



കേരള സംസ്ഥാന ദുരന്ത നിവാരണ അതോറിറ്റി
KERALA STATE DISASTER MANAGEMENT AUTHORITY

ഒഴിവുകൾ സംബന്ധിച്ച അറിയിപ്പ്
EMPLOYMENT NOTIFICATION

അറിയിപ്പ് പത്രത്തിൽ പുറപ്പെടുവിച്ച തീയതി: 10-11-2022
NOTIFICATION ISSUED IN PRINT MEDIA ON: 10-11-2022

അപേക്ഷ ഫോറം പുറപ്പെടുവിച്ച തീയതി: 15-11-2022
APPLICATION FORM RELEASED ON: 15-11-2022

അപേക്ഷ ഓൺലൈൻ ആയി സമർപ്പിക്കേണ്ട അവസാന തീയതി: 30-11-2022, 5 PM
LAST DATE FOR THE ONLINE SUBMISSION OF APPLICATION: 30-11-2022, 5 PM

ഓപ്പറേറ്റർ അപേക്ഷ ഓൺലൈൻ ആയി സമർപ്പിക്കുവാനുള്ള ലിങ്ക്
<https://forms.gle/2ttGndNRJrK1bbkb9> - Application for the post of Operator
സൂപ്പർവൈസർ അപേക്ഷ ഓൺലൈൻ ആയി സമർപ്പിക്കുവാനുള്ള ലിങ്ക്
<https://forms.gle/maqE5fRjJzA6thPMA> - Application for the post of Supervisor

അറിയിപ്പ് പുറപ്പെടുവിച്ച അധികാരി: കമ്മീഷണർ, ദുരന്ത നിവാരണ വകുപ്പ്
NOTIFICATION ISSUANCE AUTHORITY: Commissioner, Disaster Management

അറിയിപ്പ് പുറപ്പെടുവിച്ച മേൽവിലാസം
Notification issuance address

കേരള സംസ്ഥാന ദുരന്ത നിവാരണ അതോറിറ്റി (കെ.എസ്.ഡി.എം.എ)
ഒബ്സർവേറ്ററി കൂന്ന്, വികാസ് ഭവൻ തപാൽ ഓഫീസ്
തിരുവനന്തപുരം, കേരളം - 695033
ടെലിഫോൺ: 0471-2331345, ഫാക്സ്: 0471-2778866

KERALA STATE DISASTER MANAGEMENT AUTHORITY
Observatory Hills, Vikas Bhavan P.O, Thiruvananthapuram, Kerala – 695033.
Email: keralasdma@gmail.com; Tel: 0471-2778866
Website: <https://sdma.kerala.gov.in>

Contents

1. Notification	3
2. Tentative timeline.....	4
3. Application links	5
4. Instruction to candidates.....	6
5. Terms of reference of Supervisor & Operators	7

1. Notification

The Kerala State Disaster Management Authority (KSDMA), a statutory non-autonomous body under the chairmanship of Chief Minister of Kerala, invites applications from qualified and competent candidates for appointment to 2 posts on contract basis. Interested candidates may apply via ONLINE mode only by filling the prescribed application form given in the website of KSDMA (www.sdma.kerala.gov.in). The details are given below. The online application submission link will open on 15/11/2022 (03.00 PM). The last date for submitting online application is 30/11/2022 (05.00 PM).

Note: Candidates will have to upload their updated Curriculum Vitae (CV), passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kB and the size of the signature should be less than 50 kB. The CV and the copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3MB in size.

