



GOVERNMENT OF RAJASTHAN
Department of Disaster Management, Relief & Civil Defence
Food Building, Secretariat, Jaipur

No. F.3()DMRD/Estt/2019/342-50

Dated: 13/01/2020

Notification

Applications on prescribed format are invited for hiring of eligible candidates for the following posts initially for a period of 12 months for centrally sponsored scheme mentioned against each below:-

| S. No. | Name of the Scheme | Name of the post | No. of posts | Remuneration | Qualification | Experience |
|--------|--|--------------------------------------|--------------|--------------------------|---|--|
| 1. | Implementation of Sendai Frame for Disaster Risk Reduction | Sr. Consultant (Disaster Management) | 01 | 1,00,000/- (one lakh) pm | <ul style="list-style-type: none">• Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning• Maximum age limit will be 65 years. | <ul style="list-style-type: none">• Candidate should have minimum experience of 10 years in the fields related to disaster Management — Post Qualification.• Candidates having M. Phil. Degree in the relevant field are required to have minimum experience of 8 years.• Candidates having Ph. D. Degree in the relevant field are required to have minimum experience of 5 years. <p>Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management.</p> |

| S. No | Name of the Scheme | Name of the post | No. of posts | Remuneration | Qualification | Experience |
|-------|--|---------------------|--------------|--------------|---|--|
| 1. | Implementation of Sendai Frame for Disaster Risk Reduction | Data Entry Operator | 01 | 22,000/-pm | <ul style="list-style-type: none"> • Graduation in any discipline. • Typing speed of 40 wpm. • Diploma/Certificate course (1year) in computers. • Knowledge of MS Office Suite (Word, Excel, Power Point etc.), Adobe Reader, Internet, E-mail, etc. • Maximum age limit will be 35 years. | <ul style="list-style-type: none"> • Candidate should have minimum experience of 2 years in similar Position. |

| S. No | Name of the Scheme | Name of the post | No. of posts | Remuneration | Qualification | Experience |
|-------|--|---|--------------|--------------|---|--|
| 1. | Strengthening of District Disaster Management Authorities (DDMAs) of Hazard Prone Districts out of the 115 identified backward districts | Consultant (Disaster Management) in districts of <u>Dholpur</u> , <u>Karauli</u> , <u>Jaisalmer</u> , <u>Sirohi</u> & <u>Barmer</u> | 05 | 70,000/-pm | <ul style="list-style-type: none"> • Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning. • Maximum age limit will be 65 years. | <ul style="list-style-type: none"> • Candidate should have minimum post qualification experience of 5 years in the fields related to disaster Management. • Candidates having Ph. D. Degree in the relevant field are required to have minimum experience of 3 years. • Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management. |



Terms and conditions:-

1. Candidate should have the requisite qualification and experience for the post applied.
2. Candidate for the post of Consultant and Sr. Consultant should not be more than 65 years and that of Data Entry Operator not more than 35 years as on the last date of submission of application.
3. Candidate should have a good moral character.
4. Candidate shall have to fill a separate form for each post.
5. Last date of receipt of application form for each category of post is **14-02-2020 before 6.00 pm**.
6. Terms of contractual appointment shall be for a period of 12 months which will be extended upto 36 months from the date of start or completion of the project whichever is earlier.
7. Attested photocopies of the following documents must be attached with the application form:-
 - i) Date of birth certificate (Matriculation certificate).
 - ii) Marks certificate of all qualifying examinations.
 - iii) Experience certificate.
 - iv) Character Certificate issued by 1st class magistrate/ SHO concerned.
8. Application complete in all respect should be submitted in the office of Joint Secretary, Department of Disaster Management, Relief, & Civil Defence, Secretariat, Room No. 7007, Food Building, Jaipur in person or through registered post.
9. Incomplete application shall be rejected without informing the reasons of rejection to the candidate.
10. The candidate should come with the original documents at the time of interview.
11. The Department of Disaster Management, Relief & Civil Defence have the sole right of cancellation the advertisement, rejection of any application, cancellation of candidature of any applicant without any notice.
12. The selection will be made on the basis of interview. However, in case the number of applicants is large for a particular post, short listing will be done in the ratio of 1:5 on the basis of academic qualification.
13. The selected candidates have to give an affidavit to the effect that they will not claim continuation/regularization/absorption in the Department beyond the engagement time period.

Deliverables/Outcomes for the post of Sr. Consultant:-

- i. Alignment of District Plans in accordance with the provisions of the Disaster Management Act Sendai Framework and State Plan.
- ii. Coordinating of Mock Exercises at various locations in these districts.
- iii. Training of officials for capacity building for better preparedness and effective response measures.
- iv. Creation of awareness about Disaster Risk Management.
- v. Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring indicators.
- vi. Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures.
- vii. Help in setting up of the Disaster Data Base at the District level.
- viii. Assist the DDMA In identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- ix. Any other task assigned by SDMA/ DDMA.

Precise Statement of Objectives: Suggest measures for integration of mitigation measures in the development plans of the State.

