

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
VAZHUDAVUR ROAD

No.24115/DRDM/DM/2016

Puducherry, dt.

NOTIFICATION

In order to the implement the National Disaster Management Authority (NDMA), Government of India scheme on "Strengthening of State Disaster Management Authority (SDMA) and District Disaster Management Authority (DDMA)", applications are invited from eligible candidates for appointment to the following posts on contract basis with monthly remuneration as noted against each post, to improve the functioning of SDMA and DDMA's for taking up measures for the prevention, mitigation, preparedness and capacity building activities to deal with disaster situations.

Sl. No.	Name of the post	No. of post(s)	Remuneration	Place of work	Maximum age as on 23.09.2016
1.	State Disaster Management Authority- Human Resource (HR) Professional	2 Nos.	Rs. 50,000/- per month	Office of the State Disaster Management Authority	50 Years
2.	District Disaster Management Authority- Human Resource (HR) Professional	1 Nos.	Rs. 40,000/- per month	Office of the Puducherry District Disaster Management Authority	40 Years

General information and instructions:

- i. The above said posts of HR Professionals in Disaster Management are purely temporary in nature and co-terminus with the scheme.
- ii. The application form, Terms of Reference and other relevant details for the post of HR Professional in Disaster Management in UT of Puucherry can be viewed/downloaded from the official websites: www.py.gov.in and www.collectorate.py.gov.in
- iii. Interested candidates fulfilling the eligibility criteria may send their duly filled in applications neatly in A4 paper in the prescribed format given in the website through speed post **on or before 23.09.2016 upto 5.30 p.m.**
- iv. Application must be sent only through speed post in a sealed envelope containing application and supporting documents with superscription "Application for the post of SDMA / DDMA- HR Professionals in Disaster Management".
- v. Applicants interested in applying for more than one post can send separate applications by quoting the post applied on the top of the enveloped to the below mentioned address.

Sl. No.	Name of the post	Address for submission of application
(i)	SDMA, Puducherry- HR Professional	THE SPECIAL SECRETARY (REVENUE), VAZHUDAVUR ROAD, PUDUCHERRY
(ii)	DDMA, Puducherry - HR Professional	

- vi. Submission of application in any means other than speed post viz. email or in person is not allowed. The recruiting authority will not be responsible for any delay/loss or damage of application through post. The application received after due date will summarily be rejected.
- vii. Self attested photocopies of all mark sheets, certificates, photographs, documents of relevant experience and other testimonials should be attached with the application form. Recently obtained Residence / Nativity Certificate shall also be enclosed in case of permanent residence of the UT of Puducherry. Submission of any document in later stage will not be entertained.
- viii. Applicants are required to visit the above mentioned website at regular intervals for any further notification, updates, results etc., relating to this recruitment.
- ix. Applications from the candidates, who have crossed the upper age limit and who do not possess the required qualification will be summarily rejected and they will not be considered for written test/interview.
- x. Candidates will be selected on the basis of selection process. Only shortlisted candidates will be called for participation in the selection process. The list of shortlisted candidates will be published in the website and will be intimated through e-mail only.
- xi. The shortlisted candidates should bring their original identity proof (Voter ID/PAN/Driving License/Aadhar Card) while appearing for written test/ interview.
- xii. No travel and other expenses will be provided to the candidates for attending the written test/interview.
- xiii. The contract will be for a period of 10 months from the date of engagement and may be extended based on the performance subsequently purely depending on the directions of National Disaster Management Authority, New Delhi.
- xiv. Canvassing in any form will render the candidate disqualified for the engagement for the post of HR Professional.
- xv. The Authority reserves the right to accept or reject any/all applications without assigning any reason thereof.


 (Dr. SATYENDRA SINGH DURSAWAT, I.A.S.)
 SPECIAL SECRETARY(REVENUE)

o/c

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
VAZHUDAVUR ROAD**

Terms Of Reference

A. State Disaster Management Authority- Human Resources (HR) Professional

Eligibility Criteria:

1. Qualification: Candidate must have Post Graduate / Master's Degree in Disaster Management from any recognized University / Institution. Additional qualification in disaster management would be an added advantage.
2. Experience: Candidate must have 7 years of post qualification experience in Disaster Management/Social/development sector. Working experience in Government organization with similar nature of jobs would be advantage.
3. Candidates should not have crossed the age of 50 years as on 23.09.2016.
4. Candidate should have good working knowledge in English and Tamil in writing and speaking. Candidate must have outstanding communication, documentation, presentation, organizational and management skills.
5. Candidate should possess knowledge in the use of computers and office software packages(Ms Word, Excel, Power Point, GIS Applications, etc.).
6. Preference will be given for the permanent residents of the Union Territory of Puducherry.
7. The Special Secretary (Revenue) reserves the right to relax any condition in favour of a suitable candidate.

