


Govt. of Bihar
Bihar State Disaster Management Authority
(Disaster Management Deptt.)
2nd Floor, Pant Bhawan, Bailey Road, Patna-800001 (Bihar)
Vacancy Announcement

Walk-in Interview will be held to fill up the following posts

S.No	Name of Position	No of Position	Date of Walk-in interview	Educational Qualificatio/Experience	Emolument
1.	Sr. Advisor – Environment and Climate Change	1 (one) (unreserved)	22.12.2014	Master's Degree in relevant field: Engg/Earth Sciences/Agriculture /Natural Sciences/Social Sciences/Disaster Management with Minimum 10 years' of experience in relevant field	As per scale/ Rs. 80,000/- (Eighty Thousand per month)
2.	Project Officer - Environment and Climate Change	1 (one) (unreserved)	22.12.2014	Same as Sr. Advisor with minimum of five years' of experience.	As per scale/ Rs. 60,000/- (Sixty Thousand per month)
3.	Sr. Editor (One Post - Unreserved)	1 (one) (unreserved)	23.12.2014	University degree with diploma/ equivalent qualification in Mass Communication with minimum 3 years of experience.	As per scale/ Rs. 60,000/- (Sixty Thousand per month)

2. The positions are purely on contractual basis initially for three years and can be extended on satisfactory performance.
3. **Reporting time** at BSDMA, 2nd Floor Pant Bhawan, Bailey Road, Patna: 10:00am to 12:00 noon after which candidature will not be accepted.
4. The **detailed Terms of Reference** (Qualifications, Tasks to be carried out, Age, Selection Process, and Application Format etc.) are available at the Career section of www.bsdma.org
5. Please also bring two photographs along with handwritten/ typed application for the post addressed to Secretary, Bihar State Disaster Management Authority, Pant Bhawan, Patna, 800001
6. Only Indian Nationals can apply.


Secretary,

Bihar State Disaster Management Authority



GOVERNMENT OF BIHAR
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)
2nd Floor, Pant Bhawan, Patna -800001

Advt No: /2014

Vacancy Announcement

The Bihar State Disaster Management Authority (BSDMA) was established under section 14(1) of National Disaster Management Act. 2005. Hon'ble Chief Minister, Bihar is ex-officio Chairman of the Authority. It has a Vice Chairman and one member presently. The Authority has the responsibility for laying down policy & plans for disaster management in the state; approval of the state disaster management plan along with the disaster management plan of other government departments & districts. The authority has five divisions to ensure smooth functioning and efficient response in the field of disaster management. Following are the different five divisions:

1. Natural Disaster;
2. Environment and Climate Change Adaptation (CCA);
3. Human Induced Disaster;
4. Human Resource Development (HRD) and Capacity Building;
5. Administration and Finance.

Currently, Candidature is invited for following posts on purely contractual basis. The contract will be initially for **three years** and may further be extended based on the need and performance. Educational qualifications, experience and expectations required for each of the post are given in the table below.

S.No	Name of Post	Education qualifications/Experience and expectations/Desirable	Gross Emoluments per month
1	Sr. Advisor – Environment and Climate Change (One Post - Unreserved)	Education Qualification: Master's Degree in relevant field: Engg/Earth Sciences/Agriculture /Natural Sciences/Social Sciences/Disaster Management Working Experience: Minimum 10 years' of experience in relevant field; Experience in Armed forces / paramilitary forces/ General Administration/ State Police/Fire Services etc. will be an additional value.	Rs. 80,000/- (Rupees Eighty thousand only)
2	Project Officer - Environment and Climate Change (One Post - Unreserved)	Same as Sr. Advisor with minimum of five years' of experience.	Rs. 60,000/- (Rupees sixty thousand only)
3	Sr. Editor (One Post - Unreserved)	University degree with diploma/ equivalent qualification in Mass Communication with minimum 3 years of experiences.	Rs. 60,000/- (Rupees sixty thousand only)



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B. General Conditions:

- a. Candidates are allowed to appear for more than one post with separate applications.
- b. Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview.
- c. Only Indian Nationals need apply.
- d. Canvassing in any form will be a disqualification.
- e. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his candidature will be rejected or his employment will be terminated forthwith.
- f. The applications must be neatly written.
- g. Persons working in Government/Public Sectors Undertakings/Autonomous Organizations should submit NOC from their deptt./organisation.
- h. Candidates should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.).
- i. In case of retired persons, pay-minus-pension will be paid as per govt. rules.
- j. Maximum Age limit in case of retired persons will be 62 years.
- k. The selected persons will enter into an agreement in a prescribed format with the Authority.
- l. In case of non- availability of suitable candidates, the BSDMA reserves the right to cancel the process.

NOTE:

1. **PROFORMA FOR THE APPLICATION can be downloaded from the website**
2. For details about the above posts & to download application format, to be submitted at the time of interview, please visit: **career** column – www.bsdma.org. If applying for more than one position, please use separate application form for each post.
3. Please also bring two photographs along with handwritten/ typed application for the applied post addressed to Secretary, Bihar State Disaster Management Authority, Pant Bhawan, Patna, 800001
4. **Time to report at the Office of Bihar State Disaster Management Authority 2nd Floor Pant Bhawan, Bailey Road, Patna is between 10:00 AM to 12:00 Noon after which no candidature will be accepted.**
5. For job descriptions and detailed terms & conditions, please visit BSDMA website: www.bsdma.org


Secretary

Bihar State Disaster Management Authority,

PROFORMA FOR THE APPLICATION is attached in Annexure



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Terms of Reference (TOR)

1. **Post title:** Sr. Advisor -Environment and Climate Change (One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna

Duration: 3 (Three) years initially.

