Government of Kerala
KERALA STATE DISASTER MANAGEMENT AUTHORITY
Observatory Hills, VikasBhavan P.O., Thiruvananthapuram, Kerala 695033
Tel 0471-2364424, 2778866

No. SEOC/01/2023   4/02/2023

NOTIFICATION (Updated)

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 various posts **on contract basis** in the State**.** 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*) or Centre for Management Development (CMD), Thiruvananthapuram (*www.kcmd.in*)*.* The details are given below**.** The online application submission link will open on **08/02/2023** (**09.00 A.M.**). The last date for submitting online application is **22/02/2023 (05.00 P.M.**).

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.

DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below.

Post No.	Post	No. of vacancies	Consolidated Pay/month	Mandatory qualifications	Experience	Age as on 01-01-2023
1	State Project Officer *Post Code: 01/2023*	1	₹57,525/- (Category XII)	Post-graduation in Agriculture/Climate/Atmospheric Science/Natural Resource Management/Urban Planning/Rural Development/Social Work (those who hold PhD or Doctoral Degrees will be given preference)	• For Post Graduates 5 yrs of research, education and/or extension experience in the respective domain after graduation. Candidates with proven extension experience will be given preference • For Doctoral/PhD 2 yrs of research, education and/or extension experience in the respective domain after graduation. Candidates with proven extension experience will be given preference • Fluency in English & Malayalam speaking, writing and listening, working knowledge of Hindi and/or any other Indian Language is desirable. Computer Knowledge in English Typing and skills in office suites • Knowledge of statistical tools, GIS Remote sensing tools, CAD etc. will be considered beneficial	25 to 35
2	Hazard Analyst (Civil Engineering) *Post Code: 02/2023*	1	₹36,000/- (Category X)	B.Tech/B.E in Civil Engineering with 60% aggregate score in qualifying exam	Minimum one (1) year experience in research/academic/extension/professional work	25 to 35
3	Hazard Analyst (Psychology) *Post Code: 03/2023*	1		MA/M.Sc Psychology with at least 70% aggregate score in qualifying exam		
4	Hazard Analyst (Public Health) *Post Code: 04/2023*	1		Master in Public Health with at least 70% aggregate score in qualifying exam		

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Post No.	Post	No. of vacancies	Consolidated Pay/month	Mandatory qualifications	Experience	Age as on 01-01-2023
5	Hazard Analyst (Forestry) *Post Code: 05/2023*	1		M.Sc in Forestry with at least 70% aggregate score in qualifying exam		
6	Hazard Analyst (Geology) *Post Code: 06/2023*	1		M.Sc in Earth Sciences with 70% aggregate score in qualifying exam (preference will be for Geology/Applied Geology candidates)		
7	Hazard Analyst (Climate Change Adaptation) *Post Code: 07/2023*	1		M.Sc Climate Change with at least 70% aggregate score in qualifying exam		
8	Hazard Analyst (Disaster Management) *Post Code: 08/2023*	2		M.Sc in Disaster Management with 70% aggregate score in qualifying exam		
9	Hazard Analyst (Social Work) *Post Code: 09/2023*	1		MSW or MA/M.Sc Psychology with at least 70% aggregate score in qualifying exam		
10	Environment Planner *Post Code: 10/2023*	1	₹36,000/- (Category X)	M.Tech/M.E in Environment Engineering with at least 60% aggregate score in qualifying exam	Minimum four (4) years experience in research/academic/extension work/ professional work	25 to 35
11	Field Assistant (Electronics) *Post Code: 11/2023*	1	₹20,065/- (Category II)	SSLC or Equivalent Exam Pass + Approved Diploma or ITC or ITI (Electronics or Computer Hardware & Network Maintenance) course pass certificate with at-least 1st class) + Valid Two-wheeler driving License	Minimum two (2) years experience in computer hardware maintenance & networking/electronics systems maintenance	25 to 35
12	Architect *Post Code: 12/2023*	1	₹44,020/- (Category XI)	Post-graduation in Architecture with 60% in qualifying exam	Minimum three (3) years experience in Architecture	25 to 40

