

GOVERNMENT OF BIHAR
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPTT.)
5th Floor, 'D' Block, Patel Bhawan, Neharu Path, Patna-800023

Vacancy Announcement

Bihar State Disaster Management Authority invites applications for appointment on the Sr. Editor 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:-

SI. No.	Name of Position	Education qualification, experience and expectation	Emolument
1.	Sr. Editor (One Post- Unreserved)	University degree with diploma / equivalent qualification in Mass Communication. Working Experience: Minimum 3 years of experience in relevant field.	Rs. 60,000/-Per Month Or As per Rules for Retd. Govt. personnel's

General Conditions:

- a. Candidates will have to produce the proof (Original) of eligibility criteria furnished in their applications, at the time of Screening/interview.
- b. Incomplete application or applications received after the due date will not be considered.
- c. Only Indian Nationals need apply.
- d. Canvassing in any form will be treated as disqualification.
- e. 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.
- f. 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.
- g. Candidates should be well versed with working on the computer including internet, MS applications (Word, Excel, Power Point etc.).
- h. Maximum Age limit in case of retired persons will be 62 years.
- i. The selected persons will enter into an agreement in the prescribed format as designed by BSDMA.
- j. 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.
- k. 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.

Selection Process:

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. 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: **27.09.2023)Till 05.00 PM)**
3. For descriptions and detailed terms & conditions, please visit **BSDMA website** www.bsdma.org


Secretary

Bihar State Disaster Management Authority

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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 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.


Secretary

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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.....