

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

Vacancy Announcement

Bihar State Disaster Management Authority invites applications for appointment on the following posts on purely contractual basis. The contract may be initially for three years or till further orders as the case may be, and extendable to a total period of five years, as the case may be. 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	Emoluments
1	Sr. Advisor Human Induced Disaster (One Post- Unreserved)	Master's Degree in relevant field: Engg. /Earth Sciences/Agriculture/Natural Sciences/ Social Sciences/ Disaster management. Working Experience: Minimum 10years 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 Per month
2	Sr Advisor (HRD, CB & Training.) (One Post- Unreserved)		
3	Sr. Advisor Natural Disaster (One Post- Unreserved) (Expected)		

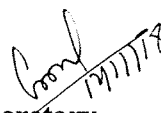
B. General Conditions:

- a. Candidates applying for more than one post should submit separate applications.
- b. Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview, if called.
- c. Incomplete application or applications received after the due date in any respect will not be considered.
- d. Only Indian Nationals need apply.
- e. Canvassing in any form will be a disqualification.
- f. 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/her candidature will be rejected or his/her employment will be terminated.
- g. The applications must be typed neatly and sent in prescribed form in A-4 size paper, if submitted in hard copy through postal address. Persons working in Government/Public Sectors Undertakings/Autonomous Organizations should submit their applications through proper channel.
- h. Candidates should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.).
- i. Maximum Age limit in case of retired persons will be 62 years.
- j. The selected persons will enter into an agreement in the prescribed format with the Authority.
- k. Only those applicants found suitable after screening process may be called for interview.

- l. The applicant should be of good moral character and there must not be any departmental enquiry or any criminal case pending against the applicant in any court of law.
- m. Authority keeps its right reserve to increase or decrease the number of vacancies as well as to make amendments in the specifications mentioned above, or any other decision in the interest of BSDMA, if required.

NOTE:

1. **PROFORMA FOR THE APPLICATION can be downloaded from the website**
2. For details about the above posts & to download application format, please visit: **career** column – www.bsdma.org. If applying for more than one post, please use separate application forms for each post. Interested candidates may send their CV in the prescribed format with a cover letter, addressing to the **Secretary, Bihar State Disaster Management Authority (BSDMA), Patna** by **Registered Post/ Speed Post Only** on the following address: Secretary, BSDMA, 2nd Floor, Pant Bhawan, Bailey Road, Patna, 800001. **Last date of application: . 15-02-2018 (Till 05.00 PM)**
3. **Candidates applied earlier for the posts advertised vide IPRD No. PR.5659 (Ni Ni)2017-18 need not to apply afresh.**
4. For descriptions and detailed terms & conditions, please visit BSDMA website: www.bsdma.org


Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: Sr. Advisor (Human Induced Disaster) (One Post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 years initially or till further order as the case may be.

Job Description:

- To create awareness about the hazards in Bihar and what the people could do for their own safeguards.
- To undertake sensitization of various stake holders towards taking prior action so as to minimize the hazard impact.
- To devote attention to the safety of schools and hospitals/ dispensaries in rural as well as in urban areas.
- To introduce modifications in the building bylaws of municipal corporation, municipal councils and Nagar Panchayats and to empower them for effective enforcement of the bylaws.
- To sensitize and empower the Zila Panchayats and Gram sabhas with regard to the occurrence of human induced disasters and to provide them simple guidelines for the personal safety of their residential /official quarters.
- To create and develop damage scenarios under simulated condition for analysis and planning.
- To assist in carrying out capacity building of various stake holders to mitigate the impact of all human induced hazards.
- To disseminate the relevant guidelines issued by NDMA and take steps for their implementation in the state.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of various forms of Human Induced Disaster such as acts of Chemical, Biological, Radiological and Nuclear, Road Accidents, Drowning & Boat Capsizing etc.
- Proper understanding of risks originating due to human and environment interplay.
- Understanding of psycho-social care, community based disaster risk reduction method.
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- 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.
- Experience of cross-cultural working environment.
- Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.) internet, web applications etc.


