

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 of the following posts on purely contractual basis. The contract will 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 post are given in the table below :-

S. No	Name of Post	Education qualifications/Experience and expectations/Desirable	Emoluments
1	Sr. Advisor Human Induced Disaster (One Post- Unreserved)	Master's Degree in relevant field: Engg./Earth Sciences/ Agriculture/Natural Sciences/ Social Sciences/Disaster Management. Working Experience: Minimum 10years 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- Environment and Climate Change (One Post- Unreserved)	Master's Degree in relevant field: Engg./Earth Sciences/Agriculture/Natural Sciences/ Social Sciences/ Disaster management. Working Experience.: Minimum 5 years Experience in relevant field. Experience in Armed forces/Paramilitary forces/General Administration/ State police/ Fire Services etc. will be of additional value	Rs. 60,000 Per Month
3	Public Relations Officer (One Post-Unreserved)	University degree with diploma/ equivalent qualification in Mass Communication with minimum 1 year of Experience.	Rs.40,000 /- Per Month
4	Assistant Editor (One Post- Unreserved)	University degree with diploma/equivalent qualification in Mass Communication with minimum 1 year of experience.	Rs.40,000 /- Per Month
5	Project Associate/ Research Associate (04 Post) (01 Unreserved) (02 EBC/MBC) (03 Unreserved) (04 SC)	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
6	Advisor (Technical) (One Post-Unreserved)	Retired Officers of Bihar Engineering Service from a post not below the rank of Executive Engineer .	As per Govt. rules
7	Accountant cum Cashier (One Post- MBC)	Retired Govt. officials from a post of Accountant cum Cashier.	As per Govt. rules

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 wilfully 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, 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 with the Authority.
- k. 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.
- l. In the contract appointment of Accountant cum Cashier, the provisions of General Administration Deptt. issued from time to time will be applicable.
- m. 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: .15-12-2016 (Till 05.00 PM)**
3. For descriptions and detailed terms & conditions, please visit BSDMA website: www.bsdma.org

Secretary
Bihar State Disaster Management Authority

Terms of Reference (ToR)

Post title: Project Associate/Research Associate (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:

- Content writing in different writing styles and all kinds of topics and domain
- Research the topic(s), structure the writing pieces and create high quality, unique content
- Mentoring new contents and managing the documentation of the projects
- Managing appointments and coordinating with external contributors.
- Assist in conducting research.
- Support to coordinate projects and advocacy initiative to assure understanding and visibility of the project.
- Regular monitoring and keep an overview on national and international disaster risk reduction, disaster management and disaster resilience innovations.
- Performs related work as per requirement and instruction of BSDMA time to time.

Knowledge & Competencies:

- Knowledge of various forms of Disasters and disaster management in general.
- University degree with diploma/equivalent qualification in relevant field.
- Should have excellent English and Hindi writing and comprehension skills.
- Works collaboratively with colleagues to achieve organizational goals.
- Shares knowledge and experience.
- Be tolerant, unbiased and ability to stay calm under pressure.
- Ability of cross-culture working environment.
- Should be a regular internet user and be well versed with techniques of internet based research on various topics.


Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: Public Relation Officer (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:

- Be accountable for creating awareness and proactive communication with stakeholders regarding project objectives, targets and policies.
- Time to time create innovative ways to enhance project objective/strategies.
- Be responsible to understand the pulse of environment and analyze the feedback from people to improve communication and reduce ambiguity.
- To enhance awareness level through methods, content development, education and communication strategies.
- Be responsible for handling media.
- Possess the ability to execute all communication, **Public Education** and awareness of execution strategies and implement effective techniques for supporting and enabling **public** participation in the project.
- Be a lead in an emergency crisis management communication.
- Proactively build and maintain strong **relationships** with stakeholders that will promote brand and create positive image of the BSDMA.
- Performs related work as per requirement and instruction of BSDMA time to time.

Knowledge & Competencies:

- Knowledge of various forms of Disasters and disaster management in general.
- University degree with diploma/equivalent qualification in Mass Communication.
- Should have excellent English and Hindi writing and comprehension skills.
- Must be matured enough to manage complex relationships and various stakeholders including public representatives.
- Strong verbal and written skills and ability to convey complex information in a way others can readily follow.
- Excellent negotiating and persuasive skills, both in one-on-one or group discussions.
- Be tolerant, unbiased and ability to stay calm under pressure.
- Ability of cross-culture working environment.
- Should be a regular internet user and be well versed with techniques of internet based research on various topics.

[Signature]
Secretary 30/11/2016

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: 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.

