



**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
PUDUCHERRY STATE DISASTER MANAGEMENT AUTHORITY**

No.10419//DM/SENDAI/MOU/2019

Date: 06.12.2019

NOTICE FOR HIRING ON CONTRACT BASIS FOR PSDMA

Applications are invited from eligible candidates for the following positions on contract basis:

1. One (01) Sr. Consultant / Disaster Management (DM) Professional.
2. One (01) Data Entry Operator (DEO).

2. For details of Qualifications, Experience, Age limit, fee, ToR, etc., visit the websites: <https://www.py.gov.in>, <https://www.py.gov.in/collectorate.py.gov.in>, and <https://recruitment.py.gov.in>. The last date for receipt of duly filled in application through Speed Post is 06.01.2020.


**SECRETARY TO GOVERNMENT
(RELIEF & REHABILITATION),
PUDUCHERRY**

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
PUDUCHERRY STATE DISASTER MANAGEMENT AUTHORITY**

No.10419/DRDM/DM/SENDAI/2019

Puducherry, dt. 6.12.19

Notice for Hiring of Sr. Consultant and Data Entry Operator (DEO) on contract basis for the Puducherry State Disaster Management Authority

The State Disaster Management Authority, Puducherry, intends to engage one (01) "Sr. Consultant / Disaster Management (DM) Professional" and one (01) "Data Entry Operator (DEO)", on contractual basis for a period of 12 months for assisting and supporting the State Disaster Management Authority, Puducherry, in taking measures for the Implementation of Sendai Framework for Disaster Risk Reduction (DRR) and reporting on the Sendai Framework Monitoring Indicators in this UT of Puducherry.

The eligible candidates for the said posts may send their duly filled in application in the prescribed form as per the terms of references available in the websites, <https://www.py.gov.in>, <https://www.collectorate.py.gov.in>, and <https://recruitment.py.gov.in>, by Speed Post to the following address:

The Secretary to Government (Relief & Rehabilitation),
I- Floor, Collectorate, New Revenue Complex,
Vazhudavoor Road, (near Rajiv Gandhi statue),
Puducherry - 605 009.

The last date for receipt of duly filled in application through Speed Post is 06.01.2020. Application received after the last date will not be considered. No application will be received through e-mail/fax.

The eligibility criteria such as age, qualification, work experience and expected consultant fees, etc., shall be as per Terms of Reference for respective positions. The Roles and responsibilities of each position are defined in the MoU under Sendai Framework for Disaster Risk Reduction (DRR).



**Dr. T. ARUN, I.A.S.
SECRETARY TO GOVERNMENT
(RELIEF & REHABILITATION)**

Terms of Reference

I. Sr. Consultant (Disaster management):

1. Category, Qualification, Experience, etc.:

1.	Educational Qualification	Master's Degree in any discipline (preferably in Management, Social Work, Sociology, Geography, Agriculture, Architecture, Environmental Engineering, Urban Planning).
2.	Experience	<ul style="list-style-type: none"> • Candidate should have minimum experience of 10 years in the fields related to Disaster Management projects – Post Qualification. • Candidate having M.Phil., Degree in the relevant field are required to have minimum work experience of 8 years. • Candidate having Ph.D., Degree in the relevant field are required to have minimum work experience of 5 years. • Candidate 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.
3.	Age Limit	The Maximum age limit will be 65 years.
4.	Duration	<ul style="list-style-type: none"> • For a period of 12 months. Annual extension may be granted till the completion of the project or for maximum 3 years whichever is earlier. • The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the Secretary to Govt. (R&R). If the performance of the Sr. Consultant is not satisfactory, Secretary to Govt. (R&R) may terminate the contract at any time without notice on ground of poor performance.
5.	Fee	Rs.1,00,000/- (Rupees One Lakh) per month.
6.	Reporting Mechanism	Sr. Consultant shall report to Secretary to Govt. (R&R) and shall maintain co-ordination with UTPDMA / SEC & NDMA.
7.	Deliverables/ Outcomes	Timeline
	1. Technical Assistance in preparation of the Hazard Risk Vulnerability Atlas for the State.	3 months
	2. Alignment of State Plans and District Plans in accordance with the Sendai Framework.	1 months
	3. Facilitating State/UT Govt. Departments in preparation of their Departmental Disaster Management Plan.	2 months
	4. Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States.	2 months

