

## **Terms of Reference (TOR)**

- Post Title** : **Consultant (Heritage Management), NDMA**
- Duty Station:** **National Disaster Management Authority (NDMA), New Delhi,**
- Duration** : **For a period of nine months initially extendable by three months**

The Consultant (Heritage Management), will be attached to the secretariat of Shri T. Nanda Kumar, Member, NDMA and will perform various duties and responsibilities as listed below:

### **Duties and Responsibilities:**

- Compile data for preparation of guidelines under the core group for Preparation of National Disaster Management guidelines on Management of Centrally Protected Monuments and Heritage Precincts.
- Based on inputs from core group and data collected, would draft guidelines for disaster management of centrally protected monuments and heritage precincts of India.
- Develop database of global best initiatives and use these inputs in preparation of above guidelines.
- Develop innovative approaches to mainstream Disaster Risk Reduction (DRR) in management of centrally protected monuments and heritage precincts of India.
- Undertake preparation of a Disaster management plan for one World heritage site and one heritage precinct as decided by the core group.
- Coordinate and assist core group in undertaking field visits and in its meeting.
- Any other work assigned by Chairman and Member Secretary of the core group.

### **Knowledge and skills**

- Knowledge of DM Act, 2005 and other rules and regulations relating to Disaster Management
- Good understanding of plan preparation and compilation of data for the same and familiarity with the Centrally Protected Monuments and Heritage precincts in the country.
- Good understanding of administrative functioning of Government setup at the National, State and District Level in regard to monuments.

### **Education & Experience:**

- Master's degree in any discipline of Social Sciences/ Disaster Management/History/Heritage Management/Archeology.
- 5 years experience in field of Heritage issues like Conservation, Management of historical monuments and sites.
- Previous experience in disaster management.

### **Languages and MS Office**

- Full proficiency in English including excellent writing skills. Working knowledge of one Indian language preferably Hindi would be an asset.
- Knowledge of MS office and proficiency in typing and willingness to undertake responsibilities without any secretarial assistance.

### **Remuneration**

**Rs. 50,000/- plus Rs 4500 local conveyance per month.**



Government of India  
**NATIONAL DISASTER MANAGEMENT  
AUTHORITY**  
NDMA Bhawan, A-1 Safdarjung Enclave,  
New Delhi –110029  
**Ph. 26701899 Fax 26701834**



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**F. No. B-2/7/2012-Admn.**

**Dated: 06<sup>th</sup> January, 2014**

To,

The General Manager,  
Employment News,  
Ministry of Information & Broadcasting.  
East Block-IV, Level-VII,  
R. K. Puram, New Delhi-110 066.

**Sub: Advertisement for filling up position of Consultant (Heritage Management) in National Disaster Management Authority (NDMA).**

Sir,

I am directed to state that this Authority desires to fill up a vacancy of Consultant (Heritage Management) on contract basis. The enclosed press advertisement to this effect may please be published in Employment News urgently. This may also be uploaded online in your website.

Yours faithfully,

**(Turam Bari)**  
**Under Secretary (Admn), NDMA**

**Encl: As above**

Copy to:-

1. JA (IT&C) along with a copy of press advertisement along with ToR for the position of Consultant (Heritage Management) with the request to upload the details of advertisement and ToR on the official website of NDMA.

**(Turam Bari)**  
**Under Secretary (Admn), NDMA**

**Application for appointment as Consultant in the National Disaster Management Authority in the field of Heritage Management**

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Mailing address (with Tel./Mob. No. And e-mail address)  
\_\_\_\_\_
7. Permanent Address: \_\_\_\_\_

**8. Educational Qualification:**

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

**9. Work Experience:**

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

**10. Whether SC/ST/OBC:** \_\_\_\_\_

**11. Reference:**

- (i)
- (ii)

(Signature)  
Date \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
e-mail address: \_\_\_\_\_

**Government of India**

**National Disaster Management Authority (NDMA)**

(An Authority created under D. M. Act-2005)

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

**Ph. 26701885 Fax 26701834**

(F. No. 1-6/2013-PP)

National Disaster Management Authority (NDMA) invites applications for filling up one position of Consultant (Heritage Management) on contract basis initially for a period of 9 months on payment of consolidated fee of Rs. 50,000/- plus Rs. 4,500 local conveyance per month. Minimum age limit – 25 years and maximum age limit – upto 65 years.

Filled - in applications in the prescribed proforma, with copies of the requisite documents duly enclosed, should reach the **Under Secretary (P&P), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi-110029 within 30 days from the date of publication of advertisement in the Employment News.** For details of qualification, experience, application proforma and other requirements etc. – please visit 'Careers' option in NDMA website <http://ndma.gov.in>