- 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.


Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: Assistant Editor (One post- Unreserved)

Organisation: Bihar State Disaster Management Authority (BSDMA).

Supervisor: Vice-Chairman, BSDMA

Duty Station: BSDMA, Patna.

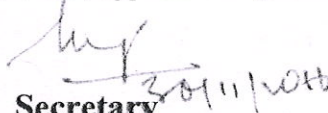
Duration: 3 years initially or till further order as the case may be.

Job Description:

- 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 3 years of experience in similar work profile (Editor, Assistant Editor etc.)
- 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

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:

- 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.


Secretary

Bihar State Disaster Management Authority

Terms of Reference (ToR):

Post title: Sr. Advisor Human Induced 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 & what the people could do for their own & safety of their property.
- To undertake sensitization/training of various stakeholders towards taking prior action so as to minimise the hazard impact.
- To conduct field & policy studies/analysis in the area of Human Induced Disaster like how natural hazards (like earthquake, floods etc.) convert into disasters because of human induced action.
- To devote attention to the safety of schools & hospitals/dispensaries in rural areas as well as urban areas.
- To introduce execution of building bye-laws in Municipal Corporations, Municipal Councils & Nagar Panchayats and to empower them for effective enforcement of bye-laws.
- To sensitize & empower the Zila Panchayats & Gram Sabhas with regard to the occurrence of Human Induced Disasters & to provide them simple guidelines for the personal safety of their residential, official & commercial properties.
- To create & develop damage scenarios under simulated conditions for analysis & planning to assist in carrying out capacity building of various stakeholders to mitigate all human induced hazards.
- To disseminate the relevant guidelines issued by NDMA & State Government and take steps for their implementation.
- Other duties and responsibilities as assigned by the BSDMA.

Knowledge & Competencies:

- Knowledge of various forms of Human Induced Disaster such as acts of Chemical, Biological, Radiological and Nuclear, Road Accidents etc.
- Proper understanding of risks originating due to human and environment 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.


Secretary

Bihar State Disaster Management Authority

1. Name of the Post applied for:-

2. Name of the Applicant:-

3. Father's / Husband Name:-

Affix recent passport
size self-attested
photograph

4. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained (starting from latest degree)	Specializations/ Subjects	Year	Division

5. PROFESSIONAL QUALIFICATIONS:

6. TRAININGS / WORKSHOP ATTENDED :

Name	Place/Organization	Date

7. ACHIEVEMENTS

8. PUBLICATIONS / PAPERS PRESENTED:

9. 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

10. LANGUAGE PROFICIENCY: (1 - EXCELLENT; 5 - BASIC)

Language	Reading	Speaking	Writing

11. PERSONAL DETAILS

Date of birth:

Present Address/ Correspondence Address:

Permanent Address:

13

Email Id:

Mobile:/Phone (with area code):

Marital Status:

12. 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(scanned)

Full Name

Date

Place


लेखा-सह-रोकड़पाल के पद पर सेवानिवृत्त कर्मियों का संविदा आधारित नियोजन सूचना :-

बिहार राज्य आपदा प्रबंधन प्राधिकरण के अन्तर्गत लेखा-सह-रोकड़पाल के रिक्त पद के विरुद्ध संविदा के आधार पर नियोजन हेतु सामान्य प्रशासन विभाग, बिहार, पटना के संकल्प संख्या 10000 दिनांक 10.7.2015 एवं पत्रांक-3815 दिनांक 11.3.2016 में निहित प्रावधान के तहत उक्त पद से सेवानिवृत्त कर्मियों से निम्नांकित शर्तों पर आवेदन आमंत्रित किये जाते हैं:-

