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

Advertisement for the position of Consultant (Awards) in National Disaster Management Authority (NDMA) on contract basis.

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	**Consultant (Awards)**	**Contractual**	**01 (One)**	**Essential:-** Masters in any field from recognized University. **Desirable:-** Master in Data Science **For Retired Government Employees Essential:-** Retired Government employee with Grade pay of Rs.8700 (pre-revised)/ Level-13 (7th CPC) and above.	• Experience of 03 years similar work/ portfolio with any Government organization will be preferred. • Work experience in handling independent data driven human resource quality control management assignments. • Proficient in Database Management, Data Analysis, Data Visualization, MS Office Suite, Google Docs and Forms. • Problem Solving and analytical skills. • Good communication skills both verbal as well as written.	**40 years for** Consultant (In case of retired Govt. employee, maximum age limit is 62 years).

2. **Remuneration Band :** Rs. 75,000/- - Rs. 1,00,000/- for 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 @ 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)

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