



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



Dated: 25th March, 2026

Sub: Advertisement for the position of Senior Consultant (Legal) 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.	Senior Consultant (Legal)	Contractual	01 (one)	Essential:- Master Degree in Law from a recognized University.	<ul style="list-style-type: none">A minimum of 5 years post qualificationApplicants 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 (retired Govt. employee, maximum age limit is 62 years)

- Remuneration Band** Rs. 1,25,000/- to 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 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 on NDMA website.
- 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)
Under Secretary (Admn)

**Terms of Reference
for the position of
Senior Consultant (Legal)
in Legal Cell, Admin Division**

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.
2	Nature of Job	Contractual Individual Senior Consultant to be engaged initially for a fixed of 3 years for providing services on specific projects 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 clarity defined Key Performance Indicators. However, no extension will be given beyond the age of 65 years.
3	No. of Position	01
4	Job Description	<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> <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> <ul style="list-style-type: none"> • Advice the Authority regarding the legal procedures and practices (e.g. Policies, Rules, Regulations,

		<p>Arbitration and any other relevant law);</p> <ul style="list-style-type: none"> • Timely preparation/submission of reply / counter affidavit before the Court of law and liaison with the Govt. Counsels and other stakeholders. • Assist the Authority in preparation of legal documents/ counter affidavit/ brief etc. • Legal Scrutiny of documents given by the Authority; • Close monitoring of the cases in various Courts and submit a monthly updated status;
5	Task, Responsibilities & Deliverables	<ul style="list-style-type: none"> • Appearing before the Courts and any quasi-judicial body, public authorities and other officers as representative of NDMA; • Liaison with concerned SG/ASG/CGSC and provide legal submissions and vetting thereof on behalf of the Authority; • Liaison with Ministries/Departments and States / UTs on any legal matter; • Strong communication, analytical and drafting skills • Any other work relating to legal matters as per requirement by NDMA
6	Education & Qualification	Master Degree in Law from a recognized University.
7	Relevant Work Experience	<ul style="list-style-type: none"> • A minimum of 5 years post qualification • Applicants having experience as Practicing Advocate in a Court of law, preferably in Supreme Court/ High Court/ Law Firms/ Government Departments etc
8	Competencies	Proficiency in written and spoken English is required for this position
9	Age limit	<p>50 Years, (62 years in respect of retired Govt. Officials)</p> <p>*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</p>

		Consultants on Contract basis in NDMA*
10	Remuneration Band	Rs .1,25,000 – Rs.1,75,000/- **Remuneration, Allowances, Leave entitlements, Maximum term of appointments in respect of retire Central & State Government employees engaged as Consultant on Contract 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 **
11	Reporting Mechanism	The Senior Consultant shall report to the Joint Advisor (Legal), NDMA
12.	Termination of Contract	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.