

Vacancy Announcement
Walk-in-Interview

The Authority announces Walk-in-interview for the appointment on the following position on contractual basis:-

1. Project Officer (Natural Disaster)

(One Post - Unreserved)

Selection Process:-

Walk-in-interview would be conducted on **13-09-2018** Reporting time for the Interview is **9.30 A.M to 10.30 Noon**, on 2nd floor at the given address. Candidature for interview will not be **accepted after 12.00 noon**. The candidates must bring NOC & a copy of the notification of the post held, in case they are in service, and last post held in the case of retirement. Please also bring two photographs along with handwritten/ typed application for the post. For details about the above position, TORs and application format, please visit our website: www.bsdma.org/career.aspx


Secretary

Bihar State Disaster Management Authority

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

Walk-in-interview will be held for following post purely on contractual basis. The contract will be initially for three years and may further be extended as per rules based on the need and performance. Educational qualification, experience and expectations required are given in the table below:-

Sl. No.	Name of Position	Education Qualification/Experience	Emolument
1	Project Officer (Natural Disaster)	Education Qualification: Master's Degree in relevant field: Engg/ Earth Sciences/ Agriculture/ Natural Sciences/ Social Sciences/ Disaster Management. Working Experience:- Minimum 5 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. 60,000/- (Rupees Sixty Thousand) Per Month

General Conditions:-

- a. This position is purely on contractual basis, initially for **three years** and can be extended upto **Five Years** on satisfactory performance.
- b. Candidates will have to produce the proof of details furnished in their application, in original at the time of interview, if asked for.
- c. Only India 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 willfully conceal or misrepresent the facts, his/her candidature will be rejected or his/her employment will be terminated.
- f. Persons working in Government/Public Sectors Undertakings/Autonomous Organizations should submit their applications through proper channel.
- g. Candidates should be well versed with working on the computer including Internet, MS Office applications (Word, Excel, Power Point etc.)
- h. Maximum Age limit in case of retired person will be **62 years**.
- i. The selected person will enter into an agreement as per Rule in a prescribed format with the Authority.
- j. In case of Retired Govt. Servant, there should not be any vigilance case or any pending Department Proceeding or any criminal case pending in any court of law against him/her.
- k. In case of retired persons, pay-minus-pension will be paid.

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TOR

1. Post title: Project Officer- Natural Disaster (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:

- Develop strategy to create awareness about the hazards in Bihar and strategy formulation for risk reduction against natural disasters.
- Organise Sensitization programmes/ workshops of various stake holders towards taking prior action so as to minimize the hazard impact.
- Ensure safety of schools/ hospitals/dispensaries/other institutions/ public places in rural as well as in urban areas.
- Follow up of the implementation of National Guidelines on Management of natural disasters like flood, cyclone, and drought etc., circulated by National Disaster Management Authority to various agencies.
- Evolve a monitoring framework amongst the associated stakeholders and facilitate formulation of policies, programmes and pertaining to natural disaster management.
- Preparation of status report on natural disaster management in different districts and identification of local best practices for implementation in other areas.
- Assist in better management of natural disaster by providing and suitable inputs for intervention and develop the programme module for efficient mitigation practices.
- Research on international best practices on disaster early warning system and suggestions for necessary measures in the context of India and state specific enhancement of early warning system accordingly.
- Working out programme for capacity building, and identify the key institutions and organizations working in this area.
- Any other assignment/ work on the subject which can be given by the Member concerned.

Knowledge & Competencies:

- In-depth knowledge on natural disaster management related issue and HRVA.
- Ability to support strategic planning, results-based management and reporting.
- Ability to support formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources.
- 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.
- Presentation and public speaking skills and experience therein.
- 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.

**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