Vacancy Announcement
Walk-in-Interview

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

Sl. No.	Name of Position	No of Position	Date/Time/ Place of Walk-in Interview	Qualification	Emolument
1	Sr. Technical Assistant	1 (one) (unreserved)	11.07.2019	Preferably MCA with 5 years experience	Rs. 40,000/-
2	Technical Assistant	1 (one) (unreserved)		Preferably BCA with 7 years experience	Rs. 30,000/-

General Conditions:-

a. Candidates will have to produce the proof of details furnished in their application, in original at the time of interview.
b. Only Indian Nationals need to apply.
c. Canvassing in any form will be a disqualification.
d. 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 misinterpret the facts, his/her candidature will be rejected or his/her employment will be terminated.
e. Candidates should be well versed with working on the computer including Internet, MS Office application (Word, Excel, Power Point etc.)
f. The selected person will enter into an agreement in a prescribed format with the Authority.
g. There should not be any vigilance case or any pending departmental proceeding or any criminal case in any court of law against the candidate.
h. The detailed Terms of Reference (Qualifications, Tasks to be carried out, Selection Process and Application Format etc) are available at the **Career** Section of **www.bsdma.org.**

Secretary
Bihar State Disaster Management Authority

Terms of Reference

Post Title : Senior Technical Assistant

No of Post : One (unreserved)

Organization : Bihar State Disaster Management Authority

Duty Station : Patna (Job may require travel to other parts of the State)

1. Required Qualifications and Experience:

- Preferably Masters in Computer Applications.
- At least 5 years' experience in the IT sector.
- Experience of working in government projects would be an added advantage.

2. Knowledge and Skills

- Software and hardware skills pertaining to web services application are required (.Net/ java platform) and knowledge of Content Management Systems.
- Excellent knowledge of web designing, scripting and web security.
- Knowledge of networking and acquaintance with modern technologies such as cloud computing
- Excellent analytical, organizational and presentational skills particularly in database management.
- Knowledge of hardware, knowledge of GIS application software, Web Server Administration would be preferred.

3. Description of Main Responsibilities:

- The Senior Technical Assistant will take a lead in designing, developing and implementing applications required facilitating the IT operations related to the disaster management functions in the State.
- Facilitate the development of a database structure for all information management system related to disaster management issues.
- Help manage regular database housekeeping tasks in the office.
- Oversee the data-entry in the IDRN (a portal on nation-wide disaster related resources) in the cities / districts in the respective division
- Undertake programs among the administration staff to promote a culture of information sharing especially in preparedness for times of emergencies
- Manage basic GIS requirements of the office with the help of Arc View or any other tool
- Coordinate with all the Divisional, District and City Level Control Rooms (CR) to ensure a round the clock readiness of connectivity and other IT support ·mechanisms required for smooth working of the network of operation centers.

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- Participate in systems analysis, design and software development at each CR.
- Assist in development of GIS-based disaster database and GIS-based Risk and vulnerability Analysis
- Elaborate and document the detailed technical specifications of the system created, i.e. components for error handling, security aspects, functional and non- functional requirements using the established standards and guidelines.
- Help in installing and maintaining the system, perform troubleshooting and user training.
- Assist in providing technical advice for platforms installed; provide assistance to application users on application software matters.
- Help in maintenance of LAN and Setting local security policies.
- Develop and maintain of websites as the need arises for the same
- Coordinate with and support the NIC representatives in the relevant districts
- Participate in all emergency situations to support the IT functions
- Any other work that may arise as per the administrative convenience and the exigencies of work.

4. **Duration of Appointment:** Three years

5. **Remuneration:** Rs.40,000/- p.m. consolidated

6. **Selection Process:** Walk-in-interview

- Walk-in-interview on 11.07.2019
- Reporting time at BSDMA : 10:00 am to 01.00PM
- Venue of the interview : 2nd Floor, Pant Bhawan, Baily Road, Patna – 800001
- Candidature for interview will not be accepted after 01:00 PM.
- Candidates must bring original certificates and proof of the details furnished in their application for verification at the time of interview.
- Candidates must fill up the attached application format and bring a hard copy of the same for interview.
- No travelling allowance shall be paid to the candidates appearing in the interview.

7. Selected candidate will be required to enter into an agreement on a prescribed format with the Authority.

Terms of Reference

Post Title : Technical Assistant

No of Post : One (reserved for EBC)

Organization : Bihar State Disaster Management Authority

Duty Station : Patna (Job may require travel to districts and other parts of the State)

1 Required Qualifications and Experience:

- Preferably a Bachelor Computer Applications.
- At least 7 years' experience in the IT sector.
- Experience of working in government projects would be an added advantage

2. Knowledge and Skills

- Software and hardware skills pertaining to web services application are required (.Net/ java platform) and knowledge of Content Management Systems.
- Excellent knowledge of web designing, scripting and web security.
- Knowledge of networking and acquaintance with modern technologies such as cloud computing
- Excellent analytical, organizational and presentational skills particularly in database management.
- Knowledge of hardware, knowledge of GIS application software, Web Server Administration would be preferred.

3. Description of Main Responsibilities:

- The Technical Assistant will assist Senior Technical Assistant in designing, developing and implementing applications required facilitating the IT operations related to the disaster management functions in the State.
- Facilitate the development of a database structure for all information management system related to disaster management issues.
- Help manage regular database housekeeping tasks in the office.
- Oversee the data-entry in the IDRN (a portal on nation-wide disaster related resources) in the cities / districts in the respective division
- Undertake programs among the administration staff to promote a culture of information sharing especially in preparedness for times of emergencies
- Manage basic GIS requirements of the office with the help of ArcView or any other tool
- Coordinate with all the Divisional, District and City Level Control Rooms (CR) to ensure a round the clock readiness of connectivity and other IT support mechanisms required for smooth working of the network of operation centers.

- Participate in systems analysis, design and software development at each CR.
- Assist in development of GIS-based disaster database and GIS-based Risk and vulnerability Analysis
- Elaborate and document the detailed technical specifications of the system created, i.e. components for error handling, security aspects, functional and non- functional requirements using the established standards and guidelines.
- Help in installing and maintaining the system, perform troubleshooting and user training.
- Assist in providing technical advice for platforms installed; provide assistance to application users on application software matters.
- Help in maintenance of LAN and Setting local security policies.
- Develop and maintain of websites as the need arises for the same
- Coordinate with and support the NIC representatives in the relevant districts
- Participate in all emergency situations to support the IT functions
- Any other work that may arise as per the administrative convenience and the exigencies of work.

4. **Duration of Appointment:** Three years

5. **Remuneration:** Rs.30,000/- p.m. consolidated

6. **Selection Process:** Walk-in-interview

   - Walk-in-interview on 11.07.2019
   - Reporting time at BSDMA : 10:00 am to 01.00PM
   - Venue of the interview : 2nd Floor, Pant Bhawan, Baily Road, Patna – 800001
   - Candidature for interview will not be accepted after 12:00 noon.
   - Candidates must bring original certificates and proof of the details furnished in their application for verification at the time of interview.
   - Candidates must fill up the attached application format and bring a hard copy of the same for interview.
   - No travelling allowance shall be paid to the candidates appearing in the interview.

7. Selected candidate will be required to enter into an agreement on a prescribed format with the Authority.

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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. CATAGORY

Unreserved/ Reserved (SC/ST/OBC/EBC). Please specify.

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...............................

Full Name ....

Date   ....

Place   ....