Post No.	Post	No. of vacancies	Consolidated Pay/month	Mandatory qualifications	Experience	Age as on 01-01-2023
13	Urban Planner *Post Code: 13/2023*	1	₹32,560/- (Category IX)	Post-graduation in Urban Planning/Regional Planning with at least 60% aggregate score in qualifying exam	Minimum two (2) years experience in research/academics or planning projects	25 to 40
14	Rural Development Specialist *Post Code: 14/2023*	1	₹32,560/- (Category IX)	Post-graduation (MSW/MA/MPhil) in Rural Development with at least 60% in qualifying exam	Minimum two (2) years experience in research/academics or development projects	25 to 40
15	Hydrologist *Post Code: 15/2023*	1	₹32,560/- (Category IX)	Post-graduation in Water Resource Management or equivalent (Hydrology, Ground Water Hydrology, Water Resource Management, Hydraulics Engineering) passed with 60% aggregate score	Minimum one (1) year experience in research/academics or implementation projects	25-40
16	GIS Specialist *Post Code: 16/2023*	1	₹30,995/- (Category VII)	Post-Graduation in Earth Sciences/Environmental Science/Disaster Management passed with 60% aggregate score with GIS theory and practical course in post-graduation syllabus or Post Graduation in Earth Sciences/Environmental Science/Disaster Management passed with 60% aggregate score with Post Graduate Diploma in GIS	Minimum two (2) years experience in GIS projects (with proof) in private, public or NGO sector	25 to 40
17	GIS Technician *Post Code: 17/2023*	3	₹28,100/- (Category VI)	Post-Graduation in Earth Sciences/Environmental Science/Disaster Management passed with 60% aggregate score with GIS theory and practical course in post-graduation	Freshers	22 to 30

Post No.	Post	No. of vacancies	Consolidated Pay/month	Mandatory qualifications	Experience	Age as on 01-01-2023
				syllabus **or** Post Graduation in Earth Sciences/Environmental Science/Disaster Management passed with 60% aggregate score with Post Graduate Diploma in GIS		

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	01.02.2023 (09.00 A.M.) to 15.02.2023 (05.00 P.M.)
2.	Scrutiny of Applications	All Posts	15 days from the last date for submission of online application (tentative)
3.	Written Test	All Posts	25 days from the last date of submission of online application (tentative)
4.	Technical Presentation/Technical Interview	Post Nos. 1-10, 12 - 16	35 days from the last date of submission of online application (tentative)
6.	Final Interview	All Posts	45 days from the last date of submission of online application (tentative)

Instructions to Candidates

i. ***Period of Contract for all the posts will be initially for one year and the renewal will be based on Government approval. The terms of reference of each post is provided in the Annexure.***

ii. 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.

iii. Norms of selection will be as per those applicable for contract posts in the Government of Kerala.

iv. The recruited individuals will be supported to build their capacities in carrying out their functions.

v. Age relaxation is applicable to SC/ST/OBC/PWD 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.

vi. 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.

vii. The medium for all written tests will be English.

viii. 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.

ix. 5% and 10% of marks relaxation will be applicable to SC and ST categories respectively. 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.

x. Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.

xi. 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.

xii. Selected candidates should be ready to work in the KSDMA/SEOC/any of the DEOCs/anywhere in Kerala, as required by KSDMA.