Selection Procedure

- Candidates fulfilling the eligibility criteria only will be taken into consideration.
- All the eligible candidates will be shortlisted based on the applicant's career, marks and relevant experience in the field of disaster management.
- Only shortlisted candidates would be called for written test / interview for selection to the post of HR Professional.
- The final merit list will be prepared on the basis of total marks secured in the written test /interview.
- The selected candidates will be engaged by the Disaster Management Authorities on purely temporary and contract basis for a period of 10 months. There is no guarantee for renewal or extension of the contract.
- Original certificates/mark sheet/documents/other testimonials will be verified during interview.

Job Description:

The HR Professional will work in the office of the State Disaster Management Authority (SDMA) for strengthening of SDMA and capacity building on disaster management and will have to complete the following deliverables within the stipulated time line.

Sl. No.	Deliverables (10 months)
1.	Drawing composite annual Action Plan, duly approved by Chief Secretary.
2.	Appointment of HR support at state and district level
3.	Drawing mechanisms of funds transfer, implementation of scheme and monitoring of funds utilization by DDMA's.
4.	Review and updation of SDMP in State / UTs as per the National Disaster Management Guidelines released by NDMA and HRVA of the State/UT. While updation it shall be ensured that emerging issues like gender sensitivity, Disability inclusive Disaster Risk Reduction (DRR), livestock management are adequately taken care of.
5.	Lay down the State Disaster Management Policy, where it is not framed.
6.	To approve DM Plans of key departments (at least for Public Works Department, Irrigation, Power, Water Supply, Health, Fire Services, Civil Defense, Rural Development and Transportation)of State Government as per section 18 and 40 of the DM Act, 2005.
7.	Carry on Mock Drills in hazard prone and vulnerable area on State specific disasters to identify gap.
8.	Review of Projects/Programme of State Govt schemes from Disaster Risk Reduction perspective so that these projects/programme do not accentuate disasters in the
9.	Organizing capacity building programmes and mock drills as per SDMP and updating the SDMP.
10.	Lay down guidelines for the State departments for dovetailing prevention and mitigation components of disaster risk reduction (DRR) in their respective development plans and projects as per section 18 of the DM Act 2005.
11.	Reviewing the development plans of key departments (at least for Public Works Department, Irrigation, Power, Water Supply, Health, Fire Services, Civil Defense, Rural Development and Transportation) of the State for DRR aspect and ensure that
12.	Regular meetings of SDMA / SEC SDMA- At least once in six months, the gap between meetings shall not be more than 9 months. SEC- At least once in every quarter.
13.	Other related works assigned by the department.

Period of engagement

1. The SDMA - HR Professionals shall be engaged on purely temporary and contract basis and the said post is co-terminus with the project.
2. The period of engagement will be only for 10 months from the date of engagement to the post.
3. Authority reserves the right to shorten the duration for unsatisfactory performances.
4. One month prior notice would be given for disengagement from the appointment to the post.
5. One month prior notice is also required, if the candidate wants to leave the assignment.

B. District Disaster Management Authority- Human Resources (HR) Professional

Eligibility Criteria

1. Qualification: Candidate must have Post Graduate / Master's Degree in Disaster Management from any recognized University / Institution. Additional qualification in disaster management would be an added advantage.
2. Experience: Candidate must have 5 years of post qualification experience in Disaster Management/Social/development sector. Working experience in Government organization with similar nature of jobs would be an added advantage.
3. Candidates should not have crossed the age of 40 years as on 23.09.2016.
4. Candidate should have good working knowledge in English and Tamil in writing and speaking. Candidate must have outstanding communication, documentation, presentation, organizational and management skills.
5. Candidate should possess knowledge in the use of computers and office software packages(Ms Word, Excel, Power Point, GIS Applications, etc.).
6. Preference will be given for the permanent residents of the Union Territory of Puducherry.
7. The Special Secretary (Revenue) reserves the right to relax any condition in favour of a suitable candidate.

