

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

Date: 17.01.2024

Application invited for the following Post at NIDM on Contractual basis

The National Institute of Disaster Management is seeking experienced and qualified candidates for the following positions purely on contractual basis for its campus at Rohini, Delhi:

Sno.	Position	No. of Positions	Remuneration Band per month
1.	Senior Consultant (IT)	1	Rs.1,25,000/- - Rs.1,75,000/-
2.	Consultant (E-Learning)	1	Rs.75,000/- - Rs.1,00,000/-
3.	Consultant (Publication)	1	
4.	Consultant (Legal)	1	
5.	Consultant (Content Creation)	1	
6.	Junior Consultant (Training)	1	
7.	Junior Consultant (Coordination)	1	Rs.50,000/- Rs.65,000/-
8.	Junior Consultant (Library)	1	
9.	Junior Consultant (Video Editing & Graphics)	1	
10.	Junior Consultant (Social Media Optimizer)	1	
11.	Junior Consultant (Photography & Coordination)	1	

2. The detailed Terms of Reference (ToRs) for the above positions are attached.
3. The applicants must ensure eligibility criteria before applying for any position.
4. Interested applicants are requested to apply online through https://nicforms.nic.in/nicforms_designer/nic_form_selector.php?form_id=enRhYmxlNjVhN2IoNDRIY2I5YzIwMjQwMTE3NA== or through QR Code. The confirmation mail regarding receipt of applications shall be sent by NIDM on next working day.
5. Separate applications forms may be filled for applying for multiple positions.
6. **The last date for online application is 31.01.2024 upto 23:59:59 hrs.**
7. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
8. Depending upon the no. of applications received, NIDM may fix the shortlisting / selection criteria.
9. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.
10. No TA/DA shall be paid for attending the written test / personal interaction.
11. The Consultants shall be governed under NIDM's procedure and guidelines for engagement of Consultants.
12. The remuneration may commensurate with qualifications, experience and profile of the candidate.
13. For any queries please contact at Tel: 011-20873404 or Email: hemant.nidm@nic.in



**(Executive Director)
NIDM**

**Terms of Reference
Senior Consultant (IT)**

1.	Name of the Division/ Centre/ Cell/ Section	Information Technology Cell
2.	Details of Post	Senior Consultant (IT)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To lead IT activities/staff for fostering the concerned division/centre of the Institute.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To lead IT activities/staff for fostering the concerned division/centre of the Institute. 2. To supervise procurement, maintenance & disposal of IT infrastructure & services. 3. To lead development, updations & maintenance of various portals/ websites/ apps of the Institute. 4. To supervise automation/digitization of various activities/data of the Institute. 5. To provide/arrange hand-on training for the employees of the Institute. 6. To prepare plans, SoPs, policies, reports for the IT Cell. 7. To assist CISO in implementation of cyber security measures & other IT related guidelines of the govt. 8. Any other task assigned by the Executive Director, NIDM.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Post Graduation Degree in Computer Applications/ Science/ Engineering/ IT
	(ii) Desirable	Ph.D in allied subjects
	(B) Work Experience	
	(i) Essential	<ol style="list-style-type: none"> i. Minimum 8 years of experience in leading IT & IT enabled services in Govt./Public Sector or reputed organization. ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.

	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 62 years Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Consultant on Contact basis in NIDM shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020
9.	Remuneration Band	Rs.1,25,000/- - Rs.1,75,000/- per month Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central Government employees engaged as Consultant on Contact basis in NIDM shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020
10.	Reporting Mechanism	Sr. Consultant (IT) shall report to Executive Director of NIDM
11.	Schedule of completion of Tasks	The Sr. Consultant (IT) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Sr. Consultant (IT) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.

