



**NATIONAL DISASTER MANAGEMENT AUTHORITY
NATIONAL CYCLONE RISK MITIGATION PROJECT**

Ministry Of Home Affairs, Government of India

PMU Division, (NCRMP)

NDMA Bhawan, A-1 Safdarjung Enclave

Telephone: 011-26701744 Fax: 011-26714321



F.No. 1-1/2014-PMU/(Vol.V)

Dated: 26th August, 2022

NOTICE :-

Project Management Unit (PMU), NCRMP, NDMA invites applications from eligible persons one position each of various posts to be filled on contract basis.

Applications for the above posts may be addressed to the Project Accountant/Administrative Officer, National Cyclone Risk Mitigation Project (NCRMP), National Disaster Management Authority (NDMA), Govt. of India, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi – 110 029 within 30 days from the date of publication of this advertisement in Employment News. The details of advertisement may be seen in the project website www.ncrmp.gov.in and NDMA's website www.ndma.gov.in.

**National Disaster Management Authority
Government of India**

**Positions: Consultant/Senior Consultant/Lead Consultant,
National Cyclone Risk Mitigation Project**

1. Background

The National Disaster Management Authority (NDMA) is the apex-level institution for disaster management in India. The Disaster Management Act, 2005 provides for setting up the NDMA along with a host of other institutions at the national, state, and district levels. Chaired by the Prime Minister, the NDMA is mandated to lay down the policies, plans and guidelines for disaster management, and implement various programmes related to various aspects of disaster management. Since its inception, NDMA has taken several initiatives and programmes in strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

National Cyclone Risk Mitigation Project (NCRMP) has been formulated by Government of India to address Cyclone risks in the country as a Centrally Sponsored Scheme. The overall objective of the Project is to minimize vulnerability to cyclones and make people and infrastructure disaster resilient in harmony with the conservation of the coastal ecosystem in the cyclone hazard prone States and Union Territories of India. The NCRMP Phase-II is a Rs.2060.00 crore Project being implemented in coordination with the States of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal. The scheme is being funded by the World Bank. The Project Management Unit (PMU), NCRMP, NDMA is entrusted with overseeing implementation, monitoring and evaluation of this project in coordination with the participating State Governments.

PMU, NCRMP, NDMA invites applications from eligible persons for the following posts/positions to be filled up on contract basis:

2. Job description of Consultants/Specialists

S.No	Job Title	Overall Objective	Educational Qualification
1.	Project Manager (Post is equated to Sr. Consultant/Lead Consultant)	Responsible for understanding the project and providing functional support for project implementation across the board encompassing all components. He/She will also be responsible for liaisoning/Co-ordination with State PIUs, World Bank and for providing inputs to the Senior Management after analyzing MIS reports etc.	<p><u>Educational Qualification</u> <u>Essential:</u> (a) Bachelor degree in Civil/ Electronics//Computers Engineering/Architecture; and MBA/ M Tech.</p> <p><u>Desirable:</u> (i) MBA in Operations/ Finance/IT (ii) M Tech in Constructions Management/ Disaster Management.</p> <p><u>Work Experience:</u> Familiarity with Externally Aided Projects/ World Bank aided Project.</p>
2.	Financial Specialist (Post is equated to consultant/Sr. Consultant)	Responsible for financial management and reporting for the NCRMP. His/her role involves: Reviewing and approving the financial progress reports; Preparing sanction orders for release of funds for approval by the PD; Preparation, consolidation and scrutiny of IUFRRs; Compilation and preparation of Utilization Certifications etc. Required to handle/provide support in all accounts & financial matters pertaining to the NCRMP being implemented by the PMU, including financial sanctions, annual budget estimates, ensuring timely release of funds to implementing agencies, monitoring of expenditure and re-imbursement for IDA.	<p><u>Educational Qualification</u> <u>Essential:</u> M.Com.</p> <p><u>Desirable:</u> Chartered Accountant/Cost Accountant/M.B.A (Finance).</p> <p><u>Work Experience:</u> Familiarity with Externally Aided Projects/ World Bank aided Project.</p>
3.	Engineering Specialist (Post is equated to consultant/Sr. Consultant)	The key role of this position is primarily to guide and inspect the engineering aspects of various civil nature works/projects under EWDS (construction of towers and poles) and Cyclone Risk Mitigation Infrastructure (MPCS, Roads, Bridges, Saline Embankments and Under Ground Cabling works). He/She is to oversee the overall design,	<p><u>Educational Qualification</u> <u>Essential:</u> M.Tech in Structural Engineering</p> <p><u>Desirable:</u> Ph. D. in related field.</p>

