

**National Institute of Disaster Management  
(Ministry of Home Affairs)**

**VACANCY ANNOUNCEMENT**

Date: 09.12.2020

Applications are invited for the following positions in the National Institute of Disaster Management, New Delhi on purely contractual basis:

Sno.	Designation	No. of Positions	Division/ Section/ Cell	Remuneration p.m. (Rs.)
1.	Web-Developer	1	IT	50,000/-
2.	Consultant (Web-Designing)	1	IT	50,000/-
3.	Consultant (Publication)	1	Publication	50,000/-
4.	Consultant (HR)	1	Admin	50,000/-
5.	Jr. Consultant (Audio-visual Media)	1	Training	41,000/-
6.	Jr. Consultant (Accounts)	1	Accounts	41,000/-
7.	Jr. Consultant (Publication)	2	Publication	41,000/-
8.	Jr. Consultant (Training)	1	Training	37,500/-
9.	Jr. Consultant (Coordination)	2	JD Secretariat/ Administration	37,500/-
10.	Jr. Consultant (HR)	1	Admin	37,500/-
11.	Jr. Consultant (Admin)	1	Admin	37,500/-
12.	Jr. Consultant (IT)	1	IT	37,500/-
13.	Store Keeper (IT)	1	IT	25,000/-
14.	Videographer	1	Training	25,000/-

2. The detailed terms of reference for the above positions and prescribed format of application are enclosed.

3. Interested candidates may send their application in the prescribed format with superscription "**Application for the post of \_\_\_\_\_**". Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs, A-wing, 4th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001** and must reach latest by **31.12.2020**.

4. Soft copy of the application may also be sent through email at **career.nidm@gmail.com**

**Executive Director  
NIDM**

## **Terms of Reference for the position of Web-Developer**

### **Duties & Responsibilities**

- To ensure proper functioning of hardware, software, installation, operation, hosting, designing, maintenance, migration, backup, security audit, troubleshooting, bug fixing and Search Engine Optimization (SEO) of NIDM portals(s)/website(s) in Windows Environment (IIS, .Net, MS-SQL).
- To ensure development of NIDM portal(s)/website(s) in compliance of Guidelines for Indian Government Websites (GIGW).
- Technical support, training and resolution of queries of different users of NIDM portals(s)/website(s).
- To coordinate & liaison with various stakeholders and external agencies.
- To update & maintain social media accounts of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Postgraduate in Computer Applications/ Science or Bachelor of Technology/ Engineering from a recognized University/Institution.
- Minimum 4 years of experience in developing interactive portals(s)/ website(s) in Windows Environment (IIS, .Net, MS-SQL).
- Excellent communication (both English and Hindi) and interpersonal skills.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 45 years

#### **Remuneration**

- Rs. 50,000/- per month (Consolidated)

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

At present the institute is hosted in the Ministry of Home Affairs building at Jai Singh Road, New Delhi, but in the process of shifting to its own campus at Sector 29, Rohini, New Delhi shortly.

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## **Terms of Reference for the position of Consultant (Web-Designing)**

### **Duties & Responsibilities**

- To conceptualize and design structured, organized, innovative, user friendly & responsive NIDM portal(s)/website(s).
- To ensure development of NIDM portal(s)/website(s) in compliance of Guidelines for Indian Government Websites (GIGW).
- To develop and design contents for promotion of NIDM portal(s)/website(s) and capacity building activities.
- To develop and design contents for print media, social media and awareness materials viz. Logos, Advertisements, Banners, Backdrops, Presentations, Brochures, Certificates, Invitation Cards, Pamphlets etc.
- To coordinate & liaison with various stakeholders and external agencies.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Postgraduate in Computer Applications/ Science or Bachelor of Technology/ Engineering from a recognized University/Institution.
- Minimum 4 years of experience in developing/designing interactive portals(s)/ website(s).
- Knowledge of latest web programming language, Data Base Management System (DBMS) and web designing tools viz. HTML, CSS, JavaScript, Bootstrap, jQuery, AngularJS, Adobe Photoshop, Illustrator, CorelDraw and Dreamweaver etc.
- Excellent communication (both English and Hindi) and interpersonal skills.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 45 years

#### **Remuneration**

- Rs. 50,000/- per month (Consolidated)

#### **Engagement & Tenure**

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#### **Place of Posting**

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## **Terms of Reference for the position of Consultant (Publication)**

### **Duties & Responsibilities**

- To plan & supervise printing of NIDM publications and other materials viz. Annual Reports, Newsletter, Training Modules, Books, Journals, IEC Materials etc.
- To coordinate & process for printing as per Govt. rules/procedures through Tenders, Quotations, Local Purchase Committees, Govt. e-Marketplace, Central Public Procurement Portal etc.
- To supervise issues related to plagiarism, copyright, translation, proof reading, quality control, ISBN etc.
- To coordinate & liaison with various stakeholders & external agencies viz. faculty members, Govt. departments, printers, publishers etc.
- Preparation of policies & standard operating procedures for the smooth functioning of the NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/Institution.
- Minimum 4 years of experience in printing/publication/editing work.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 45 years