Post No	Post	No. of vacancies	Consolidate Pay	Mandatory qualifications	Experience	Age as on 1-01-2020
001/2022	Supervisor	1	Rs. 21,000/month	Graduates with DCA (or DCA equivalent recognized by Govt. of Kerala)	Graduate with DCA (or equivalent recognized by Government of Kerala). At least 3 years experience in Govt. sector as Clerk/Attendant or above with the ability to speak and read English, Malayalam and Hindi. Typing skill in English and Malayalam are essential	25-40
002/2022	Operator	4	Rs. 18,000/month	Graduates with DCA (or DCA equivalent recognized by Govt. of Kerala)	At least one year experience in Govt. Sector as Clerk/ Attendant or above with the ability to speak and read English, Malayalam and Hindi. Typing skill in English and Malayalam are essential	25-40
Sd/- Commissioner, Disaster Management						
Thiruvananthapuram 15-11-2022						

2. Tentative timeline

The tentative timeline of the recruitment is as given in the table below:

Sl. No	Activity	Applicable posts	Critical dates
1	Receipt of applications	All posts	15.11.2022 (09.00 A.M.) to 30.11.2022 (05.00 P.M.)
2	Scrutiny of applications	All posts	15 days from the last date for submission of online application (tentative)
3	Final interview	All posts	45 days from the last date of submission of online application (tentative)

3. Application links

- <https://forms.gle/2ttGndNRJrK1bbkb9> - Application for the post of Operator
- <https://forms.gle/maqE5fRjJzA6thPMA> - Application for the post of Supervisor

4. Instruction to candidates

1. Period of Contract to Posts will be initially one year and are renewable. The terms of reference of each post are provided below.
2. It shall be noted that admittance to various stages of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.
3. Norms of selection will be as per those applicable for contract posts in the Government of Kerala.
4. The recruited individuals will be supported to build their capacities in carrying out their functions.
5. Age relaxation is applicable to SC/ST/OBC/PwD/Ex-Serviceman and other eligible category applicants as per Govt. of Kerala norms. Eligibility for age relaxation should be proven by producing necessary certificates from competent authority (SC/ST- 5 years, OBC- 3 Years, Ex-servicemen 5 years and PwD 10 years)
6. Only shortlisted candidates will be intimated by email/SMS regarding further procedures. Hence, candidates must ensure that working email address and telephone/contact no. are being provided.
7. KSDMA reserves the right to shortlist only a limited number of candidates for written test/technical presentation/technical interview/final interview, as the case may be for the post, based on marks secured in their qualifying examination and/or years of relevant experience. Candidates should clearly mention the marks scored in their qualifying examination in the application. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
8. 10% of marks relaxation will be applicable to SC/ST categories. Eligibility for this relaxation should be proven by producing scanned copies of necessary certificates from competent authority. Applications without necessary certificates claiming age relaxation and/or marks relaxation will be treated as General category. No further claim will be entertained in this regard.
9. Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.
10. Any type of canvassing for favoritism will be considered offensive and legal action will be taken against those who attempt to do so. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice. KSDMA reserves the right to fill or not to fill the post advertised.
11. Selected candidates should be ready to work in the KSDMA/KSEOC/any of the DEOCs/anywhere in Kerala, as required by KSDMA.

5. Terms of reference of Supervisor & Operators

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007
2. The Supervisor and Operators shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
3. They shall be capable of supporting KSDMA and KSEOC in its smooth functioning
4. The Supervisor and Operators will have to undertake shift wise duty at KSEOC
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time
6. They shall handle English, Malayalam and Hindi alerts and warnings through Social Media channels and websites of KSDMA
7. They shall handle various communications received at KSEOC and flag important emails to Hazard Analysts and Meteorologists on duty
8. They shall receive and dispatch calls via Satellite Phones, Land phones, hotlines and Mobile Phones to appropriate authorities for ensuring speedy action as the case may be
9. They shall maintain call logs and alerts and warnings logs
10. The supervisor shall, other than the above-mentioned activities
 - a. Supervise the Operators/MTO (Alerts)
 - b. Shall check the logs and verify
 - c. Shall closely liaison with Sectoral Officers and HAs of KSDMA and DDMA's for speedy action and follow up
11. They shall perform any other task assigned by KSEOC and KSDMA