കേരള സംസ്ഥാന ദുരന്ത നിവാരണ അതോറിറ്റി
KERALA STATE DISASTER MANAGEMENT AUTHORITY

ഒഴിവുകൾ സംബന്ധിച്ച അറിയിപ്പ്
EMPLOYMENT NOTIFICATION

NO. SDMA/DM/596/2019

അറിയിപ്പ് പുറപ്പെടുവിച്ച തീയതി:
NOTIFICATION ISSUED ON:
21/05/2020

അപേക്ഷ സ്വീകരിക്കുന്ന അവസാന തീയതി:
LAST DATE FOR RECEIVING THE APPLICATION:
10/06/2020 05.00 PM

അറിയിപ്പ് പുറപ്പെടുവിച്ച അധികാരി:
മെമ്പർ സെക്രട്ടറി, കെ.എസ്.ഡി.എം.എ & ഹെഡ്, എസ്.ഇ.ഒ.സി
NOTIFICATION ISSUANCE AUTHORITY:
MEMBER SECRETARY, KSDMA & HEAD, KSEOC

അറിയിപ്പ് പുറപ്പെടുവിച്ച മേൽവിലാസം

കേരള സംസ്ഥാന ദുരന്ത നിവാരണ അതോറിറ്റി (കെ.എസ്.ഡി.എം.എ))
ഒബ്സർവേറ്ററി കുന്ന്, വികാസ് ഭവൻ തപാൽ ഓഫീസ്
തിരുവനന്തപുരം, കേരളം - 695033
ടെലിഫോൺ: 0471-2331345, ഫാക്സ്: 0471-2364424

വെബ്സൈറ്റ്: www.sdma.kerala.gov.in

Notification issuance address

KERALA STATE DISASTER MANAGEMENT AUTHORITY (KSDMA)
Observatory Hills, Vikas Bhavan P.O, Thiruvananthapuram, Kerala – 695033.
Tel: 0471- 2331345, 2364424; Fax: 0471-2364424
Website: www.sdma.kerala.gov.in

Contents

Google Form Link For the applications

1. Environment Planner: https://forms.gle/hqMsHe6DFW8NL65s7

2. Meteorologist: https://forms.gle/B4mLQ7tt9UxdDayk7

3. Safety Engineer: https://forms.gle/pUC7NdSWzDH3VFeW7

4. Communication Engineer: https://forms.gle/gjT65evwEgNLcve27

5. Social Capacity Building Specialist: https://forms.gle/tpmT4w1ywzpzpCu5A

6. Hazard Analyst (Civil): https://forms.gle/GCVXHGAW9pdgMPiM9

7. Hazard Analyst (DM/Env, Ocean, Stat): https://forms.gle/CHYhJ7RynGEBjsnW9

8. Field Assistant (1 and 2): https://forms.gle/khko1tJKPZMtK7F3A

9. Multi-Tasking Officer: https://forms.gle/uoe6f1N82nRYPSxY6

10. Accountant: https://forms.gle/9n3cMa88XZgZza8n8

11. Hydrologist: https://forms.gle/frceAFhh6jxP2ryB7

12. Agriculture specialist: https://forms.gle/yhfC4r19N18pHrko9

Email to send the ink signed scanned copy of the application along with necessary documents
- ksdmarecruitment@gmail.com
   Last Date : 10th June 2020, 5 pm

1. ADVERTISEMENT

Applications are invited from qualified candidates for the following posts in KSDMA, State/District Emergency Operations Centres (EOcs) on contract basis. Interested and eligible candidates may apply for the posts based on the qualifications given below within the stipulated time period.

Post No	Post	No. of vacancies	Consolidate Pay	Mandatory qualifications	Experience	Age as on 1-01-2020
001/2020	Environment Planner	1	Category X of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 35,300/month)	Masters in Environment planning with at least 60% aggregate score	Minimum four (4) years experience in research/academic/ extension work/ professional work	25-35
002/2020	Meteorologist	3	Category X of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 35,300/month)	M.Sc Atmospheric Sciences /Meteorology or equivalent with at least 60% aggregate score	Minimum four (4) years experience in research/academic/ extension work/ professional work	25-35
003/2020	Safety Engineer	1	Category X of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 35,300/month)	B.Tech/B.E in Safety and Fire/Industrial/Chemical/Mechanical Engineering with at least 60% aggregate score	Minimum two (2) years experience in research/academic/ extension work/ professional work	25-35
004/2020	Communication Engineer	1	Category IX of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 31,920/month)	B.Tech/B.E Electronics and Communication with at least 60% aggregate score	Minimum two (2) years experience in research/academic/ extension work/ professional work	25-35
005/2020	Social Capacity Building Specialist	1	Category IX of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 31,920/month)	MSW with at least 60% aggregate score	Minimum four (4) years experience in research/academic/ extension work/ professional work	25-35
006/2020	Hazard Analyst (Civil)	1	Category X of GO (P) No. 81/19/Fin dated 9-07-2019	B.Tech/B.E in Civil Engineering with 60% marks	Minimum one (1) year experience in	25-35