1. उक्त पद पर संविदा के आधार पर चयन प्रथम चरण में 03 (तीन) वर्षों अथवा नियमित नियुक्ति होने तक जो पहले हो, के लिए होगा। संविदा पर नियोजन की अधिकतम उम्र 65 वर्ष तक होगी। आवश्यकतानुसार एक-एक वर्ष के लिए नियोजन अवधि का विस्तार उनके कार्यों की समीक्षा के उपरान्त अधिकतम 65 वर्षों की आयु तक किया जा सकेगा।
2. नियोजित कर्मी द्वारा किये जा रहे कार्यों की समीक्षा समय-समय पर की जायेगी और कार्य संतोषजनक नहीं पाये जाने की स्थिति में उनकी संविदा रद्द की जा सकेगी।
3. सामान्य प्रशासन विभाग, बिहार, पटना के संकल्प संख्या-10000, दिनांक 10.7.2015 के आलोक में मानदेय का भुगतान किया जायेगा।
4. अनुबंध के आधार पर नियोजित व्यक्ति न तो सरकारी सेवक माने जायेंगे और ना ही सरकारी सेवकों के अनुमान्य किसी भी सुविधा के हकदार होंगे। इस प्रकार नियोजित व्यक्ति द्वारा नियोजन के पश्चात् सरकारी सेवा में नियमितीकरण का कोई दावा मान्य नहीं होगा।
5. नियोजन हेतु सरकार के आरक्षण नियमों का पालन किया जायेगा।
6. आवेदक द्वारा इस आशय का शपथ पत्र संलग्न करना अनिवार्य होगा कि
 - (क) उनके विरुद्ध निगरानी का कोई मामला नहीं चल रहा है।
 - (ख) उनके विरुद्ध कोई विभागीय कार्यवाही लंबित नहीं है।
 - (ग) कभी किसी मामले में दंडित नहीं है।
 - (घ) उनके विरुद्ध कोई गंभीर आरोप/आपराधिक मामला दर्ज नहीं है।
7. नियोजन के समय स्वस्थ होने के संबंध में असेैनिक शल्य चिकित्सक-सह-मुख्य चिकित्सा पदाधिकारी द्वारा निर्गत स्वास्थ्य प्रमाण पत्र देना आवश्यक होगा।
8. चयन समिति की अनुशंसा के आधार पर चयनित कर्मियों को बिहार राज्य आपदा प्रबंधन प्राधिकरण द्वारा नियोजित एवं पदस्थापित किया जायेगा।
9. प्राप्त आवेदन के आधार पर नियोजन की कार्यवाही के दौरान सामान्य प्रशासन विभाग, बिहार, पटना के पत्रांक-3815, दिनांक-11.03.2016 में निर्धारित मापदंडों का अनुपालन किया जाएगा।
10. संविदा पर नियोजन के किसी भी स्तर पर नियोजित किये जाने वाले सेवानिवृत्त कर्मियों की कुल संख्या/कोटिवार संख्या में परिवर्तन (कम/अधिक) करने की शक्ति विभाग के पास सुरक्षित रहेगी।
11. मानेदय:- नियोजित कर्मियों का मासिक मानदेय प्रावधानानुसार उन्हें प्राप्त होने वाले अंतिम वेतन में पेंशन की राशि घटाने के बाद जो राशि होगी, वही होगी।

12. लेखा/नजारत/विपत्र एवं कोषागार कार्यो का कम से कम पाँच वर्ष के अनुभव वाले आवेदकों को अधिकमानता दी जायेगी।

13. इच्छुक सेवानिवृत्त कर्मी प्राधिकरण के द्वारा बेवसाइट पर अपलोड आवेदन पत्र में अपना पूर्ण विवरणी भर कर निबंधित डाक/स्पीड पोस्ट के माध्यम से दिनांक-15.12.2016 के 5:00 बजे अपराहन तक सचिव, बिहार राज्य आपदा प्रबंधन प्राधिकरण, द्वितीय तल, पंत भवन, पटना-800001 के कार्यालय में प्राप्त किया जायेगा। संबंधित सूचना प्राधिकरण के वेबसाइट www.bsdma.org पर देखा जा सकता है।


(यू० के० चौबे)
सचिव

संविदा आधारित लेखा-सह-रोकड़पाल के पद पर नियोजन
हेतु आवेदन पत्र का प्रपत्र।

अद्यतन
स्व-अभिप्रमाणित
पासपोर्ट साईज
फोटो चिपकायें।

1	सेवानिवृत्त लेखा-सह-रोकड़पाल का नाम (मोबाईल नं० सहित)	
2	अभ्यर्थी के पिता/पति का नाम:-	
3	जन्म तिथि:-	
4	पत्राचार का पता:-	
5	स्थायी पता:-	
6	सेवा में नियुक्ति तिथि:-	
7	सेवानिवृत्ति की तिथि:-	
8	विभाग का नाम जहाँ से अभ्यर्थी सेवानिवृत्त हुआ है:-	
9	विभिन्न विभागों में अलग-अलग कार्य अवधि का विवरण:-	
10	अभ्यर्थी के विरुद्ध कोई आपराधिक वाद/ निगरानी वाद/विभागीय कार्यवाही लंबित है या नहीं ?	
11	क्या अभ्यर्थी आरक्षण की श्रेणी में आता है यदि हाँ तो आरक्षण कोटि	

आवेदक का हस्ताक्षर

तिथि:-.....

स्थान:-.....