

GOVERNMENT OF BIHAR  
BIHAR STATE DISASTER MANAGEMENT AUTHORITY  
(DISASTER MANAGEMENT DEPTT.)

5th Floor, D-Block, Sardar Patel Bhawan, Patna-800023

**Vacancy Announcement**

Bihar State Disaster Management Authority invites applications for appointment on the following posts on purely contractual basis. The contract will be for three years or till further order as case may be. **Educational qualifications, experience and expectations required** for each of the post are given table below:-

Sl. No.	Name of Post	Education qualification, experience and expectation	Emoluments
1.	<b>Sr. Advisor Natural Disaster</b> (One Post-Unreserved)	<b>Master's Degree in relevant field:</b> Engg. /Earth Sciences/Agriculture/Natural Science/ Social Sciences /Disaster management. <b>Working Experience:</b> Minimum 10 years experience in relevant field. Experience in Armed forces/Paramilitary forces/ General Administration/ State police/Fire Services etc. will be an additional value.	Rs. 80,000 Per Month Or As per Rules for Retd. Govt. personnel's.
2.	<b>Financial Advisor</b> (One Post-Unreserved) (Expected)	Bihar Financial Service not below the rank of Deputy Commissioner.	Rs. 60,000/-Per Month Or As per Rules for Retd. Govt. personnel's.
3.	<b>Sr. Advisor (Technical)</b> (One Post-Unreserved)	Bihar Engineering Service from Water Resources /Road/Construction Department cadre. <b>For contract:</b> Minimum 10 years of field/professional Experience.	37400-67000 GP-8700 Or As per Rules for Retd. Govt. personnel's
4.	<b>Advisor (Technical)</b> (One Post-Unreserved) (Expected)	Bihar Engineering Service from Water Resources /Road/Construction Department cadre. <b>For contract:</b> Minimum 05 years of field/professional Experience.	15600-39100 GP-7600 Or As per Rules for Retd. Govt. personnel's
5.	<b>Project Officer, Natural Disaster</b> (One Post-unreserved)	<b>Master's Degree in relevant field:</b> Engg. /Earth Sciences/Agriculture/Natural Science/ Social Sciences /Disaster management.	Rs. 60,000/- Per Month Or
6.	<b>Project Officer, Env &amp; CC</b> (One Post-unreserved)	<b>Working Experience:</b> Minimum 05 years experience in relevant field. Experience in Armed forces/Paramilitary forces/ General Administration/ State police/Fire Services etc. will be an additional value.	As per Rules for Retd. Govt. personnel's.
7.	<b>Project Officer, HRD, CB &amp; T</b> (One Post-unreserved)		
8.	<b>Sr. Research Officer</b> (One Post-SC) (Expected)	<b>Educational Qualification:</b> University Degree/or equivalent in Engineering /Social /Natural /Earth Sciences/Agriculture/Science/Disaster Management or PG from Professional institute such as Business management Computer Application/Mass Communication/Chartered Accountant/ Disaster Management etc. <b>Working Experience:</b> Minimum 05 years experience in relevant field.	Rs. 50,000/- Per Month Or As per Rules for Retd. Govt. personnel's.
9.	<b>Accountant cum Cashier</b> (One Post-MBC)	Bihar Secretariat Service or retired from same rank	As per Govt. Rule

- a. Candidates applying for more than one post should **submit** applications separately.
- b. Candidates will have to produce the proof (Original) of eligibility criteria furnished in their applications, at the time of Screening/interview, if called.
- c. Incomplete application or applications received after the due date will not be considered.
- d. Only Indian Nationals need apply.
- e. Canvassing in any form will be treated as disqualification.
- f. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicants to willfully conceal or misrepresent the facts, His/Her candidature will be rejected or His/Her employment will be terminated.
- g. 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
- h. Candidates should be well versed with working on the computer including internet. MS applications (Word, Excel, Power Point etc.).
- i. **Maximum Age limit in case of retired persons will be 62 years.**
- j. The selected persons will enter into an agreement in the prescribed format as designed by BSDMA.
- k. The applicant should be of good moral character and there must not be any departmental enquiry or any criminal case pending against the applicants in any court of law.
- l. Authority keeps its right reserve to increase or decrease or cancel 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](http://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, 5th Floor 'D' Block, Sardar Patel Bhawan, Nehru Path, Patna, 800023.** Last date of application: **25.08.2023** (Till 05.00 PM)
3. For descriptions and detailed terms & conditions, please visit BSDMA website [www.bsdma.org](http://www.bsdma.org)

  
Secretary  
Bihar State Disaster Management Authority

# Application Form

Name of The Applicant .....