ANNEXURE

TERMS OF REFERENCE AND MODE OF RECRUITMENT

Terms of Reference of State Project Officer

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 technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
4. Will be in-charge of all social outreach projects, capacity building and training programmes undertaken by KSDMA/KSEOC
5. Manage the capacity building and programmes group of KSDMA
6. Be aware of Incident Response System
7. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
8. Organize workshops, conferences and mock drills in collaboration with Sectoral Experts of KSDMA, Hazard Analysts, DDMAs, Taluks and Local Governments
9. Will be in-charge of disability inclusive DRR programmes and tribal inclusive DRR programmes of KSDMA
10. Support LGBTQ+ inclusive DRR programme of KSDMA
11. Periodically revise and update the minimum relief code
12. He/she will be responsible for the management of projects with UN Organizations, NGOs, INGOs and Civil Society Organizations
13. Manage the Virtual Cadre training and capacity building
14. Facilitate the preparation of departmental disaster management plans in departments with virtual cadre
15. Facilitate routine trainings for the Incident Response Teams notified in the State/District/Taluk/Local Governments
16. Manage school and hospital safety programmes of KSDMA
17. Manage matters related to the School Safety Advisory Committee & Hospital Safety Programmes
18. Lead the Post Disaster Need Assessment exercises of KSDMA
19. Develop, manage and implement the Information, Education and Communication plan of KSDMA
20. Manage the Inter Agency Groups of Districts
21. Contribute to the preparation of Orange Books and guidelines of KSDMA
22. Manage SENDAI Framework projects, NITI Ayog Projects and such other short-term projects of KSDMA in collaboration with the respective staff
23. Contribute to the preparation of Disaster Management Plans and Annual Reports

Mode of Recruitment of State Project Officer

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Civil Engineering)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with

National and other International Agencies

4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Identify and prepare terrain specific disaster resilient construction best practices handbook
10. Identify and prepare terrain specific disaster resilient indigenous construction practices handbook
11. Develop and update the rapid visual screening methodology for public assets
12. Motivate Public Works Department, Local Self Government Department and Water Resources Department in the conduct of rapid visual screening of critical assets
13. Support in the development of retrofitting SOP for public buildings
14. Identify and prepare handbooks of best practices in disaster resilient construction
15. Support in conducting hazard, vulnerability and risk assessment and contribute to disaster management plans
16. Support in the preparation of departmental disaster management plans of engineering departments
17. Organize capacity building workshops for architects, engineers and masons in continuously identifying best practices for risk reduction
18. Collaborate with Departments involved in public works and Engineering Colleges for the conduct of 'safety and disaster resilience first' training programmes for engineers and masons
19. Support KSDMA in evaluating structural mitigation measures supported under State Disaster Mitigation Fund and assessing the increase/decrease in vulnerabilities due to such mitigation measures
20. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
21. Support in evaluating the risk reduction potential of design and estimates for structural mitigation measures funded under State Disaster Mitigation Fund
22. Advocate the inclusion of disaster resilience as a key requirement in the techno-legal regime of the State
23. Support School and Hospital Safety Plans through development of digital platforms for School and Hospital Safety Plan preparation
24. Advocate risk transfer of public buildings and infrastructure
25. Advocate eco-system disaster risk reduction strategies for impact reduction from natural hazards
26. Participate in public enquiries for and on-behalf of KSDMA on matters involving civil engineering safeguards and produce reports for supporting decision making

Mode of Recruitment of Hazard Analyst (Civil Engineering)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Psychology)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in

their respective domains and shall be individuals capable of multi-tasking

3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Prepare institutional psychological health management framework for disaster management front line staff and conduct post disaster psychological health evaluations
10. Facilitate counselling services to SDMA and DDMA staff, evaluate counselling requirements for stress management and provide counselling support
11. Interface with State Mental Health Authority and create post disaster mental health support framework
12. Interface with NGOs, CBOs and INGOs to facilitate long term post disaster mental health programmes, particularly for vulnerable communities identified in the Orange Book
13. Support LGBTQ+, disability and tribal inclusive DRR programme
14. Support school safety programmes
15. Advocate inclusion of psychological care in all phases of disaster management and in disaster management plans
16. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
17. Attempt to develop a mental health vulnerability assessment method from a disaster risk management perspective
18. Conceive and implement community-based disaster risk reduction programmes with special focus on mental health vulnerabilities
19. Develop mental health support kits for post disaster mental health support in camps and households
20. Interface with NDMA and NIDM on psychosocial support schemes

