

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. Advisor (HRD, CB & Training.) (One Post- UR)	Master's Degree in relevant field: Engg. /Earth Sciences/Agriculture/Natural Sciences/ Social Sciences/ Disaster management. Working Experience: 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
2	Project Officer (Natural Disaster) (One Post- UR)	Education Qualification: Master's Degree in relevant field: Engg/ Earth Sciences/ Agriculture/ Natural Sciences/ Social Sciences/Disaster Management. Working Experience:- Minimum 5 years of experience in relevant field; Experience in Armed forces/ paramilitary forces/ General Administration/ State Police/ Fire Services etc. will be an additional value.	Rs. 60,000/- (Rupees Sixty Thousand) Per Month
3	Project Officer (Human Induced Disaster) (One Post- UR)		
4	Project Officer (HRD, CB & Training.) (One Post- UR)		
5	Sr. Research Officer to Vice Chairperson and each Member (No. of Post- 03) Roster Break up Point 03-UR 04-SC 05-UR	Education Qualification: 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. Working Experience: Minimum 05 years experience in relevant filed.	Rs. 40,000 - 50,000/- Per Month


B. General Conditions:

- This position is purely on contractual basis, initially for **three years** and can be extended upto **Five Years** on satisfactory performance.
- Candidates applying for more than one post should submit separate applications.
- Candidates will have to produce the proof of details furnished in their applications, in original at the time of interview, if called.
- Incomplete application or applications received after the due date in any respect will not be considered.
- 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: 18.08.2021 (Till 05.00 PM)**
3. For descriptions and detailed terms & conditions, please visit BSDMA website: www.bsdma.org


Secretary

Bihar State Disaster Management Authority

Application Form

Name of the applicant

1. Name of the position/Post 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 (if any):

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. (attach supporting certificate also)

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





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TOR

1. **Post title:** Sr.Advisor (Human Resources Development, Capacity Building and Training)
(One post-Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna

Duration: 3 (Three) years initially or till further order as the case may be.

Job description:

- For achieving mitigation and preparedness of various hazards (Natural and Human Induced) the following activities will be carried out:
- To capacity building, to target the various stakeholders firstly government officers in various ministries and department of the Government will be targeted for capacity building.
- To outreach the Architects, Engineers, Medical Doctors, Educationists, Industrialists, Builders and Contractors, etc, so to give education and training in vulnerability assessment, risk analysis and various components of Disaster Management.
- To prepare appropriate strategy for achieving the desired results.
- To prepare the necessary curricular for appropriate education and training of manpower at various levels.
- To help in creating institutional facilities for training of trainers and execution of the educational and training programmes.
- To target not only for training all those in position already, but also and those who will be joining the services under the Government, various undertakings or non government organizations in a continuing way.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge on adult learning methodology and capacity building experience within the public sector including experience in areas such as capacity assessment, curricular development, course organization, problem based (and not only content based) training, and training impact evaluations.
- Understanding of the principles underpinning capacity building in the context of Bihar and Disaster Management.
- Proven ability to develop manuals and guidelines to institutionalize best practices in capacity building.
- Understanding of national guidelines /strategies on training & capacity building across Disaster Management.
- Demonstration ability to organize and facilitate stakeholder and focus group meetings and capacity to work with government.
- Ability to work effectively with a diverse team of people, with proven team building skills.
- Excellent project management skills.
- 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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TOR

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

Organisation : Bihar State Disaster Management Authority (BSDMA)

Duty Station : BSDMA, Patna

Duration : 3 (Three) years initially

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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TOR

3. 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 (Three) years initially.

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;
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TOR

2. Post title: Project Officer- Human Induced Disaster (One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

Duration: 3 (Three) years initially.

Job description:

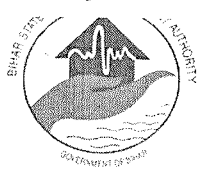
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- Working out programme for capacity building, and identify the key institutions and organizations working in this area.
- Any other assignment/ work on the subject which can be given by the Member concerned.

Knowledge & Competencies:

- In-depth knowledge on natural disaster management related issue and HRVA.
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TOR

1. 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 (Three) years initially.

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[Signature]
Secretary

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