

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 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 post are given in the table below.

SL No.	Name of Post	No. of vacancy	Education qualifications/Experience and expectations/Desirable	Emoluments
01.	Officer on Special Duty (O.S.D) to Vice Chairperson.	01 (One Post Unreserved)	Officers who retired in the rank of Special/Addi./Joint /Deputy Secretary the Govt. of Bihar. Experience in disaster management will be of additional value	As per Govt. of Bihar norms
02.	Account cum Cashier	02 (One Post- Unreserved and One Post- MBC)	Bihar secretariat service or retired from same rank	
03.	Lower Division Clerk	02 (One Post- Unreserved and One Post- MBC)	In case of retired personnel in accounting procedure in required (Bihar secretariat clerical service or retired from same rank)	

B. General Conditions:

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

- 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.

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 form 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 (Bailey Road), Patna, 800023. Last date of application **30.08.2024** (Till 05.00 PM)
3. For descriptions and detailed terms & conditions, please visit BSDMA website: **www.bsdma.org**.


SD
Secretary
Bihar State Disaster Management Authority

30/8/24

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.....