



F. No. 01-34/2019-Admn-Part (1)
Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi -110 029
Tel. No. 26701700



F. No. 01-34/2019-Admn-Part (1)

Dated 18/09/2024

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 Senior Consultant – Legal) 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.	Senior Consultant – Legal	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. Advisor (Mitigation), Director (Admin), JA (RR & Legal Incharge), NDMA
4. Notice Board NDMA



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Sub: Advertisement for the position of Senior Consultant 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.	Senior Consultant Legal	Contractual	1 (One)	Essential: - Master Degree in Law from a recognized University.	<ul style="list-style-type: none">A Minimum 5 year post qualificationExperience-Applicants having experience as Practicing Advocate in a Court of Law, preferably in Supreme Court/High Court/Law Firms/Government Departments etc.Proficiency in written and spoken English is required for this position.	50 Years for Senior Consultant, (65 years for retired for employees from Central Government)

2. **Remuneration Band** Rs. 1,25,000/- to 1,75,000/- pm for Senior Consultant, Remuneration in respect of retired Central 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.

3. 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) of the above position and may be seen on NDMA website at <http://ndma.gov.in>.

4. Essential /desirable educational qualifications and experiences will be verified with original certificates.

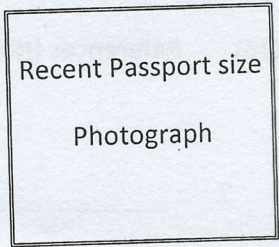
5. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news

(Abhishek Biswas)
Under Secretary (Admn)

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

Application of engagement as Senior Consultant in the National Disaster Management Authority.

Post applied for : _____



- (1) Name : _____
- (2) Father's Name :- _____
- (3) Sex (Male / Female) : _____
- (4) Date of Birth _____ Age _____ Years.
- (5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____
- (6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: _____

(12) Publications:- _____

- (13) Awards / recognitions: - _____
- (14) Membership of Professional Bodies/ Associations: - _____
- (15) Retired Government staff (Pls indicate Pay/Pay band) :- _____
- (16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

2. : _____ (2) : _____

Date _____

Signature _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.

Sl. No.	Name	Degree/Diploma/University/Institution	Period	
			To	From

Sl. No.	Nature of work/Assignment	Organization/Institution	Period	
			To	From

Terms of Reference (ToR)

Position: Senior Consultant (Legal)

Sl. No.	Description	Details
1.	Name of Division	Legal Cell, NDMA
2.	Details of Post	Senior Consultant (Legal)
3.	No. of vacancy	01
4.	Duration	<p>Initially, the consultancy will be for a period of one year which may be extended up to a maximum of five years subject to performance review on annual basis.</p> <p>The engagement of 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, one month's notice to the individual Consultant may be served. The individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA.</p>
5.	Purpose of Assignment	<p>Increase in frequency of disasters in recent years has led to large number of Court Cases filed as PIL, Writ Petitions, etc. where NDMA is being made one of the Respondents. To defend the interest of NDMA before the Court of Law wherever NDMA is a party, there is a requirement of Senior Consultant (Legal) in Legal Cell of NDMA.</p>
6.	Tasks Related to Assignment & Job Description	<p>The Senior Consultant (Legal) will work as directed by NDMA to provide services in respect of legal matters of the Authority. The tasks/ job descriptions of the Consultant is as follows:</p> <p>(a) Advise the Authority regarding the legal procedures and practices (e.g. Policies, Rules, Regulations, Arbitration and any other relevant law);</p> <p>(b) Timely preparation/submission of reply / counter affidavit before the Court of law and liaison with the Govt. Counsels and other stakeholders.</p> <p>(c) Assist the Authority in preparation of legal documents/ counter affidavit/ brief etc.</p> <p>(d) Legal Scrutiny of documents given by the Authority;</p>

		<p>(e) Close monitoring of the cases in various Courts and submit a monthly updated status;</p> <p>(f) Appearing before the Courts and any quasi-judicial body, public authorities and other officers as representative of NDMA;</p> <p>(g) Liaison with concerned SG/ASG/CGSC and provide legal submissions and vetting thereof on behalf of the Authority;</p> <p>(h) Liaison with Ministries/Departments and States / UTs on any legal matter;</p> <p>(i) Strong communication, analytical and drafting skills.</p> <p>(j) Any other work relating to legal matters as per requirement by NDMA.</p>
7.	Qualifications	Master Degree in Law from a recognized University.
8.	Competencies	Proficiency in written and spoken English is required for this position.
9.	Work Experience	<ul style="list-style-type: none"> • A minimum of 5 years post qualification • Experience - Applicants having experience as Practicing Advocate in a Court of law, preferably in Supreme Court / High Court / Law Firms / Government Departments etc.
10.	Age	<ul style="list-style-type: none"> • 50 years maximum and 65 years for retired employees from Central Government
11.	Remuneration Band	<p>Rs. 1,25,000 - Rs. 1,75,000/- per month</p> <p>Remuneration will depend on experience and other factors. Remuneration in respect of retired Central Government Employees engaged as Consultant shall be regulated as per the Ministry of Finance, Department of Expenditure OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>
12.	How to apply	Eligible candidates should submit their application in the prescribed format available on the NDMA website.