

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

Vacancy Announcement
Walk-in-Interview

A walk-in-interview will be organized for the appointment on the following post sanctioned by National Disaster Management Authority for implementation of the Sendai Framework for Disaster Risk Reduction under the approved scheme "Improving Disaster Risk Governance at SDMA/DDMA level of "Other Disaster Management Programme (ODMP)" under the Umbrella Central Sector Scheme initially for one year. Annual extension can be granted till the completion of the project to be continued upto 2020-21. Educational qualification, experience and expectations required are given in the table below:-

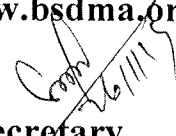
Sl. No.	Name of Position	No of Position	Date/Time/ Place of Walk-in Interview	Qualification	Experience	Emolum ent
1	Sr. Consultant	1 (one) (unreserv ed)	24.12.2019	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)	<ul style="list-style-type: none">• Candidate should have minimum experience of 10 years in the field related to Disaster Management - Post Qualification.• Candidate having M. Phill Degree in the relevant field are required to have minimum experience of 08 years.• Candidate having Ph.D. Degree in the relevant field are required to have minimum experience of 05 years. Candidate must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management.	1,00,000/ - (One Lakh) per month

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. The maximum age limit will be 65 years.

Selection Process:

Walk-in-interview will be conducted on **24.12.2019**. Reporting time for the Interview is **9.30 A.M to 10.30 A.M** on 2nd floor at the given address. Candidature for interview will not be accepted **after 12.00 Noon**. The candidate retired from govt. service must mention the last post held in the application format. Please also bring two photographs along with handwritten/typed application for the post. The detailed "Terms of Reference" as Annexure-I (Qualifications, Experience, Deliverables/Outcomes, Application Format etc.) is available in the **career** section of **www.bsdma.org**.


Secretary

Bihar State Disaster Management Authority

TERMS OF REFERENCE
Sr. Consultant (Disaster Management)

1. Category, Qualification, Experience etc:

1.	Discipline	Disaster Management
2.	Name of Post	Sr. Consultant
3.	Educational Qualification	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)
4.	Experience	<ul style="list-style-type: none"> • Candidate should have minimum experience of 10 years in the field related to Disaster Management - Post Qualification. • Candidate having M. Phill Degree in the relevant field are required to have minimum experience of 08 years. • Candidate having Ph.D. Degree in the relevant field are required to have minimum experience of 05 years. • Candidate must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management.
5.	Age Limit	The maximum age limit will be 65 years.
6.	Duration	<p>a. For a period of 12 months. Annual extension can be granted till the completion of the project.</p> <p>b. The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the competent authority. if the performance of the Sr. Consultant is not satisfactory, BSDMA may terminate the contract.</p>
7.	Fee	Rs. 1,00,000/- (One Lakh) per month
8.	Reporting Mechanism	Sr. Consultant shall report to BSDMA and shall maintain co-ordination with NDMA.
9.	Deliverables/ Outcomes	<ul style="list-style-type: none"> • Technical Assistance in preparation of the Hazard Risk Vulnerability Atlas for the State. • Alignment of State Plans and District Plans in accordance with the Sendai Framework. • Facilitating State Govt. Departments in preparation of their Departmental Disaster Management Plan. • Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States. • Compiling and timely furnishing of data and information to NDMA on disaster aspects, implementation of NDMA Schemes, and Sendai Framework Monitoring indicators. • Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction. • Help in setting up of the Disaster Data Base at the State and District level. • Collection of reports about the lessons learnt and best practices from the State and exchange/sharing of these among the States and NDMA. • Assist the BSDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. • Any other tasks assigned by BSDMA/NDMA.

- 2. Precise Statement of Objectives:** Suggest measures for integration of mitigation measures in the development plans of State Government.
- 3. Outline of the task to be carried out :** In addition to the work pertaining to deliverables and outcomes of the Scheme, the following tasks are to be performed:
 - (a) Support the State Government in taking measures for implementation of Sendai Framework for Disaster Risk Reduction and reporting on the Sendai Framework Monitoring Indicators.
 - (b) To develop coordination mechanism with the aim of implementing Sendai Framework at State and District levels.
 - (c) To ensure implementation of Programmes and Schemes of NDMA by State.
 - (d) To help in capacity building and training activities carried out by NDMA.
 - (e) Liaison with the BSDMA, Relief Commissioner and other Government Departments dealing with Disaster Management.