**Terms of Reference
Consultant (E-Learning)**

1.	Name of the Division/ Centre/ Cell/ Section	E-Learning Section
2.	Details of Post	Consultant (E-Learning)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To lead the E-learning activities of the Institute.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Tasks Related to Assignment & Job Description	<p>1. Course Planning</p> <p>a). Prepare a comprehensive plan for the customization of the existing e-Learning Courses, which includes a plan for customization (Audio & Video version), time line for customization, branding, validation etc;</p> <p>b). Prepare a plan for the development of new courses, which includes identification of the themes of the new courses, development of the broad course structure and pedagogy of the new courses in consultation with experts w.r.t. cost & time line for development, branding, validation etc.;</p> <p>c). Develop annual Calendar of e-Learning course in consultation with the faculty members and ED, NIDM;</p> <p>d). Develop a strategy for branding and marketing of the courses;</p> <p>2. Course Development</p> <p>a). Identify the resource persons for customization of the existing courses and development of new courses;</p> <p>b). Develop detailed TORs for the resource persons;</p> <p>c). Monitor the development of the courses;</p> <p>d). Validate the courses through peer review, pilot testing etc.</p> <p>3. Course Delivery</p> <p>a). Select course participants, send them course materials in time, provide them the URL for logging on the course, replying to queries etc.</p> <p>b). Identify Course Coordinators, Facilitators and Assistant Facilitators for the courses, develop TORs for them;</p> <p>c). Check and monitor the online activities of participants and Facilitators daily during the course delivery and intervene and serve as a backup facilitator;</p> <p>d). Announce the results of the Courses and arrange to send the Certificates to the successful participants;</p> <p>e). Maintain trainee database.</p> <p>4. System-Development</p> <p>a). Ensure that the hardware and software for the e-Learning courses are in perfect state of operation and maintenance;</p> <p>b). Facilitate in timely completion of security audit and other IT activities of the e-Learning courses;</p> <p>c). Ensure that the Manuals and Guidelines for the planning, development and delivery of the courses are in place and these are complied with;</p> <p>d). Develop a proper system for the archival, analysis and retrieval of data</p>

		of applicants, participants, facilitators, projects, results etc;
		5. Any other tasks assigned by the Executive Director
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Post Graduation Degree in Education, Instructional Design, or related field.
	(B) Work Experience	
	(i) Essential	Minimum 5 years experience in managing e-Learning Courses
	(ii) Desirable	<ol style="list-style-type: none"> i. Experience in working in MOODLE/MOOC Learning Management Systems ii. Experience with HTML and audio and video editing software iii. Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.75,000/- - Rs.1,00,000/- per month
10.	Reporting Mechanism	Consultant (E-Learning) shall report to I/C (E-learning)
11.	Schedule of completion of Tasks	The Consultant (E-Learning) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant (Copy Editing, Proofreading & Publication activity) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.

**Terms of Reference
Consultant (Publication)**

1.	Name of the Division/ Centre/ Cell/ Section	Publication Cell
2.	Details of Post	Consultant (Publication)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To ensure the production of high-quality printed Materials and publications in adherence to established standards.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Tasks Related to Assignment & Job Description	<p>A. Printing Management:</p> <ol style="list-style-type: none"> 1. Collaborate with internal teams to understand printing requirements for various materials, including Annual Report, Tidings, brochures, Modules, reports, manuals and promotional materials. 2. Identify suitable printing vendors and manage the end-to-end printing process to ensure timely and cost-effective production. 3. Conduct quality checks to ensure that printed materials meet specified standards and requirements. 4. Plan tenders, quotations, proposals, LPCs, and GeM activities. 5. Oversee every facet of plagiarism oversight. <p>B. Publication Oversight:</p> <ol style="list-style-type: none"> 1. Work closely with printer, Faculty and staff related to printing work to coordinate the publication of various materials, ensuring accuracy and consistency. 2. Develop and implement publication schedules, considering deadlines and distribution requirements. 3. Review layouts, designs, and content to guarantee alignment with organizational branding and messaging. 4. Supervise the Distribution work of printing material among the Stakeholder and other Government department. 5. Compose letters, primary communications, lists, notes, and directives. 6. Manage ISBN-related tasks. <p>C. Proofreading and Editing:</p> <ol style="list-style-type: none"> 1. Conduct thorough proofreading of written materials to identify and correct grammatical errors, typos, and inconsistencies. 2. Provide constructive feedback on writing style, clarity, and coherence to enhance the overall quality of content. 3. Collaborate with Faculty, Social Media team and staff related to printing work to maintain a high standard of writing across all publications. <p>D. Quality Assurance:</p> <ol style="list-style-type: none"> 1. Establish and implement quality control measures to uphold the organization's standards for printed and published materials. 2. Monitor and evaluate the performance of printing and publication

