



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY

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

Tel. No. 26701796, Fax 26701834



F. No. 01-06/2023-Admn

Dated

18/07/2025

To,

Assistant Director, Advertisement,
Employment News,
Ministry of Information & Broadcasting,
VII Floor, Soochna Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003.
Phone: 011-24369429 Fax: 011-26193012

Sub: Advertisement for filling up position of Lead Consultant on Contract Basis.

Sir,


I am directed to state that this Authority desires to fill up the following position of consultant on contract basis in NDMA:

Sl. No.	Name of Position	No. of Post
1.	Lead Consultant (Coordinator -National Recovery Resource Centre)	01

The enclosed press advertisement to this effect may please be published in Employment News urgently. The same may also be uploaded online in your website.

Encl: As above

Yours faithfully,

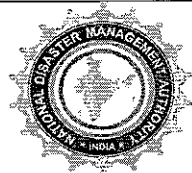

(Abhishek Biswas)
Under Secretary (Admn)

Copy to:-

1. Joint Advisor (IT) along with a copy of above press advertisement with the request to upload the details of advertisement on the official website of NDMA and National Career Service Portal (NCSP) of Ministry of Labour and employment.
2. Director (PR & AG) alongwith a copy press Advertisement with request to upload the Advertisement on Facebook and twitter page of NDMA.
3. RR- Concerned Division
4. Notice Board NDMA



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Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700



Sub: Advertisement for the position of Lead Consultant (Coordinator -National Recovery Resource Centre) in National Disaster Management Authority (NDMA) on contract basis.

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Lead Consultant (Coordinator - National Recovery Resource Centre)	Contractual	01 (One)	<p>Essential: •Master's Degree in Disaster Management, Civil Engineering, Economics, Architecture, Social Sciences, Geo-informatics, Urban Planning, Public Policy, Public Administration and Development Planning or a related discipline. Candidates with experience in handling Recovery and Reconstruction would be preferred.</p> <p>Desirable: -An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.</p>	<ul style="list-style-type: none"> A candidates should have minimum 10 years of post-qualification work experience in disaster risk management, developmental projects, and programmes at either policy or programme level. Working in national/ international institutions on disaster risk management or implementing recovery projects is desirable. Expertise in data analysis tools like Microsoft Excel, PPT, and Word is a must. Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects. <p>Note:- Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.</p>	<p>62 years for Lead consultant</p> <p>(In case of retired Govt. employee, maximum age limit is 62 years.</p>

- Remuneration Band** Rs. 2,00,000/- - Rs. 2,50,000/- for Lead Consultant, Remuneration in respect of retired Government employee engaged as a Consultant shall be regulated as per Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position are indicated in the Term of References (ToR) and may be seen on NDMA website at <http://ndma.gov.in>.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.
- Interested individuals may apply for the position online through NDMA website within **20 days** from the date of publication of advertisement in the employment news.
- Applications will be considered only once applicants apply through NDMA job portal (<http://ndma.gov.in>). No other means of application will be considered. For any assistance to apply online, kindly call @ 9958136496/ 9873997934.

Important note: Incomplete application will not be considered and NDMA reserves the right to reject such applications without assigning any reason.

Abhishek Biswas

(Abhishek Biswas)
Under Secretary (Admn)

**Government of India
Ministry of Home Affairs
National Disaster Management Authority
New Delhi**

No. 16/18/2021-RR

Subject: Terms of Reference (ToR)

Title of the position: Coordinator, National Recovery Resource Centre

Level: Lead Consultant (Contractual)

Budget Line / Head: Rs. 2,00,000-2,50,000/- per month (Remuneration in respect of retired Government employees will be fixed as per Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020)

1. Name of the Division: Rehabilitation and Recovery

2. Purpose / Rationale of the Assignment:

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, the NDMA has taken several initiatives and programmes to strengthen disaster preparedness and mitigation, improve disaster response and recovery, and support capacity-building activities in the country.

Recovery and Reconstruction

The National Disaster Management Act (2005) defines reconstruction as the construction or restoration of any property after a disaster. The National Policy on Disaster Management (2009) enunciates the approach to recovery and reconstruction. According to this policy, incorporating disaster-resilient features to 'build back better' will be the guiding principle in recovery and reconstruction. The policy prescribes owner-driven reconstruction, ensuring speedy restoration of essential services and reconstruction of social infrastructure, contingency plans for reconstruction in highly disaster-prone areas, livelihood restoration, and linking recovery with safe development.