Application Form

1. Name of the applicant

2. Name of the position applied for

3. Father/Husband's Name:-

Affix recent
passport size
self-attested
photograph

4. EDUCATIONAL QUALIFICATIONS:

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

5. PROFESSIONAL QUALIFICATIONS/ COMPUTER/IT SKILLS:

6. TRAININGS / CERTIFICATIONS :

Name/Certification	Organization	Date

7. EXPRIENCE -

8. PUBLICATIONS / PAPERS PRESENTED (if any):

9. 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

10. CATAGORY

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

11. PERSONAL DETAILS

Date of Birth:

Present Address/ Correspondence Address:

Permanent Address:

Email Id:

Mobile:/Phone (with area code):

Marital Status:

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

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BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)
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Vacancy Announcement
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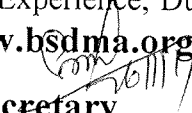
Sl. No.	Name of Position	No of Position	Date/Time/ Place of Walk-in Interview	Qualification	Experience	Emolum ent
1	Data Entry Operator	1 (one) (unreserved)	26.12.2019	<ul style="list-style-type: none">• Graduation in any discipline• Typing speed of 40 wpm.• Diploma/Certificate Course (1 year) in Computers. Knowledge of MS Office Suite (Word, Excel, PowerPoint etc.), Adobe Reader, Internet, E-mail, etc.	Candidate should have minimum experience of 2 years in similar position.	22,000/- per month

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. The maximum age limit will be 35 years.

Selection Process:

Walk-in-interview will be conducted on **26.12.2019**. Reporting time for the Interview is **9.30 A.M to 10.30 A.M** on 2nd floor at the given address. Candidature for interview will not be accepted **after 12.00 Noon**. Please also bring two photographs along with handwritten/typed application for the post. The detailed "Terms of Reference" as Annexure-II (Qualifications, Experience, Duties to be performed, Application Format etc.) is available in the **career** section of **www.bsdma.org**.


Secretary

Bihar State Disaster Management Authority

TERMS OF REFERENCE**Data Entry Operator (DEO)**

1.	Name of Post	Data Entry Operator
2.	Educational Qualification	<ul style="list-style-type: none"> • Graduation in any discipline • Typing speed of 40 wpm. • Diploma/Certificate Course (1 year) in Computers. • Knowledge of MS Office Suite (Word, Excel, PowerPoint etc.), Adobe Reader, Internet, E-mail, etc.
3.	Experience	Candidate should have minimum experience of 2 years in similar position.
4.	Age Limit	The maximum age limit will be 35 years.
5.	Duration	a. For a period of 12 months to be extendable by upto 24 months. b. The BSDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to BSDMA.
6.	Fee	Rs. 22,000/- per month
7.	Duties to be performed	<ul style="list-style-type: none"> • Data entry work using computer and appropriate software; entering, updating, verifying and/or retrieving data into/from various sources; and ensuring the accuracy and confidentiality of information recorded. • To keep record of incoming/outgoing Dak, files/registers etc., to keep filling uptodate, collect information desired by the Sr. Consultant / BSDMA, to deal in tactful manner with visitors and to attend telephone calls with courtesy. • To perform such other duties as may be assigned to him by Sr. Consultant/BSDMA from time to time in relation to the implementation of the Scheme.

Application Form

1. Name of the applicant-

2. Name of the position applied for

3. Father/Husband's Name:-

Affix recent
passport size
self-attested
photograph

4. EDUCATIONAL QUALIFICATIONS:

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

5. EXPRIENCE -

6. EMPLOYMENT RECORD

TOTAL EXPERIENCE (in Yrs): _____

DURATION	ORGANIZATION	DESIGNATION	RESPONSIBILITIES HANDLED

7. CATAGORY

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

8. PERSONAL DETAILS

Date of Birth: _____

Present Address/ Correspondence Address: _____

Permanent Address: _____

Email Id: _____

Mobile:/Phone (with area code): _____

Marital Status: _____

9. 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