		<p>preparation and implementation and outcomes of various activities contribute to Cyclone Risk mitigation;</p> <p>Further, monitoring quality of preparation of DPRs for Component 'B' activities, and any further follow-up activities that may arise;</p>	
4.	<p>Project Coordinator (Post is equated to consultant/Sr. Consultant)</p>	<p>Responsible for smooth and unhindered progress of the project activities.</p> <p>Bridging the gaps between the PMU and SPIUs as well as various consultancy providers and for all project related technical issues.</p> <p>He/She shall be primarily focused on innovative and technical studies carried out under the project and review the reports/documents/notes submitted by the consultants.</p> <p>In addition, all the day to day assignment given by the management shall also be undertaken.</p> <p>Any further follow-up activities that may arise.</p>	<p><u>Educational Qualification</u> <u>Essential:</u></p> <p>Masters' degree in Disaster Management/Geography/Remote Sensing/Seismology/Earthquake Engineering/Risk financing.</p> <p><u>Desirable:</u> M. Phil/ Ph. D. in related fields.</p>
5.	<p>Environment Specialist (Post is equated to consultant/Sr. Consultant)</p>	<p>To assist PMU on all matters related to environmental management in the Project.</p> <p>Review of ESMF compliance and other related reports submitted by the PIUs and or consultants.</p> <p>To review and provide oversight on the implementation of sub-project specific environment management plans prepared for the sub-project.</p> <p>To regularly monitor and liase with the PIUs and other implementing agencies and provide the necessary advice on environmental matters.</p>	<p><u>Educational Qualification</u> <u>Essential:</u></p> <p>Master's Degree in Environmental /Ecology Science/ Engineering.</p> <p><u>Desirable:</u> M. Phil/ Ph. D. in related fields.</p> <p><u>Work experience:</u> Conduct as well as analysis of SIA/EIA and Familiarity with Externally Aided Projects/ World Bank aided Project.</p>
6.	<p>Social Management Specialist (Post is equated to consultant/Sr. Consultant)</p>	<p>Responsible for overseeing and coordinating the implementation of social development activities such as land acquisition, resettlement, NGO coordination and other relevant activities.</p> <p>Responsible for ensuring compliance with ESMF with respect to the preparation and implementation of plan related to social impacts.</p>	<p><u>Educational Qualification</u> <u>Essential:</u></p> <p>Master's Degree in Social sciences/ Social Work.</p> <p><u>Desirable: Educational:</u> M. Phil/ Ph. D. in related fields.</p> <p><u>Work experience:</u></p>

		<p>Manage the social assessment studies including the benefit monitoring and evaluation and coordinate preparation of relevant action plans.</p> <p>Coordinate with PIUs of states for overseeing the implementation and monitoring of land acquisition and involuntary resettlement mitigation actions and other social development activities.</p> <p>Provide advice on project design and institutional aspects for the project implementation states.</p>	<p>Familiarity with Environment and Social Framework of the World Bank/ externally Aided Projects.</p>
7.	<p>Technical Specialist (Post is equated to consultant/Sr. Consultant)</p>	<p>Responsible for checking of DPRs related to project activities including design, drawings and cost estimates.</p> <p>Providing valuable inputs for the project activities for implementation.</p> <p>Checking of third party quality reports submitted by the SPIUs.</p> <p>Preparation of project progress reports and other outcome reports which are necessary for monitoring of the project progress.</p> <p>In addition, all the day to day assignment given by the management shall also be undertaken.</p> <p>Any further follow-up activities that may arise.</p>	<p><u>Educational Qualification</u> <u>Essential:</u></p> <p>BE in Civil Engineering or B. Arch.</p> <p><u>Desirables:</u></p> <p>M.Tech in structural/ transportation/Disaster Management/Soil & Foundation engineering.</p>
8.	<p>Procurement Specialist (Post is equated to consultant/Sr. Consultant)</p>	<p>Responsible for ensuring that all the procurements done under the project are as per the procedures of the World Bank/other norms and that adequate systems have been established at the PMU and PIU.</p> <p>Responsible for regular updations and monitoring of the specific portals established and maintained for procurement.</p> <p>Responsible for regular monitoring of disputed issues emerged due to non-performance or non-fulfillment of contractual obligations by the consultants</p>	<p><u>Educational Qualification</u> <u>Essential:</u></p> <p>Bachelor's degree in Commerce/Business Management /law</p> <p><u>Desirables:</u></p> <p>Masters in related fields</p> <p>Work Experience: Familiarity with Externally Aided Projects/World Bank aided Project.</p>