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 /subject	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.....

## Terms of Reference (ToR):

**Post title:** Sr. Advisor (Natural Disaster) (One Post- Unreserved)

**Organisation:** Bihar State Disaster Management Authority (BSDMA).

**Supervisor:** Vice-Chairman, BSDMA

**Duty Station:** BSDMA, Patna.

**Duration:** 3 years initially or till further order as the case may be.

### Job Description:

- To create awareness about the hazards in Bihar and what the people could do for their own safeguards.
- Sensitization of various stake holders towards taking prior action so as to minimize the hazard impact.
- To devote attention to the safety of schools and hospitals/ healthcare institutions in rural as well as in urban areas.
- To introduce modifications in the building bylaws of municipal corporation, municipal councils and Nagar Panchayats and to empower them for effective enforcement of the bylaws.
- To sensitize and empower the Zila Panchayats and gram sabhas with regard to the occurrence of natural disasters and to provide them simple guidelines for the safety of infrastructure.
- To ensure that all new constructions are carried out with disaster resistant design and good quality of materials and technologies.
- To carry out assessment of safety of existing constructions mainly buildings, bridges, dams etc, under various natural disasters and to develop methodology for their retrofitting so as to achieve safety against total collapse or severe damages.
- To plan scenarios and simulations for DRR.
- To assist in carrying out capacity building of various stake holders to mitigate the impact of all natural hazards.
- To disseminate the relevant guidelines issued by NDMA/ BSDMA and take steps for their implementation in the state.
- To introduce appropriate modifications, wherever necessary, in preparing the building bye laws of urban local bodies and to implement them accordingly.
- Other duties and responsibilities as assigned by the BSDMA.

### Knowledge & Competencies:

- Knowledge of various forms of Natural Disasters such as acts of Earthquake, Flood, Drought, Heat Waves, Cold Waves, Pollution etc.
- Proper understanding of risks originating due to human and environment/natural interplay.
- Understanding of psycho-social care, community based disaster risk reduction method.
- Demonstrated ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- 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.
- Experience of cross-cultural working environment. Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.) internet, web applications etc.,

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## Terms of Reference (ToR):

**Post title:** Sr. Advisor (Technical) (One post- Unreserved)

**Organisation:** Bihar State Disaster Management Authority (BSDMA).

**Supervisor:** Vice-Chairman, BSDMA

**Duty Station:** BSDMA, Patna.

**Duration:** 3 years initially or till further order as the case may be.

### Job Description:

- Climate change operations shall be planning and accompaniment of climate change adaptation and mitigation activities. Documenting and propagating adaptation and mitigation models.
- Supporting partners to develop and implement appropriate Climate Change Adaptation strategies.
- Conduct policy studies/analysis in the area of Climate Change and Energy.
- Develop and contribute to research activities related to Climate Change.
- Represent and build productive relationships with likeminded organizations, specifically looking at the influential role of networks/groups working on climate change issues.
- To build on evidences, derived from field-based initiatives (good coping practices) by the communities.
- Institutional capacity building to facilitate CCA approaches at & with community level.
- Development of CCA action plans through community risk and vulnerability assessment.
- Other duties and responsibilities as assigned by the BSDMA.

### Knowledge & Competencies:

- Knowledge of issues emerging out of current climate change across the world especially in India.
- Understanding of the principles underpinning Climate Change Adaptation.
- Proven ability to develop manuals and guidelines to institutionalize best practices in Climate Change and Environment Management.
- Understanding of basic GIS/ Remote Sensing principles and their applicability in studying climate change affects and environment.
- 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;
- Demonstrable commitment to environmental/peace issues
- 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.

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## Terms of References

### **Post: Advisor (Technical)**

**Organisation:** Bihar State Disaster Management Authority (BSDMA).

**Supervisor:** Vice Chairman, BSDMA

**Duty Station:** BSDMA, Patna & DDMAS (as per requirement).

**Duration:** Initially for Three years or till the services of regular officer on deputation is obtained.

### **Job description:**

1. Preparing relevant guidelines for safe construction
2. Disseminating the relevant guidelines issued by NDMA & State Government and take steps for their implementation.
3. Emphasizing the proper implementation of Building Bye Laws.
4. Providing guidance as per BIS Code.
5. Training various stakeholders including Civil Engineers/Masons/Others.
6. Other duties and responsibilities as assigned by BSDMA.

