

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 vacant/likely to be vacant posts on purely contractual basis. The contract will initially be for three years or till further order as the case may be or till the services of regular officers on deputation basis is obtained, as the case may be. Educational qualifications, experience and expectations required for each of the posts are given in the table below:-

Sr. No	Name of Post	Education qualifications/Experience and expectations/ Desirable	Emoluments
1	Sr. Technical Assistant (One Post- UR)	Preferably MCA with 5 years' experience/ BCA with 7 years' experience	Rs. 40,000/- Per month
2	Assistant Editor (One Post- UR)	Master's Degree in relevant field: University degree with diploma/equivalent qualification in Mass Communication with Working Experience: Minimum 1 years' experience in relevant field.	Rs. 40,000/- Per month
3	Technical Assistant (One Post- EBC)	Preferably MCA with 5 years' experience/ BCA with 7 years' experience.	Rs. 30,000/- Per month
4	Project Associate /Research Associate Total Post -04 (UR-02) (EBC-01) (SC-01)	University degree/or equivalent in Engineering/Social/Natural/Earth Sciences/ Agriculture/Disaster Management or PG from professional institutes such as Business Management /Computer Application/Mass Communication / Chartered Accountant/Disaster Management etc.	Rs. 30,000/- Per month

B. 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 applying for more than one post should submit separate applications.
- c. Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview, if called.
- d. Incomplete application or applications received after the due date in any respect will not be considered.
- e. Only Indian Nationals need to apply.
- f. Canvassing in any form will be a disqualification.
- g. 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.
- h. 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 Under takings/Autonomous Organizations should submit their applications through proper channel.
- i. Candidates should be well versed with working on the computer including internet, MS Office applications (Word, Excel, Power Point etc.).

- j. Maximum Age limit in case of retired persons will be 62 years.
- k. The selected persons will enter into an agreement in the prescribed format with the Authority.
- 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. 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.
- n. In case of retired persons, pay-minus-pension will be paid.
- o. 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: 30.03.2022 (Till 05.00 PM)**
3. For descriptions and detailed terms & conditions, please visit BSDMA website: www.bsdma.org

Secretary
Bihar State Disaster Management Authority



TOR

Post Title : Senior Technical Assistant
No of Post : One (unreserved)
Organization : Bihar State Disaster Management Authority
Duty Station : Patna

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.
- 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.

Secretary

Bihar State Disaster Management Authority

TOR

Post title : Assistant Editor (One post- Unreserved)
Organisation : Bihar State Disaster Management Authority (BSDMA).
Supervisor : Vice-Chairman, BSDMA
Duty Station : Patna.

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 1 years of experience in similar work profile.(Assistant Editor)
- University degree with diploma/ equivalent qualification in Mass Communication.
- 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 etc.), internet, web applications etc.


Secretary
Bihar State Disaster Management Authority

TOR

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 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.


Secretary

Bihar State Disaster Management Authority

TOR

1. Post title: Project Associate/Research Associate -04 Post (UR-02, EBC-01, SC-01)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: Patna.

Job description:

- Responsible for coordinating the training and capacity building initiatives.
- Facilitate in organizing training programmes and its reporting.
- Support in reviewing and designing training modules and manuals.
- Help maintain a database of trainers and other resource persons.
- Identify training requirements-both fresh and refresher at all level for various functionaries.
- Assist in conducting hazard risk and vulnerability analysis at state and district level.
- Undertake other administrative duties as assigned by the supervisor.
- Assist in setting up inter agency coordination mechanism at state level for effective disaster preparedness, response and recovery.
- Perform any other tasks related to capacity building, planning and implementation
- Assist in classifying and compiling various knowledge products such as reports, training manuals, handbooks, audio-visual materials, IEC materials and other publications related to DM.
- Document best practices and lessons learnt with respect to Disaster Risk Reduction Initiatives.
- Document, capture and disseminate best practices and lessons learnt.

Knowledge & Competencies:

- knowledge on disaster management related issues.
- 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.

Secretary

Bihar State Disaster Management Authority

Application Form

Name of the applicant

1. Name of the position applied for

2. Full Name:

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