Outline of the task to be carried out: In addition to the work pertaining to deliverables and outcomes of the Scheme, the following tasks are to be performed;

- a) Support the State Governments in taking measures for implementation of Sendai Framework for Disaster Risk Reduction and reporting on the Sendai Framework Monitoring Indicators.
- b) To develop coordination mechanism with the aim of implementing Sendai Framework at State and District levels.
- c) To ensure implementation of Programmes and Schemes of NDMA in the State.
- d) To help in capacity building and training activities carried out by NDMA.
- e) Liaison with the SDMAs, Department of Disaster Management, Relief & Civil Defence and other Government Departments dealing with Disaster Management.



Deliverables/ Outcomes for the post of Consultant:-

- i. Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Framework and State Plan.
- ii. Coordinating of Mock Exercises at various locations in these districts.
- iii. Training officials for capacity building for better preparedness and effective response measures.
- iv. Creation of awareness about Disaster Risk Management.
- v. Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring indicators.
- vi. Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures.
- vii. Help in setting up of the Disaster Data Base at the District level.
- viii. Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (ORR) in development programmes.
- ix. Any other task assigned by SDMA/ DDMA.

Precise Statement of Objectives: To provide technical assistance for Disaster Risk Management as per Sendai Framework/ State Plan and suggest measures for integration of mitigation measures in the development plans of District Administration.

Outline of the tasks to be carried out: In addition to the work pertaining to deliverables and outcomes of the Scheme, the following tasks are to be performed:

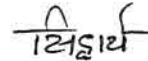
- a) Support the District Administration in taking measures for implementation of Sendai Framework for Disaster Risk Reduction.
- b) To develop coordination mechanism with the aim of implementing Sendai Framework at District level.
- c) To help in capacity building and training activities carried out by NDMA.
- d) To facilitate creation of awareness about Disaster Risk Management.

Duties to be met by Data Entry Operator:

- i. Data entry work using computer and appropriate software; entering, updating, verifying and/or retrieving data into/from various sources, and ensuring the accuracy and confidentiality of information recorded.
- ii. To keep record of incoming/outgoing dak, files / registers etc., to keep filing upto date, collect information desired by the Sr. Consultant / NDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy.
- iii. To perform such other duties as may be assigned to him by Sr. Consultant / NDMA from time to time in relation to the implementation of the Scheme.

Note: - * The specimen of the application form is enclosed with the notification.


For any enquiry and clarification please contact 0141-2227985 Department of Disaster Management, Relief & Civil Defence.



(Siddharth Mahajan)
Secretary to the Government.

Copy to the:-

1. DS to CS, Government of Rajasthan, Jaipur
2. Addl. Chief Secretary, Finance Department, Government of Rajasthan, Jaipur
3. Principal Secretary, DOP, Government of Rajasthan, Jaipur
4. Divisional Commissioner Jodhpur and Bharatpur
5. Collector, Dholpur, Karauli, Jaisalmer, Sirohi & Barmer
6. Commissioner, DIPR, Government of Rajasthan, Jaipur
7. JS/FA/OSD-I&II/AS.DMR&CD, Government of Rajasthan, Jaipur
8. Programmer, DMR&CD for uploading the notification in the departmental website and RTPP Portal
9. Guard File


Joint Secretary to Government

**Application form for the post of Sr. Consultant, Consultant and Data Entry Operator in the
Department of Disaster Management, Relief & Civil Defence**

Application for the post of (State/ District)

Advertisement Notice No.: Dated:

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|---|
| Paste recent passport size duly attested photo |
|---|

1. Post applied for..... District.....
2. Name of the applicant (in capital letters).....
3. Father/Mothers/Spouse name:.....
4. Sex: Male/ Female.....
5. Permanent Residential Address:.....
6. Present Address:.....
7. Contact/ Mobile Number:..... Email:.....
8. Date of Birth (as per Matriculation Certificate).....
9. Age as on last date of submission of application..... Years..... Months..... Days.....
10. (a) Educational Qualification (matriculate onwards)

| Exam | Year | Board/institution | Total Marks | marks obtained | Percentage (%) of marks | Remarks |
|------|------|-------------------|-------------|----------------|-------------------------|---------|
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(b) Experience

| Post held | Organisation/Govt./PSU | Period from.....to..... | Nature of assignment |
|-----------|------------------------|-------------------------|----------------------|
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11. Brief description of the expiedience/ knowledge in the relevant field.

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12. Documents attached.

1.....2.....3.....
4.....5.....6.....

Signature of the Applicant

Date:.....

Place:.....

DECLARATION:

I.....S/o,D/o,W/o.....
R/o..... Tehsil..... District.....do
hereby solemnly affirm and declare that the entries made herein above in the application form are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I undertake that if any misrepresentation of facts or concealment of any information in the above application is found at any stage, my candidature/selection shall be liable to be cancelled without giving any notice to me.

I, further declare that | have carefully read-the description of the post, qualification, and other terms and conditions and have no objection/reservations in this regard.

Signature of the Applicant