The 15th Finance Commission has set up a Recovery and Reconstruction funding window within the NDRF and SDRF and has allocated 30 percent of resources for this purpose. As there is a dedicated funding window for this function, both the NDMA and SDMA need to operationalize this window and establish recovery and reconstruction as a distinct area of their functioning.

At the national level, NDMA has to demonstrate its leadership by establishing systems and developing tools and methodologies for recovery and

reconstruction. Given the importance assigned to the subject of recovery and reconstruction in the country, NDMA requires the services of an experienced professional as a Lead Consultant for Recovery and Reconstruction.

3. **Duration:** Contract will be initially for a period of three years, based on satisfactory performance, Year to Year continuation is subject to performance review during these three years.

4. **Number of Vacancies:** One (1)

5. **Job Description / Context:**

The NRRC Coordinator will lead the coordination of various recovery and reconstruction efforts at NDMA. The Coordinator will assist NDMA in the formulation of recovery and reconstruction framework and guidelines. S/he will assist NDMA in carrying out post-disaster needs assessment and launching recovery and reconstruction projects in states in collaboration with SDMA, international financial institutions, and others. Working across various interventions of NDMA, the Coordinator will identify opportunities for building a better approach to recovery and reconstruction. While the Coordinator will work primarily on the NDMA's programmes, s/he will also support central government ministries and departments for Post-Disaster Needs Assessment (PDNA) and designing recovery and reconstruction programmes.

6. **Tasks / Deliverables:**

The NRRC Coordinator will be responsible for the overall coordination and management of the NRRC activities at the central level, including strategic planning, partnership development, and policy guidance.

- Oversee various activities of NRRC, including but not limited to post-disaster needs assessments, recovery and reconstruction planning, capacity building, management of roster, partnerships, collaborations, and database management.
- Overall coordination of the Recovery interventions between the NDMA, NIDM and the SDMA
 - Ensure that respective roles supportive of the NRRC missions are clearly understood by the structures and actors.
 - Conduct regular engagement with the relevant structures to ensure joint understanding of roles and progress of yearly programmes.
 - Provision of a strategic perspective towards actualizing the recovery and reconstruction guidelines at the state level.
 - Based on regular monitoring with the states, NDMA, NIDM, and SDMA, decide on new additions to the NRRC programmes, such as the inclusion of innovative assessment and recovery planning tools and initiation of changes of action when deemed relevant.

- Support in strategic collaborations and partnerships.
 - Communicate the strategic perspectives of the NRRC to all actors involved in its functioning.
 - Support in establishing partnerships with various national and international agencies for disaster recovery.
 - Establish dialogues with key international partners involved in the recovery and reconstruction fields to ensure alignment of visions and be up to date on the latest innovations.
- Provision of oversight and guidance to the experts of the NRRC
 - Establishment of the main tasks and overseeing of the work plans of the experts/ consultants/ senior consultants hired for the daily functions of the NRRC.
 - Conduct of regular review and monitoring meetings to guide the experts and ensure their work is going smoothly.
 - Overview of the hiring of temporary consultants that will support the experts, when needed.
- Support in the management of Roster of Consultants
 - Support in the development of a roster of consultants with expertise in recovery interventions.
 - Support in organising training programs in collaboration with other institutions.
- Contact person for the states on the topic of Recovery and reconstruction
 - Establish regular dialogue with each of the states' focal points and act as a convening actor to foster dialogue and the exchange of experiences between them.
 - Develop and maintain a national pool of experts on PDNA.

7 **Qualification**

Essential

- Master's Degree in Disaster Management, Civil Engineering, Economics, Architecture, Social Sciences, Geo-informatics, Urban Planning, Public Policy, Public Administration and Development Planning or a related discipline. Or Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level - 13 (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.

Desirable

- An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.

8. Work Experience

- A candidates should have minimum 10 years of post-qualification work experience in disaster risk management, developmental projects, and programmes at either policy or programme level.
- Working in national/ international institutions on disaster risk management or implementing recovery projects is desirable.
- Expertise in data analysis tools like Microsoft Excel, PPT, and Word is a must. Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies regarding disaster risk reduction and related aspects.
- Upper age limit will be 62 years (For retired Govt Servants, upper age limit also be 62 years).

9. Competencies

This position requires the following demonstrated functional competencies

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team leader and facilitating teamwork;
- Demonstrate Analytical skills;
- Facilitating and encouraging open communication in the team, communicating effectively in public meetings and presentations;
- Learning and sharing knowledge and encouraging the learning of others.
- Effective resource managements
- Strategic advice and communications