### **Knowledge & Competencies:**

- Knowledge of BIS Code and Building Bye Laws of Bihar.
  - Proper understanding of a seismic design and retrofitting of old buildings.
  - Understanding of earthquake hazards and disaster risk reduction methods.
- Demonstrate an ability to organize and facilitate stakeholder and focus group meeting, and capacity to work with government.
- 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.
  - Experience of cross-cultural working environment.
- Excellent computer/IT skills and proficiency in MS Office applications (Word, Excel, Power Point, etc), Internet, Web application etc.

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## Terms of References

**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 years initially or till further order as the case may be.

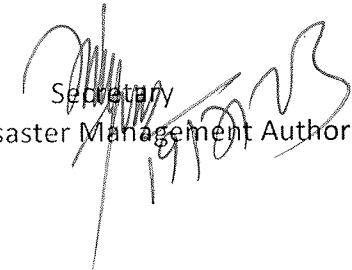
### Job description:

- 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.

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## Terms of Reference (ToR):

**Post title:** Project Officer- HRD, CB & Training (One post-Unreserved)

**Organisation:** Bihar State Disaster Management Authority (BSDMA)

**Supervisor:** Vice-Chairman, BSDMA

**Duty Station:** BSDMA, Patna.

**Duration:** 3 years initially or till further order as the case may be.

### 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;
- Demonstration 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.

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## Terms of Reference (ToR):

**Post title:** Project Officer- Environment and Climate Change (One post- Unreserved)

**Organisation:** Bihar State Disaster Management Authority (BSDMA).

**Supervisor:** Vice-Chairman, BSDMA

**Duty Station:** BSDMA, Patna.

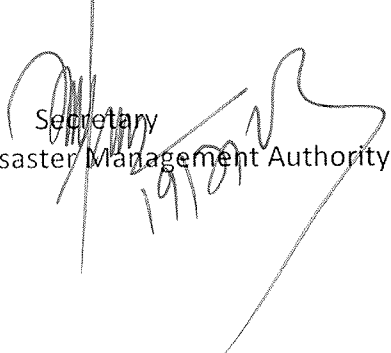
**Duration:** 3 years initially or till further order as the case may be.

### Job Description:

- To create awareness about the hazards of Bihar & what the people should do for the safety of buildings.
- To understand sensitization/training of various stakeholders including Civil Engineers/Masons/ Others.
- To provide guidance on BIS Code.
- To emphasise proper implementation of Building Bye Laws of Bihar.
- To prepare relevant guidelines for safe construction.
- To disseminate the relevant guideline issued by NDMA & State Government and take steps for their implementation.
- Other duties and responsibilities as assigned by BSDMA.

### Knowledge & Competencies:

- Knowledge of BIS Code and Building Bye Laws of Bihar.
- Proper understanding of a seismic design and retrofitting of old buildings.
- Understanding of Earthquake hazards and disaster risk reduction methods.
- Demonstrate on ability to organize and facilitate stakeholder and focus group meeting, and capacity to work with government.
- 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.
- Experience of cross-cultural working environment.
- Excellent computer/IT skills and proficiency in MS Office applications (Word, Excel, Power Point, etc), internet, web application etc.

  
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## Terms of Reference (ToR):

**Post Title:** Senior Research officer (One Post-01 Unreserved)

**Organisation:** Bihar State Disaster Management Authority (BSDMA)

**Duty Station:** BSDMA, Patna

**Duration:** 3 years initially or till further order as the case may be.

### Job Description :

- To undertake research projects in context of disasters in Bihar and suggest strategies based on research for risk reduction against such disasters.
- Conduct policy studies/analysis in the area of Disaster management.
- Develop and contribute to research activities related to Disaster Management.
- Other duties and responsibilities as assigned by the BSDMA.

### Knowledge & Competencies:

- With academic/organizational/governance/field experience in areas/ subjects related to disaster management such as: Floods, Cyclones, Earthquakes, River Erosion, Snow Avalanches & Landslides, Drought, Climate Change, Chemical Biological & Radiological emergencies, Civil Defence, Risk & Vulnerability Analysis, Medical Preparedness, Training & Capacity Building. Education & Disaster Management Community awareness or other areas related to Disaster Management/governance.
- Knowledge of various forms of Research methodologies & skills to conduct research.
- Proper understanding of risks.
- Demonstration ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Project management skills and/or experience including proven ability to effectively adjust plans to rapidly changing circumstances.
- Experience of cross-cultural working environment.
- The selected persons will enter into an agreement in a prescribed format with the Authority. Excellent computer/IT Skills and proficiency in MS Office applications (Word, Excel, Power Point etc.), internet, web applications etc.

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