		<p>vendors, providing feedback for improvement when necessary.</p> <p>E. Documentation and Reporting:</p> <ol style="list-style-type: none"> 1. Maintain detailed records of all printing and publication activities, including costs, timelines, and vendor performance. 2. Manage the file number system, monitor printing status, and oversee file processing for the department. 3. Generate regular reports summarizing key metrics, challenges, and recommendations for process enhancement. <p>F. Other:</p> <ol style="list-style-type: none"> 1. Undertake any additional tasks delegated by the higher authority.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Post Graduation Degree in Journalism and Mass Communication or English.
	(B) Work Experience	
	(i) Essential	<ol style="list-style-type: none"> i. Minimum 5 years of experience in editing or proof reading. ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.75,000/- - Rs.1,00,000/- per month
10.	Reporting Mechanism	Consultant (Publication) shall report to I/C (Publication)
11.	Schedule of completion of Tasks	The Consultant (Publication) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant (Publication) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual

Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.

Terms of Reference Consultant (Legal)

1.	Name of the Division/ Centre/ Cell/ Section	Administration Section
2.	Details of Post	Consultant (Legal)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To advice NIDM regarding the legal procedures and practices (e.g. Policies, Rules, Regulations, Arbitration and any other relevant law).
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. Advice NIDM regarding the legal procedures and practices (e.g. Policies, Rules, Regulations, Arbitration and any other relevant law). 2. Timely preparation/submission of reply / counter affidavit before the Court of law and liaison with the Govt. Counsels and other stakeholders. 3. Assist the Institute in preparation of legal documents/ counter affidavit/ brief. 4. Legal Scrutiny of documents given by the Institute. 5. Close monitoring of the cases in various Courts and submit/upload monthly updated status. 6. Appearing before the Courts and any quasi-judicial body, public authorities and other officers as representative of NIDM. 7. Liaison with concerned SG/ASG/CGSC and provide legal submissions and vetting thereof on behalf of the Institute. 8. Liaison with Ministries/Departments and States / UTs on any legal matter. 9. Any other work relating to legal matters as per requirement by NIDM. 10. Any other task assigned by the Executive Director, NIDM/Reporting Officer.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity

		6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Graduation Degree in Law
	(ii) Desirable	Post Graduation Degree in in Law
	(B) Work Experience	
	(i) Essential	i. Minimum 5 years of working experience as an Advocate ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D). Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.75,000/- - Rs.1,00,000/- per month
10.	Reporting Mechanism	Consultant (Legal) shall report to I/C (Admin)
11.	Schedule of completion of Tasks	The Consultant (Legal) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant (Legal) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.

Terms of Reference
Consultant (Content Creation)

1.	Name of the Division/ Centre/Cell/Section	Media Wing
2.	Details of Post	Consultant (Content Creation)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	The Consultant (Content Creation) will be supporting the vertical required in the Information and Public relations wing of (NIDM)
5.	Duration	The Consultancy is maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. Writing content for social media platforms, promotional films, packages produced, captions, and media campaigns. 2. Content Creation: Generating content such as developing write-ups for communication and promotional materials to be used in awareness-raising campaigns, including briefing materials, presentations, flyers, brochures, posters, leaflets, and broadcasting materials, etc. 3. Use of Content : In addition to the above, also using content for the websites of the institute as well for various social media platforms & editing 4. Proof-reading of various documents, and newsletters from time to time. 5. Any other task assigned by the Reporting Officer/Executive Director, NIDM, within or outside the duty station.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising on content creation and publicity 3. Formulating concepts, scripts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement, and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MSOffice Suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	<ol style="list-style-type: none"> i. B.A. (Hons) in English ii. Post Graduation Degree in journalism or mass communication.
	(ii) Desirable	Candidates having 60% marks and above in the Post Graduation Degree is desirable.
	(B) Work Experience	

