



**F. No. 01-06/2023-Admn**  
**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 Senior Consultant (Urban Flood Management) in National Disaster Management Authority (NDMA) on contract basis.**

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	<b>Senior Consultant (Urban Flood Management)</b>	Contractual	1 (One)	<p><b>Essential :-</b> Master's degree in Water Resources Management, Hydrology, Flood Risk Management, Disaster Management or any other disciplines related to disaster management (geography, geology, environment, civil/ geo-technical engineering) or Masters degree in Architecture/ Planning/ equivalent subject</p> <p><b>Desirable:-</b> A research degree (M.Phil./ Ph.D.) in disaster management or related field.</p>	<ul style="list-style-type: none"> <li>A Minimum of 05 years of experience in urban planning/ flood/ urban flood management or related subjects</li> <li>Duration of research work (PhD/M.Phil) will be counted for work experience</li> <li>Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process</li> <li>Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field.</li> </ul> <p><b>Note :</b> Retired government officials with matching education and experience, with maximum age of 62 years and who have held a position with grade pay of INR 7,600/ or more may also apply.</p>	50 Years for Senior Consultant, (In case of retired Govt. employee, maximum age limit is 62 years)

- Remuneration Band** Rs. 1,25,000/- - Rs. 1,75,000/- for Senior 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 09<sup>th</sup> 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.

  
**(Saroj Kujur)**

**Under Secretary (General)**

**National Disaster Management Authority**  
**Government of India**  
**Position: 1 Senior Consultant**  
**Subject – Urban Flood Management**

## **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.

One of the key areas of mitigation is urban flood risk mitigation. Generally heavy rains coupled with poor drainage leads to urban floods, but there could be many other contributory causes. In terms of frequency, financial impact, urban floods is emerging as another disaster in India. In recent years, all metro cities experienced it to a great extent. It can be managed better with a proper city planning. However in older or unplanned part of the city it is more challenging.

The National/State Disaster Mitigation Funds should support community-based or local level mitigation programmes. It earmarks fund for seven metro cities for urban flood management. Not only storm water drainage network but also some other mitigation solution needs to be developed. NDMA must provide technical assistance for community-based or local level mitigation programmes.

NDMA needs the services of a senior Consultant to develop various interventions in urban flood risk management and partner with the States in implementing them. The Sr Consultant will provide technical and programmatic assistance to NDMA and its partners.

## **2. Job Description**

Working within the Mitigation Division, the Sr Consultant will assist the Member and Advisor, Mitigation in developing various programmes and technical assistance related to the subject. He will develop guidelines for formulation and implementation of urban flood risk management programme. He will monitor the urban flood situation in the country, set up a monitoring framework. He will work with the GIS and database team to set up a database.

## **3. Position (in numbers): 1**

## **4. Key Tasks and Responsibilities**

Sr Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA and attend to following tasks and responsibilities:

- Provide technical advice on related matters and develop concepts and approaches appropriate for different regions of the country.
- Develop programmes and interventions related to urban flood risk management, which could be funded through the NDMF. The flood risk management approaches consist of early warning, preparedness, and mitigation.
- Review the NDMA guidelines on urban flood management. Suggest preparedness measures to the States. Develop formats for preparing local level preparedness programmes.
- Advise States to improve their early warning system through multiple weather sensors and stations. Suggest various ways to alert.
- Develop typologies of mitigation measures. Recommend community-based mitigation measures and suggest their applicability for different regions.
- Coordinate with the State governments in planning and implementing programmes. Provide technical assistance for all related projects.
- Coordinate with concerned organizations such as the Indian Meteorological Department, Ministry of Housing and Urban Affairs, City Municipal Corporations.
- Organize workshops, webinars, and technical meetings on different aspects. Prepare publications on various aspects of urban flood risk management.
- Develop a database of urban flood events and the losses arising from these disasters.

**Deliverables:**

The Sr consultant will be responsible for delivering the following: -

- An initial action plan on urban flood needs and recommendations for interventions.
- A comprehensive urban flood intervention programme, which involves the application of guidelines, protocols, and tools.
- Convening training programmes which apply training materials and resources for capacity building initiatives.
- Regular progress reports on implementation activities and outcomes.
- An annual report summarizing the achievements, challenges, and recommendations for sustaining urban flood services in the long term.

**5. Duty station: New Delhi, India**

The Sr consultant will be based at NDMA, New Delhi and is required to travel to field locations, as necessary, to support intervention implementation and monitoring.

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

**7. Competencies and Skills required:**

- Promoting the vision of NDMA
- Strengthening technical expertise
- 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
- High order skills in operating spreadsheets and databases
- Skilled in making presentations

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

**9. Educational Qualifications (Essential/Desirable):**

- Essential Qualifications: Master's degree in Water Resources Management, Hydrology, Flood Risk Management, Disaster Management, or any other disciplines related to disaster management (geography, geology, environment, civil/geo-technical engineering) or Masters degree in Architecture/ Planning/equivalent subject
- Desirable Qualifications: A research degree (M.Phil./Ph.D.) in disaster management or related field.

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

Position	Post qualification Experience @	Upper Age Limit	Remuneration Band ( in Rs.)
Sr. Consultant	5 years	50 years	1,25,000 – 1,75,000

\* pl refer to para 11 (Experience) below.

\*\*The annual increase is given on satisfactory performance. For outstanding performance, a two-step (each step is Rs 5000) increase may be given to the Sr consultant. In any case the remuneration of a Sr Consultant will not increase beyond the highest range of the corresponding remuneration band. In such cases the remuneration of the Sr Consultant will remain stagnant.

\*\*\* Retired government officials with matching education and experience, with maximum age of 62 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 Sr Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

\*\*\*\* Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retired Central Government employees engaged as Sr Consultant on Contact basis in NDMA shall be regulated as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.

\*\*\*\*\* Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retired state Government employees will be same as the retired Central Government employees are entitled to when engaged as Sr Consultants on Contract basis in NDMA.

\*\*\*\* The Selection Committee shall fix the consolidated remuneration for the offered position in the remuneration band based on the education, experience, remuneration being already drawn/ last pay drawn and other relevant factors. The remuneration will be consolidated and inclusive of all applicable taxes and no other allowance shall be provided.

#### **11. Area of Experience:**

- a. Experience in urban planning/flood/urban flood management or related subjects
- b. Duration of research work (PhD/M.Phil) will be counted for work experience
- c. Field experience in the project with substantial use of disaster risk reduction and mitigation will be given more weightage in the selection process
- d. Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

**12. Reporting Mechanism:** The Senior Consultant will work under the direct supervision of concerned subject Member / JS (Division Head) of NDMA.

**13. 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 also be provided as per the rules/regulations of GOI/NDMA.

**14. Special remarks, such as travel, etc.:** For all official tours, visit of Sr. Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.

**15. Termination of Contract:** The 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 Sr Consultant. The Individual Sr Consultant can also seek for termination of the contract upon giving one month's notice to NDMA.

**16. Additional remarks:** Individual Sr Consultant will be engaged for three years initially, which may be extended up to five years based on his/her performance and as per requirement of the

Division. 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. However, no extension will be given beyond the age of 65 year.

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