5. Compiling and timely furnishing of data and information to UTPDMA / NDMA on disaster aspects, implementation of NDMA Schemes, and Sendai Framework Monitoring indicators.	*
6. Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.	1 months
7. Help in setting up of the Disaster Data Base at the State and District level.	2 months
8. Collection of reports about the lessons learnt and best practices from the State and exchange / sharing of these among the States/UTs and NDMA.	1 months
9. Assist the UTPDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.	*
10. Any other tasks assigned by UTPDMA.	*
11. In addition to the work pertaining to deliverables and outcomes of the scheme, responsibilities shall also include tasks covered under 4(I) of the MoU.	*

* The tasks at Sl.Nos. 5,9,10 and 11 to be conducted throughout the year.

2. Precise Statement of Objective: Suggest measures for integration of mitigation measures in the development plans of State/UT Governments.

3. 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 Districts.
- (c) To ensure implementation of Programmes and Schemes of NDMA by States/ UTs.
- (d) To help in capacity building and training activities carried out by UTPDMA/ NDMA.
- (e) Liaison with the UTPDMA/ SDMAs, Relief Commissioners and other Government Departments dealing with Disaster Management

II. Data Entry Operator (DEO):

1.	Educational Qualification	<ul style="list-style-type: none">• Graduation in any discipline.• Typing speed of 40 wpm.• Diploma/ Certificate Course (1 year) in Computers.• Knowledge of MS Office Suite (Word, Excel, Power point, etc.), Adobe Reader, Internet, E-Mail, etc.
2.	Experience	Candidates should have minimum experience of 2 years in similar position.
3.	Age Limit	The maximum age limit will be 35 years.
4.	Duration	<ul style="list-style-type: none">• For a period of 12 months to be extendable by up to 24 months.• The Secretary to Govt. (R&R) can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to Secretary to Govt. (R&R). If the performance of DEO is not satisfactorily Secretary to Govt. (R&R) may terminate the contract any time without notice on the ground of poor performance.
5.	Fee	Rs.22,000/- per month.
6.	Duties to be performed	<ul style="list-style-type: none">• Data entry work using computer and appropriate software; entering, updating, verifying, and/ or retrieving data into/ from various sources; and ensuring accuracy and confidentiality of information recorded.• To keep record of incoming/ outgoing dak, files/ registers, etc., to keep filing upto date, collect information desired by the Sr. Consultant/ UTPDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy.• To perform such other duties as may be assigned to him by Sr. Consultant/ UTPDMA from time to time in relation to the implementation of the Scheme.• Prepare a weekly report of work done for appraisal.

III. General Conditions:

- i. The application shall be sent in neatly typed-out Prescribed Application Form in A4 size paper.
- ii. Candidates shall submit self-attested copies as proof of details furnished in their application form along with 02 recent passport size photos duly self-attested.
- iii. Application received after the deadline, not submitted in the manner prescribed, unsigned applications, photocopy/scanned signature, applications where the post name is not filled in/not filled in correctly and incomplete application will be summarily rejected. The hiring authority will not be responsible for any delay/loss or damage of application through SPEED POST only. No application will be received through E-mail/FAX and the applications received by Email/FAX will not be considered.
- iv. Candidate should have good working knowledge of English and Tamil. Candidate should possess outstanding communication, documentation, presentation, organizational and management skills.

- v. Canvassing in any form will be a disqualification.
- vi. If, at any stage, it is discovered that an attempt has been made by the candidate to wilfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- vii. Application must be sent only by post in a sealed envelope containing application and supporting documents with superscription "Application for the post of Sr. Consultant – Disaster Management or Data Entry Operator".
- viii. A practical test will be conducted for the candidates, applying for the post of Data Entry Operator (DEO), for testing the typing speed of 40 wpm in English on a Computer.
- ix. On selection, the candidate shall have to serve in any part of U.T of Puducherry and shall be required to visit, any part of the country in connection with the work.
- x. The candidates shall bring their original certificates for verification on the day of personal interview.
- xi. The shortlisted candidates shall bring their original certificates, identity proof (Voter ID/PAN/Driving License/Aadhar Card) for verification on the day of personal interview.
- xii. No TA or DA will be paid to the candidates for attending the selection process or personal interview.
- xiii. Candidates will be selected on the basis of a selection process through Education qualification, experience, interview for both categories. Candidate applying for DEO shall undergo additional practical test for typing, computer skills and knowledge. Only shortlisted candidates will be called for participation in the selection process. The list of shortlisted candidates will be published in the websites: "<https://www.py.gov.in>", "<https://recruitment.py.gov.in>" and will be intimated through E-mail only.
- xiv. Candidates are required to visit the above mentioned website at regular intervals for any further notification, updates, results, etc., relating to this recruitment.
- xv. Interested qualified persons may send their duly filled application in Prescribed Application Form to the following address only by SPEED POST. The last date for receipt of duly filled in application through Speed Post is 06.01.2020.