#### **Remuneration**

- Rs. 50,000/- per month (Consolidated)

#### **Engagement & Tenure**

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#### **Place of Posting**

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## **Terms of Reference for the position of Consultant (HR)**

### **Duties & Responsibilities**

- To plan & supervise for recruitment/engagement against various regular/contractual/outsourced/project positions in NIDM as per relevant rules & regulations.
- To coordinate & process for various HR issues viz. post creation, advertisement, shortlisting, DPC, examination, interview, appointment, contract, promotion, extension, appraisal, termination, leave, pay fixation, vigilance etc. as per Govt. rules & regulations.
- To coordinate & liaison with various stakeholders & external agencies.
- Preparation of policies & standard operating procedures for smooth functioning of the NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/Institution.
- Minimum 4 years of experience in handling examinations/ recruitment process under Govt.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 62 years

#### **Remuneration**

- Rs. 50,000/- per month (Consolidated)

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Jr. Consultant (Audio-visual Media)**

### **Duties & Responsibilities**

- To supervise, plan & process all photographic/video services for NIDM events.
- To supervise & lead documentaries, awareness and promotional advt. campaigns of NIDM.
- To propose new ideas and concepts for creating brand value, promotion and marketing of NIDM & its activities.
- To supervise maintenance of Audio-visual equipments and repository of high quality photos/videos of NIDM events.
- To ensure smooth functioning of audio/video systems of various training halls and labs (Computer, GIS, EOC, Video Conferencing) of NIDM.
- To suggest photos/video for publishing in website(s), social media, print media etc. of NIDM.
- To process files for procurement & disposal of various Audio-visual equipments of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/ Institution with specialization in Media/ Advertising/ Mass Communication.
- Minimum 2 years of working experience in the field of Audio-visual media.
- Knowledge of latest Audio-visual equipments and photo/video editing softwares.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 41,000/- per month (Consolidated)

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Jr. Consultant (Accounts)**

### **Duties & Responsibilities**

- To process various matters of accounts section relating to salary, accounting, budgeting, payments, banking, finance, audit, projects, scrutiny of proposals, procurement etc.
- To maintain files, records, registers etc. of accounts section of NIDM.
- To coordinate & liaison with various stakeholders & external agencies.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Commerce Graduate from a recognized University/Institution.
- Minimum 2 years of experience in handling accounts/ administrative matters in Govt.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including Tally, MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 41,000/- per month (Consolidated)

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Jr. Consultant (Publication)**

### **Duties & Responsibilities**

- To assist in printing of NIDM publications and other materials viz. Annual Reports, Newsletter, Training Modules, Books, Journals, IEC Materials etc.
- To assist in processing of printing as per Govt. rules/procedures through Tenders, Quotations, Local Purchase Committees, Govt. e-Marketplace, Central Public Procurement Portal etc.
- To assist in issues related to plagiarism, copyright, translation, proof reading, quality control, etc.
- To assist in liaising with various stakeholders & external agencies viz. faculty members, Govt. departments, printers, publishers etc.
- To assist in preparation of policies & standard operating procedures for smooth functioning of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/Institution.
- Minimum 2 years of experience in printing/publication/editing work.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 41,000/- per month (Consolidated)

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Jr. Consultant (Training)**

### **Duties & Responsibilities**

- To process various matters of training cell relating to training programs, webinars, seminars, conferences, training calendar, trainee database, nominations, certificates, internship etc.
- To maintain files, records, registers etc. of training section of NIDM.
- To coordinate & liaison with various stakeholders & external agencies.
- To assist in preparation of policies & standard operating procedures for smooth functioning of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/Institution.
- Minimum 2 years of experience in handling training/ administrative/ logistics matters.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Jr. Consultant (Coordination)**

### **Duties & Responsibilities**

- To assist in various administrative & financial matters relating to day to day functioning of the institute.
- To maintain files, records, registers etc. of the secretariat/ admin section.
- To prepare data, proposals, reports, minutes, orders, circulars etc. for the secretariat/ admin section.
- To coordinate & liaison with various employees, stakeholders & external agencies.
- Any other task assigned by the Executive Director, NIDM/ Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/ Institution.
- Minimum 2 years of experience in handling coordination/ administrative/ financial /public relations matters in Govt.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Jr. Consultant (HR)**