9.	IT and Network Manager (Post is equated Sr. Consultant/Lead Consultant)	Responsible for developing and maintenance and upkeep of IT and communication infrastructure, especially cloud based IT systems for the requirements of SPIUs/SEOCs including dashboard and web portals. Coordinate with all the agencies for developing and installation of SEOC at SPIUs. Synthesize the information and derive trends/critical areas of concern and suggest strategies for improving the system as approved by the PMU. Coordinate with all the agencies for timely input of data into the MIS, generating the necessary progress and information.	<u>Educational Qualifications:</u> <u>Essential:</u> (a) M Tech in Computer Science or Information Technology (b) MCA. <u>Desirable:</u> Ph.D. in related fields.
10.	Communication Specialist (Post is equated to consultant/Sr. Consultant)	Oversee concept, design, implementation and integration of EWDS and ensure same shall meet the project objective. Integrate EWDS with regular State Disaster Management systems and other State agencies (e.g. police) and NDMA's National Disaster Management Communication Network and other initiatives. Coordinate with various stakeholder agencies as per the design of Component A to ensure that respective inputs are delivered in a timely manner.	<u>Educational Qualification</u> <u>Essential:</u> (a) M. Tech in Electronics & Communications/Tele Communications/Networking. Or (b) Masters in Disaster Management having at least 5 years work experience in setting up of communication systems. <u>Desirable:</u> Ph. D. in related fields.

3. Age and Experience: These would be as shown below and as updated in Recruitment Handbook of NDMA from time to time.

Position	Post Qualification work experience in related fields	Upper Age Limit	Remuneration Band (in Rs.)
Consultant	3-5 years	40 years	75,000 – 1,00,000
Sr. Consultant	5-10 years	50 years	1,25,000 – 1,75,000
Lead Consultant	10 years and above	64 years	2,00,000 – 2,50,000

*The annual increase is given on satisfactory performance. For outstanding performance, a two step increase may be given to the consultant.

**Retired government officials with matching education and experience, with maximum age of 64 years and who have held a position with grade pay of INR 7,600/ or more may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

***3 years added towards work experience in case of candidates having PhD.

4. Duty station: New Delhi, India

5. Status (Full time/Part Time/Short term or Long-term): Full Time. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA).

6. Other Competencies and Skills required:

- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with diverse stakeholders
- Inter-personal and communication skills
- Proactive engagement and dialogue
- Strategic advice and communication

7. Language proficiency: Fluency in written and spoken English is required for this position.

8. Application and Selection Process: These shall be as detailed in the Recruitment Handbook which is hosted at website of NDMA.

9. Reporting Mechanism: The Consultant/Specialist will report to and be guided by the Project Director or his authorized nominee.

10 Deliverables and Time Frame:

- a) Inception report within two weeks of contract signing detailing their intended work plan, an annotated outline of their work schedule.
- b) A monthly action plan is to be approved by the Project Director.
- c) A monthly progress report documenting the work carried out each month. This should encompass the analytic presentation of content and outcomes of discussions at all levels.
- d) Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.

11.Support/inputs to be provided by NDMA to facilitate Consultancy: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will be provided as per the rules/regulations of GOI/NDMA.

12. Termination of Contract: The engagement of Sr. Consultants and Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's

notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA.

13. Any additional remarks: Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions. However, their continuation in their respective position beyond the first and second year would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond three years may be considered under exceptional circumstances with the approval of Vice Chairman/ Member Secretary, NDMA. However, no extension will be given beyond the age of 65 years.

Interested individuals may send their application in the prescribed proforma for the above posts along with self attested copies of certificates establishing educational qualification, age, experience, remuneration/ Pay etc. addressed to the Project Accountant & Administrative Officer, National Cyclone Risk Mitigation Project (NCRMP), National Disaster Management Authority (NDMA), Government of India, NDMA Bhawan, A-1 Safdarjung Enclave, New Delhi – 110029 within 30 days from the date of publication of the Advertisement.

Proforma/Format of application is given below:

PROFORMA FOR APPLICATION

1. Advertisement No. and title of Post applied for:

2. Name (in Block Letters) :

3. Date of Birth (Christian Era) :

4. Nationality :

5. Father's/ Spouse Name :

6. Address for correspondence :

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Affix signed
Passport size (5cm
x 7cm approx.)
copy of recent
photograph

(Application will be rejected without contact number and email)

7. Permanent Address :

(a) Telephone Number :

(b) Email ID :

8. Qualifications :

(a) Educational Qualifications :

S.No.	Course/ Degree	Subject	University/ Institute	Year of Passing	Division

(b) Professional Qualification :

S.No.	Course/ Degree	Subject	University/ Institute	Year of Passing	Division

9. Desirables :

10. Total Experience directly relevant to the post applied (in months) :

11. Total employment experience and details (in months) indicating the nature of duties and responsibilities :

S.No.	Organization/ Institute	Period		Nature of Work	Total Remuneration drawn	Remarks
		From	To			

12. Desirable experience :

13. If selected, minimum time required to join the post:

14. Present Remuneration :

15. Any other information :

Declaration

I affirm that information give in this application is true and correct. I also fully understand that if at state it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)

Place :

Date :

Note:

(a) All forms/ Column of this application form must be filled.

(b) Self attested copies in support of education qualification, experiences and remuneration must be attached.