



F. No. A-17/1/ 2020-Admn  
Government of India

# National Disaster Management Authority

NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110029

Tel. No. 26701700



**Sub: Advertisement for the position of Consultant 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.	Consultant (Human Resource)	Contractual	1 (One)	<b>Essential :-</b> Master's degree required preferably in Human Resources, Psychology, Business or any relevant fields.	<ul style="list-style-type: none"><li>● 4+ years of relevant work experience in HR Management.</li><li>● Knowledge of employee labour laws and statutory HR compliances.</li><li>● Proficiency in developing and executing processes across the entire employment lifecycle.</li><li>● The applicant should have preferably worked with a government agency, leading regional/ international organization, or a public sector agency.</li></ul>	40 Years for Consultant (In case of retired Central Govt. employee, it shall be as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020.

**2. Remuneration Band** Rs. 75,000/- to 1,00,000/- pm for Consultant. Remuneration in respect of retired Central 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) of the above position 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 send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of 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. 011-26701700 **within 20 days from the date of publication of advertisement in the Employment News.**

EN 9/40

(Abhishek Biswas)  
Under Secretary (Admn)