Mode of Recruitment of Hazard Analyst (Psychology)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Public Health)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Prepare and update health emergency management framework in the State and District

Disaster Management Plans in collaboration with community medicine experts

10. Prepare and update the public health management aspects in Orange Books
11. Facilitate creating resilient homes which are climate change and disaster risk reduction aware
12. Liaison with the Virtual Cadre in DHS, Directorate of Health Services, Directorate of Medical Education and Health and Family Welfare Institute for ensuring hospital safety plans in medical institutions
13. Ensure regular training for the virtual cadre officers for conducting district level training in disaster management for the frontline medical and paramedical officers
14. Follow-up hospital safety plan preparation
15. Prepare training modules for conducting trainings in preparing hospital safety plan
16. Continuously watch out for state, national and international alerts on epidemic and pandemic possibilities
17. Constantly examine peer reviewed published literature for actionable inputs on climate change linkages to public health for inclusion in the State and District Disaster Management Plans
18. Gather epidemic and pandemic data from State Epidemiologist and incorporate it in the Geospatial database of SEOC
19. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
20. Support Health Department in preparing their Departmental Disaster Management Plan
21. Develop and manage Hospital Safety Plan Digital Application
22. Prepare first aid and basic life support training framework

Mode of Recruitment of Hazard Analyst (Public Health)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Forestry)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Prepare a Forest Fire Civilian response plan
10. Facilitate creating resilient homes which are climate change and disaster risk reduction aware
11. Liaison with Forest Department, Bio Diversity Board and Kerala Forest Research Institute and gather their inputs for incorporating into the State and District Disaster Management Plans
12. Evaluate actionable methods for reducing climate change disaster impacts in forests and forest fringe areas
13. Develop an ISEA framework for assessing disaster impacts on forests and wildlife and develop corresponding training modules for forest officials in conducting such

assessments

14. Identify and develop possible mitigation projects for bio-shielding of landslide, flood and coastal erosion prone areas using native plant species and bio-degradable materials
15. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
16. Contribute to the Orange Book
17. Contribute to the Heat Action Plan of the State
18. Will deal with files related to pest attack and animal husbandry matters
19. Support Forest Department in preparing their Departmental Disaster Management Plan
20. Support in developing specific disaster management training programmes for Scheduled Tribe Settlements

Mode of Recruitment of Hazard Analyst (Forestry)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Geology)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Prepare landslide risk assessment framework for the State
10. Liaison with Geological Survey of India and avail investigation reports and susceptibility maps for incorporating into the disaster management plans
11. Convene the landslide advisory committee of KSDMA
12. Will deal with files related to Landslides, Soil Piping, Earthquakes and Seismic Monitoring
13. Undertake site investigations of landslide prone areas and landslide sites based on need
14. Facilitate creating resilient homes which are climate change and disaster risk reduction aware
15. Develop landslide risk assessment training modules for Soil Conservation, Ground Water and Mining & Geology Department and train their virtual cadre officers in landslide risk assessment
16. Liaison with KSEB in implementing and managing the seismic monitoring network
17. Liaison with National Seismic Centre in managing the seismic monitoring network
18. Update and maintain the earthquake catalogue of the state with inputs from KSEB and IMD
19. Develop guidelines for bio-stabilization of hill area roads and conduct trainings for the purpose in local self-governments
20. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
21. Develop projects for landslide risk reduction in highly sensitive landslide prone areas

22. Support Soil Conservation, Ground Water and Mining & Geology Departments in preparing their departmental disaster management plans
23. Prepare landslide related documentations for perusal of State Executive Committee, KSDMA, Government, Courts and Legislature

