




**F. No. 1-34/2019-Admn**  
**Government of India**  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
**NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029**  
**Tel. No. 26701796, 26701834 (Fax)**



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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience
1.	Consultant Grade-II (Legal)	Contractual	1	Master Degree or equivalent in Law from a recognized University. Applicants having experience as Practicing Advocate in Court of Law preferably Supreme Court/High Court is desirable.	1. Candidates should have 5-10 years and above post qualification experience in the relevant fields. 2. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>
2.	Consultant Grade-II (Museums and Cultural Heritage Sites & Precincts)	Contractual	1	<b>Essential :-</b> Master's Degree in Social Science/ Muscology/ Architecture/ Conservation/ Civil Engineering/ Design/ Disaster Management/ History/ Heritage Management Archaeology/ Urban Planning. <b>Desirable :-</b> Persons with M.Phil, Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred.	1. Candidates should have 5-10 years and above post qualification experience in the relevant fields. 2. The candidate should have post qualification experience in the field of Heritage like conservation , management of historical monuments and museums preparation of guidelines on above issues. 3. For details visit at <a href="http://ndma.gov.in">http://ndma.gov.in</a>

- Age:- Maximum 50 years (upto 62 years for retired employees from Central/ State Government)
- Remuneration Band :- Rs.1,25,000/- – 1,75,000/- pm.
- The detailed terms and conditions and eligibility criteria (educational qualification, age, experience etc) for engagement of above positions are indicated in the Term of Reference (ToR) of the above positions and may be seen on NDMA website at <http://ndma.gov.in>. NDMA reserve the right to offer lower position of Consultant if no candidate found fit for desired position of Consultant.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith 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. 011-26701796 within 30 days from the date of publication of advertisement in the employment news.

  
(Abhishek Biswas),  
Under Secretary (Adm)

## TERMS OF REFERENCE FOR CONSULTANT LEGAL (GRADE I / II)

Sl. No.	Description	Details
1.	<b>Name of Division</b>	Legal Cell, NDMA
2.	<b>Details of Post</b>	Consultant Legal (Grade-I / Grade-II)
3.	<b>Purpose of Assignment</b>	Increase in frequency of disasters in recent years has led to large no. Court Cases being filed as PIL, Writ Petitions, etc., where NDMA is being made one of the Respondents. To defend the interest of NDMA before the Court of Law, there is a requirement of Consultant (Legal) in Legal Cell of NDMA.
4.	<b>Duration</b>	Three (3) Years
5.	<b>Tasks Related to Assignment &amp; Job Description</b>	<p>The Consultant (Legal) will work as directed by NDMA to provide services in respect of legal matters of the Authority. The tasks/ job descriptions of the Consultant is as follows:</p> <ul style="list-style-type: none"> <li>(a) Advice the Authority regarding the legal procedures and practices (e.g. Policies, Rules, Regulations, Arbitration and any other relevant law);</li> <li>(b) Timely preparation/submission of reply / counter affidavit before the Court of law and liaison with the Govt. Counsels and other stakeholders.</li> <li>(c) Assist the Authority in preparation of legal documents/ counter affidavit/ brief</li> <li>(d) Legal Scrutiny of documents given by the Authority;</li> <li>(e) Close monitoring of the cases in various Courts and submit a monthly updated status;</li> <li>(f) Appearing before the Courts and any quasi-judicial body, public authorities and other officers as representative of NDMA;</li> <li>(g) Liaison with concerned SG/ASG/CGSC and provide legal submissions and vetting thereof on behalf of the Authority;</li> <li>(h) Liaison with Ministries/Departments and States / UTs on any legal matter;</li> <li>(i) Strong communication, analytical and drafting skills.</li> <li>(j) Any other work relating to legal matters as per requirement by NDMA.</li> </ul>

6.	<b>Qualifications and Competencies</b>	<p>Bachelor's Degree for Consultant (Grade I)/ Master Degree for Consultant (Grade II) or equivalent in Law from a recognized University. Applicants having post-qualification experience are mentioned at Sl. No. 7.</p> <p>Applicants having experience as Practicing Advocate in a Court of Law preferably Supreme Court/High Court is desirable.</p>															
7.	<b>Remuneration, Age and experience</b>	<table border="1" data-bbox="643 499 1489 779"> <thead> <tr> <th data-bbox="643 499 846 617">Name of the Position</th> <th data-bbox="846 499 1060 617">Post-qualification experience</th> <th data-bbox="1060 499 1190 617">Upper age limit</th> <th data-bbox="1190 499 1489 617">Remuneration (in Rs.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="643 617 846 699">Consultant (Grade I)</td> <td data-bbox="846 617 1060 699">3-5 yrs</td> <td data-bbox="1060 617 1190 699">45 yrs</td> <td data-bbox="1190 617 1489 699">75,000 -1,00,000</td> </tr> <tr> <td data-bbox="643 699 846 779">Consultant (Grade II)</td> <td data-bbox="846 699 1060 779">5-10 yrs</td> <td data-bbox="1060 699 1190 779">50 yrs</td> <td data-bbox="1190 699 1489 779">1,25,000 - 1,75,000</td> </tr> </tbody> </table>				Name of the Position	Post-qualification experience	Upper age limit	Remuneration (in Rs.)	Consultant (Grade I)	3-5 yrs	45 yrs	75,000 -1,00,000	Consultant (Grade II)	5-10 yrs	50 yrs	1,25,000 - 1,75,000
Name of the Position	Post-qualification experience	Upper age limit	Remuneration (in Rs.)														
Consultant (Grade I)	3-5 yrs	45 yrs	75,000 -1,00,000														
Consultant (Grade II)	5-10 yrs	50 yrs	1,25,000 - 1,75,000														