Job Description:

- Climate change operations shall be planning and accompaniment of climate change adaptation and mitigation activities. Documenting and propagating adaptation and mitigation models.
- Supporting partners to develop and implement appropriate Climate Change Adaptation strategies.
- Conduct policy studies/analysis in the area of Climate Change and Energy.
- Develop and contribute to research activities related to Climate Change.
- Represent and build productive relationships with likeminded organizations, specifically looking at the influential role of networks/groups working on climate change issues.
- To build on evidences, derived from field-based initiatives (good coping practices) by the communities.
- Institutional capacity building to facilitate CCA approaches at & with community level.
- Development of CCA action plans through community risk and vulnerability assessment.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of issues emerging out of current climate change across the world especially in India.
- Understanding of the principles underpinning Climate Change Adaptation.
- Proven ability to develop manuals and guidelines to institutionalize best practices in Climate Change and Environment Management.
- Understanding of basic GIS/ Remote Sensing principles and their applicability in studying climate change affects and environment.
- Project management skills and/or experience including proven ability to effectively adjust plans to rapidly changing circumstances.
- Ability to operate and lead under pressure and in physically or mentally challenging situations.

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- Presentation and public speaking skills and experience therein.
- Experience of cross-cultural working environment;
- Demonstrable commitment to environmental/peace issues
- Experience of cross-cultural working environment;
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.), Internet, Web applications etc.

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2. Post title: Project Officer- Environment and Climate Change (One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 (Three) years initially.

Job Description:

- Climate change operations shall be planning and accompaniment of climate change adaptation and mitigation activities. Documenting and propagating adaptation and mitigation models.
- Supporting partners to develop and implement appropriate Climate Change Adaptation strategies.
- Conduct policy studies/analysis in the area of Climate Change and Energy.
- Develop and contribute to research activities related to Climate Change.
- Represent and build productive relationships with likeminded organizations, specifically looking at the influential role of networks/groups working on climate change issues.
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- Institutional capacity building to facilitate CCA approaches at & with community level.
- Development of CCA action plans through community risk and vulnerability assessment.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of issues emerging out of current climate change across the world especially in India.
- Understanding of the principles underpinning Climate Change Adaptation.
- Proven ability to develop manuals and guidelines to institutionalize best practices in Climate Change and Environment Management.
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- Presentation and public speaking skills and experience therein.



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- Demonstrable commitment to environmental/peace issues
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3. Post title: Senior Editor (One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

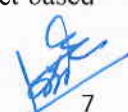
Duration: 3 years initially.

Job Description:

- Content writing in different writing styles and on all kinds of topics and domains
- Research the topic(s), structure the writing pieces and create high quality, unique content
- Mentoring new contents and managing the documentation of the projects
- Translation of English documents into Hindi and vice-versa.
- Proofreading and editing the documents.
- Translate a variety of material, particularly formal legal, technological and engineering documentation, from Hindi to English and vice versa, with attention to fact and nuance, so that the intent and tone of the original meaning is preserved.
- Edit, standardize, proofread, revise and finalize translated material prepared by other employees.
- Organize translated material and finalize translation according to set standards regarding order, clarity, conciseness, style, and terminology.
- Providing a grammatically correct, well-expressed final version of the text.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of various forms of Disasters and disaster management in general.
- Candidates with 3 years of experience in similar work profile (senior editor, editor etc.)
- University degree with diploma/ equivalent qualification in Mass Communication
- Excellency in translating the documents from English to Hindi and vice-versa.
- Should have excellent English and Hindi writing and comprehension skills
- Should have the ability to work in all kinds of writing styles, content types and on different topics/domains. Keen to learn and willing to pick up a wide range of writing skills
- Ability to operate and lead under pressure and in physically or mentally challenging situations.
- Experience of cross-cultural working environment;
- Should be a regular internet user and be well versed with techniques of internet based research on various topics


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- Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.), internet, web applications etc.

Name of the applicant

1. Name of the position applied for

2. Full Name:

Affix recent passport size self-attested photograph

3. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained (starting from latest degree)	Specializations/ Subjects	Year	Division

4. PROFESSIONAL QUALIFICATIONS:

5. TRAININGS / WORKSHOP ATTENDED :

Name	Place/Organization	Date

6. ACHIEVEMENTS

7. PUBLICATIONS / PAPERS PRESENTED:

8. EMPLOYMENT RECORD**TOTAL EXPERIENCE (in Yrs):**

Please provide details of all positions held - starting with your present employment and going back to the first - in the space below:

DURATION (YEAR - YEAR)	ORGANIZATION	DESIGNATION	RESPONSIBILITIES HANDLED

9. LANGUAGE PROFICIENCY: (1 - EXCELLENT; 5 - BASIC)

Language	Reading	Speaking	Writing

10. PERSONAL DETAILS**Date of birth:****Present Address/ Correspondence Address:****Permanent Address:****Email Id:****Mobile/Phone (with area code):****Marital Status:****11. CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, this information sheet correctly describes me, my qualifications, and my experience.

Signature(scanned)**Full Name****Date****Place**