Mode of Recruitment of Hazard Analyst (Geology)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Climate Change Adaptation)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Interface with Department of Environment and Climate Change, Kerala
10. Develop a strategic framework for linkages between State Action Plan on Climate Change and Disaster Management Plans
11. Facilitate creating resilient homes which are climate change and disaster risk reduction aware
12. Support the preparation of local government disaster management plans and inclusion of climate change adaptation measures
13. Develop methods, concepts and approaches in view of effective, economically just and socially inclusive climate change adaptation
14. Framing the decision context and engaging stakeholders in the context of climate change adaptation
15. Identifying adaptation options, shaping planning and business processes
16. Monitoring, evaluating and learning from adaptation action
17. Communicating solutions, brokering knowledge, bridging between theory and practice
18. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
19. Researching new frontiers for effective implementation
20. Training, building capacity, shaping mindsets for climate change adaptation
21. Leverage land use, hazard, and restoration planning to reduce the addition of new vulnerabilities, considering equitable practices and diversity

Mode of Recruitment of Hazard Analyst (Climate Change Adaptation)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Disaster Management)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Prepare the HVRA of the State in collaboration with the GIS Lab and other Sector experts
10. Support NDMA in implementing the HVRA project
11. Facilitate the implementation of Aapda Mitra
12. Prepare site specific risk assessment reports in collaboration with Sector specialists
13. Support in preparing and updating the Sabarimala Crisis Management Plan, Thrissur Pooram Crisis Management Plan and other emerging crowd management plans for festivals and games
14. Update festival crisis management guidelines
15. Support in preparing the Annual Reports of KSDMA
16. Liaison with scientific institutions and gather geospatial information useful for risk assessment to add to the database of KSEOC
17. Constantly attempt to update disaster loss data in geospatial environment
18. Support in monitoring and documenting the implementation of projects funded under State Disaster Mitigation Fund
19. Update and maintain the geospatial inventory of infrastructure that may be used as camps during crisis
20. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
21. Update and maintain the database of helicopter landing sites in Kerala
22. Update and maintain the database of boats in Kerala
23. Develop training programmes on the norms of State Disaster Response Fund and State Disaster Mitigation Fund
24. Contribute to preparing and updating Orange Books
25. Conduct field investigations as directed by KSEOC

Mode of Recruitment of Hazard Analyst (Disaster Management)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst (Social Work)

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies

4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
5. Support Child, Tribal, Disability and LGBTQ+ inclusive disaster risk reduction programmes
6. When posted in the district, the roles and responsibilities will be as defined separately as Sub Item 11
7. Be aware of Incident Response System
8. Contribute to post disaster needs assessments
9. Develop programmes for social vulnerability risk reduction and assessment of social vulnerabilities of local governments
10. Interface with Social Justice and Women and Child Departments for facilitating their departmental disaster management plans
11. Support the updating of Minimum Relief Code
12. Facilitate the identification of vulnerable population and creating resilience plans for such communities as defined in the Orange Book
13. Advocate for the engagement and participation of local organizations and civil society networks in humanitarian coordination mechanisms
14. Support the upkeeping of Inter Agency Groups and facilitate routine activities involving IAGs
15. Create a framework for quarterly engagement of IAGs
16. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
17. Build and maintain alliances and strategic partnerships for the advancement of humanitarian action
18. Build and maintain close liaisons with relevant donors and other actors supporting efforts towards humanitarian action
19. As designated, participate in and support relevant inter-agency and inter-governmental forums
20. Facilitate framing possible livelihood support schemes for post disaster revival

Mode of Recruitment of Hazard Analyst (Social Work)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Hazard Analyst while posted to DDMAs

