



Department of Revenue & Disaster Management
(Govt. of Haryana)

New Secretariat Building Haryana, Sector 17, Chandigarh-160017

WEBSITE

GOVERNMENT OF HARYANA

Revenue and Disaster Management Department, Haryana

APPOINTMENT ON CONTRACT BASIS

Applications are invited for the following posts (on contract basis and with fixed remuneration) under the National Disaster Management Authority(NDMA) implemented and funded schemes namely “Implementation of the Sendai Framework for Disaster Risk Reduction (DRR)” at State HQ and “Strengthening of District Disaster Management Authorities (DDMAs) of Hazard prone districts” for Mewat district:-

Under the scheme namely “Implementation of the Sendai Framework for Disaster Risk Reduction (DRR)” for State HQ

Name of the Post - Sr. Consultant

Number of Post: 01 (One)

Qualification: Master’s Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).

Experience:

- Candidates should have minimum post qualification experience of 10 years in the fields related to disaster management
- Candidates having Ph.D. degree in the relevant field are required to have minimum post qualification experience of 5 years
- Candidates must also have reasonable experience in the field of preparation of Disaster Management plans and guidelines, or must have learn working in the area related to disaster management.

Remuneration Rs. 1,00,000/- (One Lac) per month only

Deliverables/outcomes

- Technical Assistance in preparation of Hazard Risk Vulnerability Atlas for the State.
- Alignment of State Plans and District Plans in accordance with Sendai Framework.
- Facilitating State Govt. departments in preparation of their Departmental Disaster Management Plan.
- Coordinating Mock drills, compiling reports, compiling data during disasters help in organization of workshops with States.
- Compiling and timely furnishing of data and information to NDMA on disaster aspects, implementation of NDMA schemes and Sendai Framework Monitoring indicators.
- Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction.
- Help in setting up of the Disaster data Base at the State and District level.
- Collection of reports about the lessons learnt and best practices from the State and exchange/ sharing of these among the States and NDMA.
- Assist the Department of Revenue and Disaster Management/SDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- Any other task(s) assigned by Department of Revenue and Disaster Management/SDMA.



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Under the scheme namely “Strengthening of District Disaster Management Authorities (DDMAs) of Hazard prone districts” for Mewat district

Name of the Post - Consultant

Number of Post: 01 (One)

Qualification: Master’s Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning)

Experience:

- Candidates 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 post qualification experience of 3 years;
- Candidates must also have reasonable experience in the field of preparation of Disaster Management plans and guidelines, or must have learn working in the area related to disaster management.

Remuneration Rs. 70,000/- per month only

Deliverables/outcomes

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

Note: 1) The upper age limit will be 65 years.

2) Tenure of these posts will be initially for a period of 12 months which can be further extended, if the work and conduct of the incumbent is found satisfactory and as per the extension granted by NDMA for the schemes.



Instructions for Candidates:

1. Applicants are requested to send their application in the prescribed performa alongwith their attested copies of all certificates, mark-sheets, recent passport size photo, relevant experience certificates etc. for engagement on contract basis under the under the National Disaster Management Authority(NDMA) implemented and funded schemes namely “Implementation of the Sendai Framework for Disaster Risk Reduction (DRR)” at State HQ and “Strengthening of District Disaster Management Authorities (DDMAs) of Hazard prone districts” for Mewat district.
2. The applicants will have to appear for an interview.
3. Only shortlisted candidates shall be called for the interview at the venue, date and time as decided and directed by the Department.
4. Applicants have to bear their travel cost and no TA/DA will be shall be paid for the purpose.
5. Candidates not having requisite essential qualifications and experiences as mentioned with the posts are liable to be summarily rejected. Candidates will have to produce the proof of details furnished in their applications, in original as and when required.
6. Experience will be counted for the period which has gained after completion of requisite academic qualification. Therefore, candidates are advised to ensure that they fulfill the prescribed eligibility before applying.
7. The Department also reserves the right to accept or reject any application without assigning any reason thereof.
8. Canvassing in any form will lead to summary disqualification.
9. The applicant should clearly mention the name of the post applied for on top of the envelope containing the application.
10. Application received after the due date, unsigned applications, applications where the post number is not filled correctly and applications incomplete in any respect will not be considered.
11. No application will be received through email/fax.
12. 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, the candidature will be summarily rejected or the employment will be terminated.
13. The applications must be sent in neatly typed-out form in A-4 size paper.



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14. APPLICANTS HAVE TO SEND THEIR APPLICATIONS TO SUPERINTENDENT (DMC), DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT, STATE EMERGENCY OPERATION CENTER (IN FINANCIAL COMMISSIONER COURT PREMISES), HARYANA NEW SECRETARIAT BUILDING, SECTOR 17, CHANDIGARH, PIN CODE-160017 ALONG WITH DEMAND DRAFT OF RS. 100/- IN FAVOUR OF UNDER SECRETARY REVENUE (GENERAL), DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT.
15. APPLICANTS MUST APPLY IN THE FORMAT GIVEN BELOW AND SEND THEIR APPLICATIONS CLEARLY MENTIONING THE POST APPLIED FOR, ON THE ENVELOPE.
- 16. LAST DATE OF RECEIVING OF APPLICATIONS IS 31.03 2020 BY 5:00 P.M.**
17. INTERVIEW WILL BE CONDUCTED IN THE SELECTION PROCESS FOR THE POSTS.
18. SHORT LISTED APPLICANTS WILL BE INFORMED SUBSEQUENTLY.



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PROFORMA FOR THE APPLICATION

1. Post applied for :
2. Name of the Applicant :
3. Mother's Name :
4. Father's Name :
5. Nationality :
6. Date of Birth :
7. Permanent Address :
8. Correspondence Address :
9. Mobile/Telephone :
10. Email ID :
11. Educational Qualifications – Graduation onwards

Examination Passed	Subject	Marks Obtained	Total Marks	% of Marks	Year of Passing	University /Board	Remarks
Graduation							
Post Graduation							
Any Other							

12. Particulars previous employment (after completing essential qualification) :

Name of Employer	Date of Joining	Date of leaving	Position & Nature of duties	Salary & Grade	Reasons for leaving the job, if any

(Please attach a separate sheet, if required)

13. Details of Publications, if any (it is mandatory to attach list of publications)

Books	Papers	Abstracts	Any other

14. List of Enclosures:

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

15. Details of Demand Draft

No. : Date: Name of Bank:

Note: The candidate shall attach self attested copies of the document in support of their academic qualification, date of birth and experience.

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent that facts, my candidature may be rejected or employment terminated.

(Signature of the applicant)