Secretary

Bihar State Disaster Management Authority

Terms of Reference (TOR)

1. **Post title:** Sr.Advisor (Human Resources Development, Capacity Building and Training)
(One post-Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna

Duration: 3 (Three) years initially or till further order as the case may be.

Job description:

- For achieving mitigation and preparedness of various hazards (Natural and Human Induced) the following activities will be carried out:
- To capacity building, to target the various stakeholders firstly government officers in various ministries and department of the Government will be targeted for capacity building.
- To outreach the Architects, Engineers, Medical Doctors, Educationists, Industrialists, Builders and Contractors, etc, so to give education and training in vulnerability assessment, risk analysis and various components of Disaster Management.
- To prepare appropriate strategy for achieving the desired results.
- To prepare the necessary curricula for appropriate education and training of manpower at various levels.
- To help in creating institutional facilities for training of trainers and execution of the educational and training programmes.
- To target not only for training all those in position already, but also and those who will be joining the services under the Government, various undertakings or non government organizations in a continuing way.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge on adult learning methodology and capacity building experience within the public sector including experience in areas such as capacity assessment, curricula development, course organization, problem based (and not only content based) training, and training impact evaluations.
- Understanding of the principles underpinning capacity building in the context of Bihar and Disaster Management.
- Proven ability to develop manuals and guidelines to institutionalize best practices in capacity building.
- Understanding of national guidelines /strategies on training & capacity building across Disaster Management.
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Ability to work effectively with a diverse team of people, with proven team building skills.
- Excellent project management skills.
- 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.


Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: Sr. Advisor (Natural Disaster) (One Post- Unreserved) (Expected)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 years initially or till further order as the case may be.

Job Description:

- To create awareness about the hazards in Bihar and what the people could do for their own safeguards.
- Sensitization of various stake holders towards taking prior action so as to minimize the hazard impact.
- To devote attention to the safety of schools and hospitals/ dispensaries in rural as well as in urban areas.
- To introduce modifications in the building bylaws of municipal corporation, municipal councils and Nagar Panchayats and to empower them for effective enforcement of the bylaws.
- To sensitize and empower the Zila Panchayats and gram sabhas with regard to the occurrence of natural disasters and to provide them simple guidelines for the personal safety of their residential quarters.
- To ensure that all new constructions are carried out with disaster resistant design and good quality of materials and technologies.
- To carry out assessment of safety of existing constructions mainly buildings, bridges, dams etc, under various natural disasters and to develop methodology for their retrofitting so as to achieve safety against total collapse or severe damages.
- Proper disaster management including disaster risk reduction will require generation of damage scenarios under simulated disasters occurrences.
- To assist in carrying out capacity building of various stake holders to mitigate the impact of all natural hazards.
- To disseminate the relevant guidelines issued by NDMA and take steps for their implementation in the state.
- To introduce appropriate modifications, wherever necessary, in preparing the building bye laws of urban local bodies and to implement them accordingly.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of various forms of Natural Disasters such as acts of Earthquake, Flood, Drought, Heat Waves etc.
- Proper understanding of risks originating due to human and environment/natural interplay.
- Understanding of psycho-social care, community based disaster risk reduction method.
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- 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.
- Experience of cross-cultural working environment.
- Excellent computer/IT Skills and proficiency in MS.Office applications (Word, Excel, Power Point etc.) internet, web applications etc.


Secretary

Bihar State Disaster Management Authority

**Bihar State Disaster Management Authority
Application form for Vacancies**

Name of the applicant

Affix recent passport size self-attested photograph

1. Name of the position applied for

2. Father's Name:

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:

**Bihar State Disaster Management Authority
Application form for Vacancies**

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. Three reference from supervisors of the last three previous organisations (whichever is applicable) with their names, position, e-mail, Basic phone no. and Mobile no.

10. LANGUAGE PROFICIENCY: (Rating (1-5): EXCELLENT-1/ BASIC-5)

Language	Reading	Speaking	Writing

11. PERSONAL DETAILS

Date of birth:

Present Address/ Correspondence Address:

Permanent Address:

Email Id:

Mobile:/Phone (with area code):

Marital Status:

**Bihar State Disaster Management Authority
Application form for Vacancies**

12. 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

Full Name

Date

Place