1. Prepare a 6 monthly plan for implementation of tasks given below and submit to DDMA for approval
2. Updation of district disaster management plan – dynamic or static part depending on the updation requirement as evaluated and prescribed by KSDMA
3. Facilitate updation of IDRN database through the concerned stakeholder department/PSU/Agency
4. Ensure that the concerned official of the DDMA update the NDEM daily and NDIMS with district wise inputs as essential
5. Observe the functioning of DEOC and report to CEO, DDMA with a copy to KSDMA on updations and improvements required
6. Inspect Taluk EOCs routinely and report the functional status to CEO, DDMA with a copy to KSDMA on updations and improvements required
7. Ensure one meeting of DDMA/month - prepare agenda notes, compile the minutes and submit to CEO, DDMA for the approval of the Chairperson
8. Contribute to post disaster needs assessments
9. Attend all DDMA meetings in the district
10. Attend all Disaster Management related video conferences attended by the Chairperson of DDMA and keep a log of decisions and instructions

11. Support district level virtual cadre officers for preparing their departmental disaster management plans
12. Conduct at least one school safety programme in a month involving the local governments and Department of Education
13. Organize at least one mock drill in all schools and/or hospitals and Government offices in the District in collaboration with Local Governments, Fire & Rescue Services, Police and Health Department
14. Coordinate with Civil Defence, Samoohika Sannadha Sena and Aapda Mitra volunteers in the district
15. Organize capacity building programmes in collaboration with District Planning Office, LFire & Rescue Services, Police and Health Department for Local Governments
16. Organize one training in 6 months on disability inclusive, transgender inclusive and tribal inclusive disaster risk reduction
17. Organize one mock drill once in 6 months involving NDRF
18. Organise at least one training programme in 6 months for the Incident Response Teams notified under the IRS of the district
19. Support Chairperson DDMA to prepare the IRS structure and notify it in the district
20. Continuously impart IRS training to District, Taluk and Local Government IRTs
21. Oraganize one mock drill in district collectorate every 6 months and one mock drill in district panchayath office every 6 months
22. Prepare annual reports of DDMAs and submit to SDMA
23. Test the emergency communication systems of the district such as Police VHF, Satellite Phones, social media groups, SMS lists of various departments and email lists of various departments
24. Conduct investigations for KSDMA
25. Represent KSDMA and/or DDMA in various forums in the district and inter-district meetings in which the individual is deputed to
26. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster Management Plans
27. Facilitate trainings and activities for Inter Agency Groups in the district
28. Collaborate with Citizen Science teams for improving situational awareness in the district
29. During normal times, provide domain expertise to KSDMA/KSEOC for implementing various disaster risk reduction programmes undertaken by the State

Terms of Reference of Environment Planner

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 technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
4. They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC
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. Define key areas of environmental concern in disasters (eg. deforestation, rangeland degradation, soil erosion, water conservation, biodiversity, wastes, etc.)
7. Will examine the disaster management plans from the perspective of environmental laws and regulations
8. Contribute to post disaster needs assessments
9. Will ensure synergy of disaster management plans with environmental laws and regulations
10. Will lead the technical contributions of KSDMA to the State Action Plan on Climate Change
11. Will prepare a framework for managing post disaster solid, liquid, chemical and CBRN waste complying to environmental safeguards in the country and based on best practices
12. Collaborate with Local Government Department and KILA in increasing the capacities of Local Government in Disaster Management and update the Local Government Disaster

Management Plans

13. Will monitor projects undertaken by KSDMA or DDMA for environmental safeguards compliance
14. Will participate in public enquiries for and on-behalf of KSDMA on matters involving environmental safeguards and produce reports for supporting decision making
15. Will make presentations, prepare reports and represent KSDMA in matters relating to Environment
16. Collect, prepare GIS layers and analyze existing data and information concerning the status of the environment in the State for incorporating into the Decision Support System
17. Will support Risk Informed Planning and Disaster and Climate Actions Tracking Tool of Local Government Department
18. Identify environmental assets and threats related to the emergency phase and establish managements plans and SOPs to minimize environmental impacts
19. Create a framework for the upkeep of healthy environmental conditions in sites where relief camps are established and incorporate this framework into the minimum relief code of the State
20. Liaise with technical sectors (shelter, sanitation, water, livelihoods, energy, etc.) with a view to minimizing environmental impacts associated with projects and activities in the emergency phase
21. Where necessary propose environmental projects to rehabilitate initial environmental damage

