <p>(ii) Environmental assessment of urban and rural infrastructure/ development projects.</p> <p>(iii) Preparation and management of project specific Environment Management Plans.</p> <p>(iv) A reasonably high level of written and oral communication skills.</p> <p>(vi) Familiarity with the environmental safeguard policies of the World Bank and experience with externally aided projects and knowledge/proficiency to deal with GIS Maps will be desirable.</p> <p>(vii) Experience and capability to conduct and analyse SIA/EIA.</p> <p>(viii) Working knowledge of MS Office (Excel/Word/Powerpoint).</p> <p>(ix) Familiarity with Environment and Social Framework of the World Bank.</p> <p>Desirable : Familiarity with World Bank's Procurement Regulations.</p>
4.	Social Management Specialist	<p>Essential : Should possess a Master`s degree in Social Sciences preferably in social work/ Sociology/ Rural Management. Knowledge of computer applications to manage data base and generation of reports.</p> <p>Desirable : Persons with 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 weightage</p>	<p>Essential : Should have 5-10 years of professional experience in the areas of land acquisition, involuntary resettlement, consultation and participation, socio-economic surveys, livelihoods/social capital restoration monitoring and evaluation of social development activities, and also preferably disaster management and experience in conducting capacity building/shelter level/community level training.</p> <p>(ii) Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.</p> <p>(iii) Working knowledge of MS Office (Excel/Word/Powerpoint)</p> <p>Desirable : Familiarity with World Bank's Procurement Regulations, Familiarity with Environment and Social Framework of the World Bank.</p> <p>(ii) Experience in conducting ESIA.</p>

S. No.	Job Title	Educational Qualifications	Post Qualification experience & Expectations
5.	Project Coordinator (NSRMP, Web-DCRA and HmRAP)	<p>Essential : Masters degree in Disaster Management/ Geography/ GIS and Remote Sensing/ Seismology/ Earthquake Engineering or any other related field.</p> <p>Desirable : Persons with 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 weightage.</p>	<p>Essential : 5-10 years experience in managing Disaster Risk Management (DRM) projects, (ii) Essential coordination and communication skills, to facilitate interactions between multiple stakeholders and drive consensus is a must, (iii) Experience of working with Disaster Risk Management agencies and departments of the Government of India or in any State governments and (iv) Past experience of conducting Disaster Risk Assessments and developing Risk Management Projects.</p> <p>Desirable : Familiarity with World Bank's Procurement Regulations/ Procurement Plan.</p>

3. **Age and Remuneration :**

Name of the Position	Post qualification experience (in years)	Upper Age (limit)	Remuneration Band (in ₹)
(1)	(2)	(3)	(4)
Consultant (Grade – II)	5 – 10	50 Years	1,25,000 – 1,75,000

☞ **Note :**

(a) Essential/ desirable educational qualifications and experiences will be verified with original certificates.

(b) The Selection Committee shall fix the consolidated remuneration for the position based on the education, experience and remuneration being drawn presently/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowances will be allowed.

4. Interested individuals may send their application in the prescribed proforma for the above posts along with self attested copies of certificates establishing educational qualification, age, experience, remuneration/ pay etc. addressed to the Project Accountant/ Administrative Officer, National Cyclone Risk Mitigation Project, National Disaster Management Authority, Government of India, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110 029 on or before 6th July 2020 . Format of application and the detailed Terms of Reference for each post is given below.

Proforma for application

Affix singed
Passport size
(5cm x 7cm
approx.) copy
of recent
photograph

1. Advertisement No. and title of Post applied for :
2. Name (in Block letters) :
3. Date of Birth (Christian Era) :

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Day Month Year
4. Nationality :
5. Father`s/Spouse`s name :
6. Address for correspondence :

(Application will be rejected without contact number and e-mail)

7. Permanent Address :
- (a) Telephone Number (☎) :

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Area/STD Telephone/ Mobile Number
- (b) Email ID (✉) :

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8. Qualifications :

(a) Educational qualification.

S. No.	Course/Degree	Subject(s)	University/ Institute.	Year of passing.	Division.

- (b) Professional qualification:
- (c) Desirable :

Cont.

10. Total experience directly relevant to the post applied (in months) :
11. Total employment experience and details (in months) indicating the nature of duties and responsibilities :

S. No.	Organisation/ Institute.	Period		Nature of work.	Total remuneration drawn.	Remarks.
		From	to			

12. Desirable Experience :
13. If selected, minimum time required to join the post :
14. Present Remuneration :
15. Any other information :

Declaration

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)

Place :

Date :

Note :

- (a) All forms/ column of this application form must be filled.
- (b) Self attested copies in support of education qualification, experiences and remuneration must be attached.