**The Secretary to Government (Relief & Rehabilitation),
I- Floor, Collectorate, New Revenue Complex,
Vazhudavoor Road, (near Rajiv Gandhi statue),
Puducherry - 605 009.**

APPLICATION FORM

Application for **Sr. Consultant (Disaster Management)**

Affix recent self
attested colour
passport size
photograph

1. **Name in Block Letters** :
2. **Father's/Husband's Name** :
3. **Address for communication** :
4. **Permanent Address** :

5. **Whether Permanent Resident of the Union Territory of Puducherry** : YES / NO
6. **Mobile Number** :
7. **E-mail I.D** :
8. **Date of Birth (proof to be enclosed)** :
9. **Age as on 21.12.2019.** :
10. **Gender (Male/Female)** :
11. **Identity Proof** : (i) Aadhaar card No.:
(ii) Voter I.D No.:
(iii) Driving License No.:

12. Educational Qualification:

Qualification	Degree	Board/Institution/ University	Year of passing	Subject	Marks secured	Total marks	% of marks
SSLC/Matriculation							
Higher Secondary							
Graduation							
Post Graduation							
M.Phil							
Ph.D							
Any other							

...2/-

13. Experience (Post Qualification):

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

14. Computer Proficiency (Minimum 6 month course): (Yes/No)

15. GIS Applications (Yes/No):

GIS Applications	
Any others	

16. Language Proficiency [please (✓) mark in appropriate box]

Language	Speak	Write
English		
Tamil		
Malayalam		
Telugu		
Hindi		
Others(specify)		

17. Publications / special Achievements / Extracurricular activities :

18. Any other relevant Information :

DECLARATION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency, experience, etc., prescribed in the notice.
- ii. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.
- iii. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
- iv. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.
- v. In the event of selection, I agree to the Terms of Reference in the notice.

Place:

Date:

Signature of the Applicant

APPLICATION FORM

Application for **Data Entry Operator (DEO)**

Affix recent self
attested colour
passport size
photograph

1. **Name in Block Letters** :
2. **Father's/Husband's Name** :
3. **Address for communication** :
4. **Permanent Address** :
5. **Whether Permanent Resident of the Union Territory of Puducherry** : YES / NO
6. **Mobile Number** :
7. **E-mail ID** :
8. **Date of Birth (proof to be enclosed)** :
9. **Age as on 21.12.2019.** :
10. **Gender (Male/Female)** :
11. **Proof of Identity** : (i) Aadhar card No.:
(ii) Voter Identity Card No.:
(iii) Driving License No.:
12. **Educational Qualification** :

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

13. Typewriting : (Yes/No)

Language	Yes/No	Speed (wpm)
English		
Tamil		
Others (specify)		

...2/-

14. Computer Proficiency :

Particulars	Yes/No
Diploma / Certificate course (1 year) in computer	
Ms Office suite (word, excel, power point, etc)	
Adobe Reader	
Internet/email	
Others(specify)	

15. Experience (Post Qualification):

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

16. Language Proficiency [please (✓) mark in appropriate box]

Language	Speak	Write
English		
Tamil		
Malayalam		
Telugu		
Hindi		
Others(specify)		

17. Any other relevant Information :

DECLARATION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency, typing speed, experience, etc., prescribed in the notice.
- ii. I have enclosed photocopies of certificates in support of my claim for Educational Qualification, Computer Proficiency, Typing Speed and Age.
- iii. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
- iv. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.
- v. In the event of selection, I agree to the Terms of Reference in the notice.

Place:

Date:

Signature of the Applicant