(ToR as on 07/08/2020)

**Application of engagement as Consultant Grade-II (Legal) in the National Disaster Management Authority (NDMA).**

1. Name: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Male/Female: \_\_\_\_\_

5. Domicile: \_\_\_\_\_

6. Nationality: \_\_\_\_\_

7. Mailing Address (with Tel./Mob. No. and email address) \_\_\_\_\_

8. Permanent Address: \_\_\_\_\_

9. Educational qualification:

Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Division/ Class

10. Work Experience:

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	to		

11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: \_\_\_\_\_

12. Whether SC/ST/OBC:

13. Reference

(i) (ii)

(Signature)

Date: \_\_\_\_\_

Mobile No: \_\_\_\_\_

e-mail address: \_\_\_\_\_

## TERMS OF REFERENCE

### Consultant – Grade – II (Museums and Cultural Heritage Sites <sup>&</sup> and Precincts)

1.	<b>Name of the Division</b>	PP Division
2.	<b>Purpose of the assignment</b>	<ul style="list-style-type: none"><li>• To assist NDMA in facilitating the implementation of guidelines on Disaster Risk Management of Museums &amp; Cultural Heritage Sites and Precincts in the country.</li><li>• To provide technical support in the field and</li><li>• To identify specific areas of intervention for developing programmes and projects for efficient disaster risk management of Museums &amp; Cultural Heritage Sites and Precincts in the Country.</li></ul>
3.	<b>Duration</b>	Consultant will be engaged for a fixed period but not exceeding 3 years.
4.	<b>Remuneration Band</b>	Rs. 1,25,000/- – Rs. 1,75,000/- per month
5.	<b>Qualifications and Competencies:</b>	
	a. Academic	<p><b>Essential:</b> Master's Degree in Social Science/ Museology/ Architecture/ Conservation/ Civil Engineering/ Design/ Disaster Management/ History/ Heritage Management/ Archaeology/ Urban Planning.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Persons with M. Phil., 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.</li></ul>
	b. Work experience	<p><b>Post qualification experience:</b> 5-10 years</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• The candidate should have post qualification experience in the field of Heritage like conservation,</li></ul>

		<p>management of historical monuments and museums, preparation of guidelines on above issues.</p> <ul style="list-style-type: none"> <li>• Experience in the field of disaster management is desirable but not mandatory.</li> </ul>
	c. Age Limit (Upper)	<p>50 years.</p> <p>For retired employees from Government (Central or State), the upper age limit shall be 62 years.</p>
6.	<b>Background of the assignment</b>	<ul style="list-style-type: none"> <li>• NDMA, as the apex body of Disaster Management in the country, is mandated to lay down the policies, plans and guidelines for disaster management to ensure timely and effective response to disasters.</li> <li>• NDMA engages Consultants for specialist inputs in relevant discipline/ areas of disaster management. They are supposed to provide domain specific technical assistance in formulation/ revision of guidelines and conduct of subject related training.</li> </ul>
7.	<b>Tasks Related to Assignment</b>	<ul style="list-style-type: none"> <li>• Follow up of the implementation of national guidelines on Museums &amp; Cultural Heritage Sites and Precincts.</li> <li>• Coordination with all the stakeholders by evolving a monitoring mechanism for effective implementation of above guidelines.</li> <li>• Compilation of data from different stakeholders about different aspects of Museums &amp; Cultural Heritage Sites and Precincts, examination and providing necessary technical inputs for improvement in disaster risk management practices of Museums &amp; Cultural Heritage Sites and Precincts.</li> <li>• Research on international best practices in disaster risk management of Museums &amp; Cultural Heritage Sites and Precincts and suggest necessary measures in the Indian</li> </ul>

		<p>context.</p> <ul style="list-style-type: none"> <li>• Conduct trainings for preparedness and mitigation activities in Museums &amp; Cultural Heritage Sites and Precincts.</li> <li>• Evolve training material for capacity building of persons involved in disaster risk management of Museums &amp; Cultural Heritage Sites and Precincts.</li> <li>• Any other assignment/ work on the subject to be given by senior officers in NDMA.</li> </ul>
8.	<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Identifying specific areas of intervention for developing programmes and projects for efficient disaster risk management of Museums &amp; Cultural Heritage Sites and Precincts in the country.</li> <li>• Formulation of strategies for better disaster risk management of Museums &amp; Cultural Heritage Sites and Precincts in the country.</li> </ul>
9.	<b>Reporting Mechanism</b>	Consultant shall report to Adviser, NDMA.
10.	<b>Schedule of Completion of Tasks</b>	The tasks are to be done in a time-bound manner.
11.	<b>Support or inputs to be provided by NDMA to facilitate the Consultancy</b>	Adviser and Members, NDMA will provide guidance to the Consultant.
12.	<b>Note</b>	Where the Vice Chairman/Member Secretary is of the opinion that it is necessary or expedient to do so, he/she may relax any of the provisions.

**Application of engagement as Consultant Grade-II (Museums and Cultural Heritage Sites & Precincts) in the National Disaster Management Authority (NDMA).**

1. Name: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

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Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Division/ Class

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11. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated: \_\_\_\_\_

12. Whether SC/ST/OBC:

13. Reference

(i)           (ii)

(Signature)

Date: \_\_\_\_\_

Mobile No: \_\_\_\_\_

e-mail address: \_\_\_\_\_