	(i) Essential	<ul style="list-style-type: none"> i. Minimum 5 years of experience in content creation in Central/ State Government Organizations or Public Sector Undertaking or Autonomous Bodies or Research Institutes or Training Institutes. ii. Have a profound understanding of writing for television, packages, write-ups, social media content, captions GFX input as required.
	(ii) Desirable	<ul style="list-style-type: none"> i. Experience in content creation & proofreading ii. Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.75,000/- - Rs.1,00,000/-per month
10.	Reporting Mechanism	Consultant (Content Creation) shall report I/C (Media)
11.	Schedule of Completion of Tasks	Consultant (Content Creation) shall complete the assigned tasks in a time-bound manner. It is a full-time engagement and the Consultant (Content Creation) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matters related to this will be handled by Admin Section.

**Terms of Reference
Junior Consultant (Training)**

1.	Name of the Division/ Centre/ Cell/ Section	Training Cell
2.	Details of Post	Junior Consultant (Training)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To process various matters of training cell relating to training programs, webinars, seminars, conferences, training calendar, trainee database, nominations, certificates, internship, SOPs, drafting of letters etc.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To process various matters of training cell relating to training programs, webinars, seminars, conferences, training calendar, trainee database, nominations, certificates, internship, SOPs, drafting of letters etc. 2. To prepare data, proposals, reports, minutes, orders, circulars etc. for the secretariat/ Training section. 3. Preparation of action plans, presentations etc. of Training Cell. 4. To prepare various administrative & financial matters relating to day to day functioning of the institute. 5. To make various policies related to training. 6. To make standing operating procedures related to training. 7. All Logistics arrangements related to training programmes. 8. To coordinate & liaison with various stakeholders & external agencies. 9. To maintain files, records, registers etc. of training section of NIDM. 10. Any other task(s) assigned.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation degree
	(B) Work Experience	
	(i) Essential	i. Minimum 2 years of experience in handling training/ administrative/ logistic matters.

		ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D). Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/- - Rs.65,000/- per month
10.	Reporting Mechanism	Junior Consultant (Training) shall report to I/C (Training)
11.	Schedule of completion of Tasks	The Junior Consultant (Training) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (Training) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Junior Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Junior Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.

**Terms of Reference
Junior Consultant (Coordination)**

1.	Name of the Division/ Centre/ Cell/ Section	Administration Section
2.	Details of Post	Junior Consultant (Coordination)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To assist in various administrative & financial matters relating to day to day functioning of the institute
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To assist in various administrative & financial matters relating to day to day functioning of the institute. 2. To maintain files, records, registers etc. of the secretariat/ admin section. 3. To prepare data, proposals, reports, minutes, orders, circulars etc. for the secretariat/ admin section. 4. To coordinate & liaison with various employees, stakeholders & external agencies. 5. Any other task assigned by the Executive Director, NIDM/ Reporting Officer.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Graduation Degree
	(ii) Desirable	Post Graduation Degree
	(B) Work Experience	
	(i) Essential	<ol style="list-style-type: none"> i. Minimum 2 years of experience in handling coordination/ administration/ financial/ public relations matters in Govt. ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training/Disaster Management
	(C) Language Proficiency	Fluency in written and spoken English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/- - Rs.65,000/- per month
10.	Reporting	Junior Consultant (Coordination) shall report to I/C (Admin)

	Mechanism	
11.	Schedule of completion of Tasks	The Junior Consultant (Coordination) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (Coordination) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Junior Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Junior Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.

**Terms of Reference
Junior Consultant (Library)**

1.	Name of the Division/ Centre/ Cell/ Section	Library
2.	Details of Post	Junior Consultant (Library)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To look after the duties of NIDM Library.
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. To look after the duties of NIDM Library. 2. To liaison with external organizations (Publishers, Suppliers, other Libraries etc.) 3. To assist in processing files for procurement, of books, newspapers, magazines & journals etc. printing & publications, tenders etc. 4. To assist in automation of NIDM Library through latest softwares viz. Koha, Libsys etc. 5. Any other task assigned by the Reporting Officer/Executive Director, NIDM
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Graduation Degree in Library Science
	(ii) Desirable	Post Graduation Degree in Library Science
	(C) Work Experience	
	(i) Essential	<ol style="list-style-type: none"> i. Minimum 2 years of experience in Library of reputed organization. ii. Proficiency in Computer handling -MS Word, Excel, Power Point, knowledge of statistical tools.
	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position.
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/- - Rs.65,000/- per month
10.	Reporting	Junior Consultant (Library) shall report to Librarian

	Mechanism	
11.	Schedule of completion of Tasks	The Junior Consultant (Library) shall complete the assigned tasks in a time bound manner. It is a full time engagement and Junior Consultant (Library) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Junior Consultant in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Junior Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.