Mode of Recruitment of Environment Planner

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of Field Assistant (Electronics)

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 technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. He/she has to support SEOC and KSDMA in maintaining the electronics and computer hardware inventory of the office
7. He/she has to support the system administrator/communication engineer in the maintenance of the electronics and computer hardware systems
8. He/she has to visit field instruments deployed by SEOC and support the upkeep of the systems
9. Maintain the digital inventory of assets of KSDMA/KSEOC
10. Undertake other duties as required by KSDMA/KSEOC

Mode of Recruitment of Field Assistant (Electronics)

1. Scrutiny of Applications
2. Written Test
3. Final Interview

Terms of Reference of Architect

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 technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. Contribute to post disaster needs assessments
7. Formulate and conduct training and capacity building programmes for barefoot engineers to build cost effective disaster resilient structures
8. Support in formulating disaster resilient housing strategies
9. Assimilate Indigenous Knowledge in safe housing
10. Update disaster specific safe house designing guidelines
11. Assimilate knowledge base in architectural design of cost-effective transient shelters and multi-purpose shelters
12. Facilitate the implementation of heat action plan, lightning action plan and wind action plan through appropriate housing designs and strategies
13. Support site specific investigation missions
14. Advocate risk informed housing design through IEC material development
15. Advocate risk informed spatial planning
16. Develop projects that has disaster risk reduction potential in the housing sector
17. Advocate the concept of resilient homes
18. Support the preparation of Local, District and State Disaster Management Plans

Mode of Recruitment of Architect

1. Scrutiny of Applications
2. Written Test
3. Proficiency Test
4. Final Interview

Terms of Reference of Urban Planner

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 technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. Conceive and conduct urban hazard, vulnerability and risk assessments in appropriate scales
7. Facilitate the convergence of hazard, vulnerability and risk assessments with risk informed urban master plans
8. Formulate and conduct training and capacity building programmes for urban planners in risk informed planning and prepare a guideline for urban disaster risk reduction
9. Develop best practices documents for disaster risk reduction in urban areas
10. Contribute to post disaster needs assessments
11. Support site specific investigation missions and develop projects that has disaster risk reduction potential in the urban sector

12. Conceive and implement urban disaster early warning systems involving residence associations and civil defence systems in the State
13. Develop projects that has disaster risk reduction potential in the housing sector
14. Advocate the concept of resilient homes
15. Support flood plain zoning
16. Support the preparation of Local, District and State Disaster Management Plans
17. Facilitate the implementation of heat action plan, lightning and wind action plan
18. Collaborate with Local Government Department and KILA in increasing the capacities of Urban Local Governments in Disaster Management and update the Urban Local Government Disaster Management Plans

Mode of Recruitment of Urban Planner

1. Scrutiny of Applications
2. Written Test
3. Proficiency Test
4. Final Interview

Terms of Reference of Rural Development Specialist

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 technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
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. Conceive and conduct rural hazard, vulnerability and risk assessments in appropriate scales
7. Facilitate the convergence of hazard, vulnerability and risk assessments with risk informed rural development plans
8. Formulate and conduct training and capacity building programmes for rural planners in risk informed planning and prepare a guideline for rural disaster risk reduction
9. Develop best practices documents for disaster risk reduction in rural areas
10. Contribute to post disaster needs assessments
11. Support site specific investigation missions and develop projects that has disaster risk reduction potential in the rural sector
12. Conceive and implement rural disaster early warning systems involving local government emergency response teams and civil defence systems in the State
13. Advocate the concept of resilient homes
14. Support flood plain zoning
15. Support the preparation of Local, District and State Disaster Management Plans
16. Facilitate the implementation of heat action plan, lightning and wind action plan
17. Collaborate with Local Government Department and KILA in increasing the capacities of Panchayaths in Disaster Management and update the Local Government Disaster Management Plans

