

BIHAR STATE DISASTER MANAGEMENT AUTHORITY (BSDMA)

2ND Floor, Pant Bhawan, Bailey Road, Patna, Bihar, Pin:-800001

Vacancy Announcement
Walk-in-Interview

Bihar State Disaster Management Authority announces Walk-in-interview for the appointment on the following position on contractual basis:-

1. Senior Editor

(One Post - Unreserved)

Selection Process:-

Walk-in-interview would be conducted on **04.10.2019** 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

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. Editor	1 (one) (unreserved)	04.10.2019	University degree with diploma/ equivalent qualification in Mass Communication. Working Experience: Minimum 3 years' of experience in relevant field.	Rs. 60,000/- Per Month

General Conditions:-

- a. Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview, if called.
- b. Incomplete application or application received after the due date in any respect will not be considered.
- 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.
- f. The application must be typed neatly and sent in prescribed form in A-4 size paper, if submitted in hard copy through postal address. If submitted in soft copy through Email, it should be in MS-Word doc or pdf format.
- g. Person working in Government/Public Sectors Undertakings/Autonomous Organizations should submit their applications through proper channel.
- h. Candidate should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.).
- i. The selected person will enter into an agreement in a prescribed format with the Authority.

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1. **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.)
- Degree or diploma in mass communication, law, journalism, English, creative writing, technical writing or a similar discipline is preferred.
- 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
- Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point, Corel Draw, Photo Shaft, Page Maker etc.), Internet, Web applications etc.


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Application Form

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/ COMPUTER/IT SKILLS:

5. TRAININGS / CERTIFICATIONS :

Name/Certification	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. 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