Terms of Reference
Junior Consultant (Video Editing & Graphics)

1.	Name of the Division/ Centre/ Cell/ Section	Media Wing
2.	Details of Post	Junior Consultant (Video Editing & Graphics)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	<ol style="list-style-type: none"> 1. Contribute creatively by making artistic decisions on shot selection, timing, and overall aesthetic, enhancing the visual appeal and artistic expression of the final video product. 2. Editing of Audio-visual content and graphics, making creatives, posters, etc
5.	Duration	The Consultancy is for maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. Blend video editing with graphic design for a cohesive visual storytelling experience. 2. Organized Assets: Manage both video footage and graphic elements for project coherence 3. Animation Integration: Seamlessly incorporate animated graphics to enhance visual appeal. 4. Consistent Aesthetics: Ensure color grading and style consistency across video and graphics. 5. Audio-Visual Harmony: Sync audio elements with video and graphic components for a unified impact. 6. Typography and Design: Integrate typography and custom graphics to convey information effectively. 7. Collaborative Approach: Work closely with designers to maintain a seamless video-graphic fusion. 8. Technical Proficiency: Master both video editing and graphic design tools for versatile creativity.
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A)Academic Qualification	
	(i) Essential	<ol style="list-style-type: none"> i. Graduation Degree ii. Certificate/Diploma in Video Editing

	(ii) Desirable	<ul style="list-style-type: none"> i. Graduation/Post Graduation Degree in Fine Arts ii. Knowledge of using FCP, Adobe Premiere, In Design, Photoshop etc. 	
(B)Work Experience			
	(i) Essential	Minimum 2 years of experience in video editing, packaging, designing in latest graphic software.	
	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management.	
	(C)Language Proficiency	Fluency in written and spoken Hindi and English is required for this position.	
	(D)Upper Age Limit	Maximum 40 years	
9.	Remuneration Band	Rs.50,000/--Rs.65,000/-per month	
10.	Reporting Mechanism	Junior consultant (Video Editing & Graphics) will report to I/C (Media)	
11.	Schedule of Completion of Tasks	The Junior Consultant (Video Editing & Graphics) shall complete the assigned tasks in a time-bound manner. It is a full-time engagement & and shall not take up any other assignment during the period of consultancy in NIDM.	
12.	Termination of Contract	The engagement of Consultants in NIDM is temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matters related to this will be handled by Admin Section.	

Terms of Reference
Junior consultant (Social Media Optimizer)

1.	Name of the Division/ Centre/ Cell/ Section	Media wing
2.	Details of Post	Junior Consultant (Social Media Optimizer)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	Developing and executing social media strategies, creating and sharing engaging content, optimizing NIDM pages, moderating user-generated content, analyzing social data, and collaborating with other departments to manage reputation and coordinate actions. Drafting content for various events from time to time.
5.	Duration	The Consultancy is for a maximum period of 5 years, initially for a period of 3 years and thereafter 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. Handle social media interactions with by responding to dialogue over channels like Facebook, YouTube, Twitter, LinkedIn, etc. 2. Developing and executing social media strategies, creating and sharing engaging content, 3. Posting/resharing regular content on NIDM's social media handles in both Hindi and English after drafting text/captions etc about the program in consultation with the concerned division 4. Generating links/fire chats/live discussions/Twitter space etc for various campaigns, discussions, etc on various social media handles. 5. Brand building 6. Analytics
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	Essential	Post Graduation Degree in Mass Communication/Journalism
	Desirable	<ol style="list-style-type: none"> i. Certificate/Diploma in Computer-related courses ii. Profound understanding of posting and boosting content on NIDM's social media handles
	(B) Work Experience	
	(i) Essential	Minimum 2 years of experience in handling social media in Central/