Mode of Recruitment of Rural Development Specialist

1. Scrutiny of Applications
2. Written Test
3. Proficiency Test
4. Final Interview

Terms of Reference of Hydrologist

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs
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. Formulate and conduct training and capacity building programmes for virtual cadre officials of Water Resources Department
7. Support site specific investigation missions and develop projects that has disaster risk reduction potential in water resources sector
8. Work with water resources department in the development of Flood Early Warning Systems (FEWS) and integration of FEWS based warning to the decision support system of KSDMA
9. He/she will liaison with the Central Water Commission and the Water Resources Department in updating the flood hazard maps
10. He/she will support in collecting, compiling and colleting hydro-meteorological data for integration in the Decision Support System of the SEOC
11. Coordinate the preparation of urban storm water drainage master plans
12. He/she will advise and advocate the preparation of urban and riverine flood management plans with Urban Local Bodies, Central Water Commission and Water Resources Department
13. He/she will advise and advocate with the virtual cadre officers of Agriculture and Water Resources departments in preparing drought and flood management plans
14. He/she will support KSDMA in the regional committee for flood mapping
15. Support the Drought Monitoring Cell and prepare water conservation and water banking programmes
16. Coordinate the flood plain zoning with Water Resources Department and contribute to flood plain zoning regulations in collaboration with Local Self Government Engineering Department
17. Facilitate capacity building in Integrated Water Resource Management and Room for River programmes
18. Create a knowledge base of best practices for disaster risk reduction in the water sector
19. Facilitate changes in structural designs of water resources infrastructure considering extreme weather events based on climate change scenarios

Mode of Recruitment of Hydrologist

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of GIS Specialist

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. Will be the custodian of the GeoDatabase of KSEOC

5. Will undertake quality check of the Geo database
6. Will undertake meta data updation of the Geodatabase
7. Will interface with Kerala Spatial Data Infrastructure, KSREC, Land Use Board and institutions using Geodata
8. Update and maintain PM Gati Shakti portal
9. Support the conduct of Hazard, Vulnerability and Risk Assessment
10. Maintain the Geodatabase of KaWaCHaM
11. Supervise the GIS Technicians
12. Use Web Dynamic Composite Risk Atlas & Decision Support System, NDEM and NDIMS for HVRA
13. Support Sectoral Experts and Hazard Analysts by facilitating specific spatial data analysis
14. Have proven WebGIS ability
15. Adopt Open GIS Data standards and Open GIS platforms for the spatial data management of KSEOC
16. Support flood plain zoning
17. Support the preparation of Local, District and State Disaster Management Plans

Mode of Recruitment of GIS Specialist

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

Terms of Reference of GIS Technician

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 scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies
4. Update the Geodatabase of KSEOC
5. Gather geospatial information from various departments and agencies
6. Ensure quality control of the Geodatabase
7. Update meta data of the Geodatabase
8. Interface with Kerala Spatial Data Infrastructure, KSREC, Land Use Board and institutions using Geodata
9. Continuously update the disaster loss database of KSEOC
10. Update and maintain PM Gati Shakti portal
11. Contributed to the Hazard, Vulnerability and Risk Assessment with the support of Sectoral Experts, Hazard Analysts and GIS Specialists
12. Maintain the Geodatabase of KaWaCHaM
13. Use Web Dynamic Composite Risk Atlas & Decision Support System, NDEM and NDIMS for HVRA
14. Support Sectoral Experts and Hazard Analysts by facilitating specific spatial data analysis
15. Have proven WebGIS ability
16. Use Open GIS Data standards and Open GIS platforms for the spatial data management of KSEOC
17. Support flood plain zoning
18. Support the preparation of Local, District and State Disaster Management Plans

Mode of Recruitment of GIS Technician

1. Scrutiny of Applications
2. Written Test
3. Final Interview