Selection Procedure

- Candidates fulfilling the eligibility criteria as per the advertisement will be taken into consideration.
- All the eligible candidates will be shortlisted based on the applicant's career, marks and relevant experience in the field of disaster management.
- Only shortlisted candidates would be called for written test / interview for selection to the post of HR Professional.
- The final merit list will be prepared on the basis of total marks secured in the written test /interview.
- The selected candidates will be engaged by the Disaster Management Authorities on purely temporary and contract basis for a period of 10 months. There is no guarantee for renewal or extension of the contract.
- Original certificates/mark sheet/documents/other testimonials will be verified during interview.

Job Description

The HR Professional will work in the office of the District Disaster Management Authority(DDMA) for strengthening, capacity building on disaster management and to improve the effectiveness of DDMA and will have to complete the following deliverables within the stipulated time line.

Sl. No.	Deliverables (10 months)
1	Drawing composite Annual Action Plan , duly approved by DDMA and SEC.
2	Carrying out HRVA for the district
3	Preparation/Updation of DDMP as per the section 31 of the DM Act, 2005, the Model Framework developed by NDMA, SDMP and action points mentioned in the
4	Obtaining approval of SDMA for DDMP and uploading on SDMA/DDMA's website.
5	Organization of Mock Drill in hazard prone and vulnerable area for district specific disasters.
6	Organise capacity building programme for community, officials including mason, PRI, Engineers, women, specially abled persons, school teachers etc.
7	Ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities as per section 30 of the DM Act, 2005.
8	Organizing mock drill in hazard prone and vulnerable area for gap evaluation and updating the DDMP.
9	Organize and coordinatespecialized training programmes for different levels of officers, employees and voluntary rescue workers in the districts as per section 30 of the DM Act, 2005

10	Facilitate community training and awareness programmes for prevention / mitigation of disaster with the support of local authorities, governmental and non-governmental organizations as per section 30 of the DM Act 2005.
11	Review development plans prepared by the departments of the government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation as per section
12	Review of HRVA profile of district, identification of gaps with proposed measures to mitigate the same.
13	Regular meetings of DDMA: At least once in every quarter.
14	Other related works assigned by the department.

Period of engagement

1. The SDMA - HR Professionals shall be engaged on purely temporary and contract basis and the said post is co-terminus with the project.
2. The period of engagement will be only for 10 months from the date of engagement to the post.
3. Authority reserves the right to shorten the duration for unsatisfactory performances.
4. One month prior notice would be given for disengagement from the appointment to the post.
5. One month prior notice is also required, if the candidate wants to leave the assignment.



(Dr. SATYENDRA SINGH DURSAWAT, I.A.S)
SPECIAL SECRETARY(REVENUE)

o/c

APPLICATION FORM

Application for the post of.....

(Separate application for specific posts)

Affix recent
self attested
colour passport
size photograph

Name in Block Letters :
Father's/Husband's Name :
Address for communication :
Permanent Address :
Whether Permanent Resident of : YES / NO
the Union Territory of Puducherry
Mobile Number :
E-mail I.D :
Date of Birth :
(proof to be enclosed)
Age as 23.09.2016 :
Gender (Male/Female) :
Marital Status :
(Married/Unmarried)
Aadhar No. :
I.D. Proof : (i) Voter I.D:
(ii) Driving Licence:

Educational Qualification (Attach self attested photocopy of certificate/ marksheets)

Qualification	Degree	Board/Institution/ University	Year of passing	Subject	Total marks	Marks secured	% of marks
SSLC/Matriculation							
Higher Secondary							
Graduation							
Post Graduation/ Masters							
Any other							

Experience (Attach photocopies of experience certificates)

Sl. No.	Name of the post/ designation held	Employer/Organization	Period		Duration	Key responsibilities
			From	To		

Current Employment (Attach proof of documents of current employment)

Sl. No.	Name of the post/ designation held	Employer/Organization	Period		Duration	Key responsibilities
			From	To		

Computer Proficiency

MS Office Software Packages	
GIS Applications /Others	

Language Proficiency

Language	Ability to speak			Ability to read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Tamil									
Others(specify)									

DECLARATION

I hereby declare that the above information furnished by me is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place:
Date:

Full Signature of the Applicant