National Institute of Disaster Management (NIDM)
Ministry of Home Affairs, Government of India
New Delhi

Date: 05.11.2026

Online Applications are invited for the position of

Sr. Consultant (Maintenance/Engineering) in NIDM on contractual basis

1. The National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India invites online applications from eligible candidates for engagement of Senior Consultant (Maintenance/Engineering) to lead the activities / work of Maintenance Division in NIDM at Delhi Campus.
2. The detailed Terms of Reference (ToR) for the above position is attached.
3. The applicants must ensure eligibility criteria before applying for any position.
4. Interested applicants are requested to apply online through URL https://forms.gle/8Htfjd5D54juErUh6.
5. The **last date for online application is 25.11.2026 upto 23:59:59 hrs.**
6. NIDM reserves unfettered right to accept/reject any / all applications (s) without assigning any reasons thereof.
7. Depending upon the no. of applications received, NIDM may fix the shortlisting /selection criteria.
8. Only shortlisted candidates may be informed (through email /telephone) and called for written test/ personal interaction.
9. No TA/DA shall be paid for attending the written test / personal interaction.
10. The Sr. Consultant shall be governed under NIDM's procedure and guidelines for engagement of consultants.
11. The remuneration may commensurate with qualifications, experience and profile of the candidate.
12. For any queries, please contact at Tel: 011-20873404 or Email: adminsection.nidm@nic.in.

Executive Director
NIDM

Terms of Reference
Sr. Consultant (Maintenance/Engineering)

1.	Name of the Division/ Centre/ Cell/ Section	Building & Maintenance Section
2.	Details of Post	Sr. Consultant (Maintenance/ Engineering)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	To supervise and coordinate the activities of the Building & Maintenance Section, ensuring effective maintenance and upkeep of the Institute's assets and facilities.
5.	Duration	The Consultancy is initially for a period of 1 year and maximum extendable upto 5 years.
6.	Tasks Related to Assignment & Job Description	• To supervise, monitor, and coordinate all works related to the construction, repair, maintenance, and upkeep of the upcoming project of DRR Museum building and café at NIDM, ensuring proper execution of civil, electrical, plumbing, and other infrastructure-related works, timely completion of projects, quality control, and regular maintenance of the building and its facilities. • To oversee the maintenance and upkeep of the Institute's buildings, campus infrastructure, and allied facilities. • To supervise the operation and maintenance of electrical, mechanical, plumbing, HVAC, fire safety, water supply, sewage, and other utility systems. • To monitor the execution of annual maintenance contracts (AMCs), comprehensive maintenance contracts (CMCs), and other maintenance works, ensuring compliance with the terms and conditions of the contracts. • To inspect maintenance works regularly and ensure timely rectification of defects and breakdowns. • To coordinate with CPWD, local authorities, service providers, contractors, and other agencies for maintenance-related matters. • To prepare estimates, technical specifications, maintenance schedules, work orders, and inspection reports for routine and special maintenance works. • To assist in procurement of maintenance-related materials, equipment, and services in accordance with the General Financial Rules (GFR), 2017, and other applicable Government instructions. • To maintain records relating to maintenance activities, assets, inspections, repairs, complaints, inventories, and contract performance. • To ensure compliance with safety standards, statutory requirements, environmental regulations, and fire and electrical safety norms applicable to the Institute. • To monitor housekeeping, sanitation, landscaping, waste management, and upkeep of common areas of the Institute. • To coordinate preventive and periodic maintenance of Institute assets to ensure uninterrupted functioning of essential services.

		• To prepare periodic reports on maintenance activities, expenditure, pending works, and the condition of Institute assets for submission to the Competent Authority. • To attend to emergency maintenance requirements and coordinate prompt restoration of essential services. • Any other task assigned by the Executive Director, NIDM/Reporting Officer.
7.	Functional competencies required for the position	• Promoting the vision of NIDM • Advising Leading and supervising • Formulating concepts and strategies • Managing resources • Demonstrates and safeguards ethics and integrity • Displays cultural, gender, religion, and age sensitivity and adaptability • Ability to work in a team situation and engage diverse stakeholders • Ability to plan, organize, implement and report on work • Inter-personal and communication skills • Proactive engagement and dialogue • Strategic advice and communication • Excellent verbal and written communication skills • Proficient with MS office suite and other software
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	• Bachelor's Degree in **Civil Engineering** from a recognized University/Institution. • Serving/Retired Central/State Govt. officers as a Chief Engineer / Superintendent Engineer or in equivalent rank in Pay Level 13 / 14 (7CPC) from PWD/ CPWD/DDA and other department. • Minimum 25 years of experience in handling in the relevant field, especially projects in Central/State Govt. • Proficiency in Computer handling - MS Word, Excel, Power Point, Email.
	(ii) Desirable	• Master's Degree in **Civil Engineering/ Law/ Management** from a recognized University/Institution.
	(B) Work Experience	
	(i) Essential	• Minimum 25 years' post-qualification experience in maintenance and upkeep of Government buildings, institutional campuses, commercial complexes, or similar infrastructure. • Knowledge of Government procurement procedures, General Financial Rules (GFR), 2017, and contract management.
	(ii) Desirable	Prior working experience in Govt./Training Institute/Disaster Management.

	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 62 years
9.	Remuneration Band	Remuneration, Allowances, Leave entitlements as per provisions laid down in MoF, DoE OM No. 3-25/2020,E.III.A Dated 09/12/2020.
10.	Reporting Mechanism	Sr. Consultant (Maintenance/Engineering) shall report to Executive Director in NIDM.
11.	Schedule of completion of Tasks	The Sr. Consultant (Maintenance/Engineering) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Sr. Consultant (Maintenance Engineering) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Sr. Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.
13.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

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