### **Duties & Responsibilities**

- To assist in recruitment/ engagement against various regular/ contractual/ outsourced/ project positions in NIDM as per relevant rules & regulations.
- To assist in processing for various HR issues viz. post creation, advertisement, shortlisting, selection committee, examination, interview, appointment, contract, promotion, extension, appraisal, termination, leave, pay fixation, vigilance etc. as per Govt. rules & regulations.
- To coordinate & liaison with various stakeholders & external agencies.
- To assist in preparation of policies & standard operating procedures for smooth functioning of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/Institution.
- Minimum 2 years of experience in handling examinations/ recruitment process under Govt.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 62 years

#### **Remuneration**

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Jr. Consultant (Admin)**

### **Duties & Responsibilities**

- To process various administrative matters relating to framing of Recruitment Rules, DPC, Court cases, General Administration matters, Vigilance matters, GFR etc.
- To maintain files, records, registers etc. of Admin section of NIDM.
- To coordinate & liaison with various stakeholders & external agencies.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- Graduate from a recognized University/Institution.
- Minimum 2 years of experience in handling administrative matters in Govt.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 62 years

#### **Remuneration**

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

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## **Terms of Reference for the position of Jr. Consultant (IT)**

### **Duties & Responsibilities**

- To ensure stock taking and maintenance of stock registers, issue registers, gate pass etc. w.r.t. various IT hardwares & softwares of NIDM.
- To perform market research, planning, installation, configuration, troubleshooting, maintenance and upgradation w.r.t. various IT hardwares, softwares and services of NIDM.
- To ensure networking (LAN, WAN, WiFi) alongwith internet connectivity at NIDM.
- To liaison with external organizations (NIC, AMC providers, Vendors & Service providers)
- To process files for AMC, project outsourcing, office automation, procurement & disposal of various IT equipments & services of NIDM.
- To provide training/support to all departments & employees of NIDM in operating IT equipments & services.
- To ensure smooth functioning of various training halls and labs (Computer, GIS, EOC, Video Conferencing) of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential:**

- Graduate in Computer Applications/ Science or Bachelor of Technology/ Engineering from a recognized University/Institution
- Minimum 2 years of experience in handling IT equipments & services viz. Hardware, Software, Networking, Procurement, Maintenance, Disposal etc.
- Excellent communication (both English and Hindi) and interpersonal skills.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 37,500/- per month (Rs. 35,000/- + Rs. 2,500/- (local conveyance))

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Storekeeper (IT)**

### **Duties & Responsibilities**

- To maintain IT Store of NIDM and perform stock taking and maintain stock registers, issue registers, gates passes etc. w.r.t. various IT hardwares & softwares of NIDM.
- To liaise with external organizations (NIC, AMC providers, Vendors & Service providers).
- To process files for procurement & disposal of various IT equipments & services of NIDM.
- To prepare various lists/reports related to IT Store of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential:**

- 10+2 from a recognized Board/Institution.
- Minimum 1 year of experience in handling/ storekeeping of IT equipments & services viz. Hardware, Software, Networking, Procurement, Maintenance, Disposal, inventory management system etc.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 25,000/- per month (Consolidated)

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

#### **Place of Posting**

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## **Terms of Reference for the position of Videographer**

### **Duties & Responsibilities**

- To attend & provide high quality photographic/ video coverage of all events of NIDM.
- To maintain Audio-visual equipments and repository of high quality photos/videos of events of NIDM.
- To ensure smooth functioning of audio/video systems of various training halls and labs (Computer, GIS, EOC, Video Conferencing) of NIDM.
- To provide photos/video for publishing in website(s), social media, print media etc. of NIDM.
- To process files for procurement & disposal of various Audio-visual equipments of NIDM.
- Any other task assigned by the Executive Director, NIDM/Reporting Officer.

### **Qualifications & Experience**

#### **Essential**

- 10+2 from a recognized Board/Institution.
- Minimum 1 year of experience as photographer/videographer.
- Knowledge of latest Audio-visual equipments & photo/video editing softwares.
- Excellent communication (both English and Hindi) and interpersonal skills.
- Knowledge of Computer Application including MS-Office, Internet, Email etc.

#### **Desirable**

- Prior working experience in Govt./Training Institute/Disaster Management.

#### **Maximum Age**

- 40 years

#### **Remuneration**

- Rs. 25,000/- per month (Consolidated)

#### **Engagement & Tenure**

Contractual basis initially for a period of one year which may be further extended/renewed as per performance, requirements at NIDM and willingness of both parties. The Institute reserves the right to terminate the services at any time without assigning any reason after giving one month's notice.

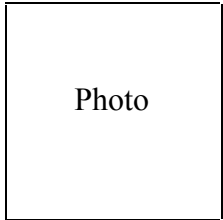
#### **Place of Posting**

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**Application for engagement as .....  
in the National Institute of Disaster Management, New Delhi**

- 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
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10. Work Experience:

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

11. Whether SC/ST/OBC:

12. Reference

- (i)
- (ii)

(Signature)

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

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

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