		State Government Organizations or Public Sector Undertaking or Autonomous Bodies or Research Institutes or Training Institutes in the capacity of Social media optimizer and can effectively handle social media platforms.
	(ii) Desirable	<ul style="list-style-type: none"> i. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools. ii. Prior working experience in Govt./Training Institute/Disaster Management.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position.
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/-Rs.65,000/-per month
10.	Reporting Mechanism	The Junior Consultant (Social Media Optimizer) shall report to I/C (Media)
11.	Schedule of completion of Tasks	The Junior consultant (Social Media Optimizer) shall complete the assigned tasks in a time-bound manner. It is a full-time engagement and the Junior Consultant (Social Media Optimizer) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matters related to this will be handled by Admin Section.

Terms of Reference
Junior Consultant (Photography & Coordination)

1.	Name of the Division/ Centre/ Cell/ Section	Media wing
2.	Details of Post	Junior Consultant (Photography & Coordination)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	Covering both Internal and external events of NIDM, Coordination, Media relations, posting on NIDM's social media handles, event management, and coordination., procurement and maintenance of equipment, maintain repository of AV data
5.	Duration	The Consultancy is for a maximum period of 5 years, initially for a period of 3 years and there after 2 years by extension of 6 months at a time subject to satisfactory performance.
6.	Tasks Related to Assignment & Job Description	<ol style="list-style-type: none"> 1. Handle social media interactions with by responding to dialogue over channels like Facebook, YouTube, Twitter, LinkedIn, etc. 2. Developing and executing social media strategies, creating and sharing engaging content, 3. Posting/resharing regular content on NIDM's social media handles in both Hindi and English after drafting text/captions etc about the program in consultation with the concerned division 4. Generating links/fire chats/live discussions/Twitter space etc for various campaigns, discussions, etc on various social media handles. 5. Brand building 6. Analytics
7.	Functional competencies required for the position	<ol style="list-style-type: none"> 1. Promoting the vision of NIDM 2. Advising Leading and supervising 3. Formulating concepts and strategies 4. Managing resources 5. Demonstrates and safeguards ethics and integrity 6. Displays cultural, gender, religion, and age sensitivity and adaptability 7. Ability to work in a team situation and engage diverse stakeholders 8. Ability to plan, organize, implement, and report on work 9. Inter-personal and communication skills 10. Proactive engagement and dialogue 11. Strategic advice and communication 12. Excellent verbal and written communication skills 13. Proficient with MS Office Suite and other software
8.	Qualification and competencies	
	(A)Academic Qualification	
	(i) Essential	<ol style="list-style-type: none"> i. Graduation Degree ii. Certificate/Diploma course in photography
	(ii) Desirable	<ol style="list-style-type: none"> i. Graduation/Post Graduation Degree in Fine Arts ii. Certificate/Diploma in Computer-related courses iii. Profound understanding of using social media handles and posting pictures/captions

	(B)Work Experience	
	(i) Essential	<p>i. Minimum 2 years of experience in Public relations, coordination, and photography in Central/ State Government Organizations or Public Sector Undertaking or Autonomous Bodies or Research Institutes or Training Institutes in the capacity of Public relations assistant/photographer.</p> <p>ii. Proficiency in Computer handling - MS Word, Excel, Power Point, Email. Knowledge of statistical tools.</p>
	(ii) Desirable	<p>i. Experience in covering indoor/outdoor/studio photography under different lighting conditions</p> <p>ii. Experience in Public relations assistance, coordination of events, and media interaction, Procurement & maintenance of AV equipment</p>
	(C)Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D)Upper Age Limit	Maximum 40 years
9.	Remuneration Band	Rs.50,000/- - Rs.65,000/-per month
10.	Reporting Mechanism	The Junior Consultant (Photography and coordination) shall report to the I/C (Media)
11.	Schedule of Completion of Tasks	The Junior consultant (Photography and Coordination) shall complete the assigned tasks in a time-bound manner. It is a full-time engagement and the Junior Consultant (Photography and Coordination) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Junior Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matters related to this will be handled by Admin Section.