			(Rs. 35,300/month)	in qualifying exams	research/academic/ extension/professional work	25-35
007/2020	Hazard Analyst (Environmental Science and/or Disaster Management)	4	Category X of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 35,300/month)	M.Sc Environmental Science and/or Disaster Management with 70% aggregate score in qualifying exams		
008/2020	Hazard Analyst (Oceanography)	1		M.Sc Oceanography/Ocean Sciences with 70% aggregate score in qualifying exams		
009/2020	Hazard Analyst (Economics/Econometrics)	1		MA/ M.Sc Economics/ Econometrics / Applied Economics with 70% aggregate score in qualifying exams		
010/2020	Field Assistant	1	Category II of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 19,670/month)	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
011/2020	Field Assistant	1	Category II of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 19,670/month)	SSLC or Equivalent Exam Pass + Approved Diploma or ITC or ITI (Electrical) 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
012/2020	Multi Tasking Officer	2	Category III of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 20,760/month)	Bachelor's degree in any discipline or equivalent + Diploma in Computer Applications or equivalent + Computerized word	Minimum one (1) year Secretarial/Clerical experience in any organization	25 to 40

				processing skills in Malayalam and English		
013/2020	Accountant	1	Category III of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 20,760/month)	B.Com and M.Com with 50% aggregate + MS Office or equivalent and Tally + Computerized finance management	Minimum three (3) years experience in Government/Public Sector	25 to 40
Renotifications						
R001/2020	Hydrologist	1	Category IX of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 31,920/month)	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
R002/2020	Agriculture Specialist	1	Category IX of GO (P) No. 81/19/Fin dated 9-07-2019 (Rs. 31,920/month)	Post graduation in Agriculture passed with 60% aggregate score	Minimum one (1) year experience in research/academics or implementation projects	25-40

- Link to GO (Ms) No. 81/19/Fin dated 9-07-2019

Sd/-
Member Secretary, KSDMA &
Head, KSEOC

Thiruvananthapuram
21-5-2020

2.   INSTRUCTIONS

1. Candidates are required to apply online. Then applicants shall fill in application form and send the ink signed application via email in PDF format along with the required scanned copies of the supporting documents to the stipulated email address along with a well formatted computer word processed one page application letter in English explaining their suitability for the post and the reasoning for their interest in working with KSDMA

2. PDF applications should contain Covering letter, Qualifying Examination Certificate, Consolidated/semester wise mark list of the Qualifying Examination, Equivalency Certificate (if needed), Experience Certificate, Caste Certificate (if age relaxation is claimed) and reference letters.

3. KSDMA is an equal opportunity employer

4. Equivalency certificate of the respective university shall be produced for considering any other degrees with reference to the notified degrees

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

6. All applications should contain two academic/employer reference letters from those under whom the applicant conducted research, studies and/or was engaged in employment. If need be, the appointing authority will contact the referees for verification.

7. Applications not received in the KSDMA as PDF will be rejected. The email containing the application must prominently mention the post applied for and the name of the applicant

8. The selection will be through an online interview and/or online written test after an initial short listing to ensure compliance with the mandatory qualifications, experience and age limit. Mere short listing is not an assurance of appointment. It will be the discretion of this authority to out rightly reject or accept any applications

9. Only shortlisted candidates will be informed by email/telephone call (only via email or telephone call regarding online interview/or online written test and further procedures; hence ensure that a working email and telephone number is provided

10. The appointments will be on contract basis. The appointment will be for a period as approved by the Government

11. All types of canvassing for favoritism in selection will be considered offensive and legal action will be taken against those who attempt to do so

12. Norms of selection will be as per those applicable for contract posts in the Government of Kerala/Science and Technology institutions under Government of Kerala.

13. 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.

14. 10% of marks relaxation will also be applicable to SC/ST categories. Eligibility for this relaxation should be proven by producing scanned copies of necessary certificates from competent authority.

15. 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.

16. Ink signed scanned copy of the application along with necessary documents must reach the

Member Secretary, Kerala State Disaster Management Authority, Observatory Hills, Vikas Bhavan P.O, Thiruvananthapuram - 695033 on or before **10th June 2020, 5 pm** by email only. For telephonic enquiries contact 0471-2364424/2331345.

email - ksdmarecruitment@gmail.com

3.   PROCEDURE FOR SUBMISSION OF APPLICATION

1. The online application form will be available on KSDMA website http://sdma.kerala.gov.in/opportunities/Entries in the application form shall be filled only in English.

2. Fill the details after going through the mandatory qualification and experience for each post specified in the advertisement. You must have a valid email ID and mobile number for applying online.

3. The form is divided into sections including basic information of the applicant, educational qualifications (to be filled from bachelors degree onwards, work experience (specified for each post) and other details like training programmes/workshops/conferences, publications (if any), research projects etc. based on the post applied for.

4. Press the button "Submit" after filling the details. You may go back to each section by clicking "Back" button and validate the details before final submit.

5. Once the application is submitted further changes/corrections will not be allowed.

6. The confirmation for the registration will also be sent on your email entered with a copy of the filled application form.

7. You must take a print out of the submitted form, ink sign the same and submit it with Covering letter, Qualifying Examination Certificate, Consolidated/semester wise mark List of the Qualifying Examination, Experience Certificate, Equivalency Certificate (if needed), Caste Certificate (if age relaxation is claimed) and reference letters to the following email ksdmarecruitment@gmail.com

4.   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 (e.g. 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. Will ensure synergy of disaster management plans with environmental laws and regulations

9. Will lead the technical contributions of KSDMA to the State Action Plan on Climate Change

10. 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

11. Will monitor projects undertaken by KSDMA or DDMA for environmental safeguards compliance

12. Will participate in public enquiries for and on-behalf of KSDMA on matters involving environmental safeguards and produce reports for supporting decision making

13. Will make presentations, prepare reports and represent KSDMA in matters relating to Environment

14. 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

15. Identify environmental assets and threats related to the emergency phase and establish managements plans and SOPs to minimize environmental impacts

16. 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

17. 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

18. Where necessary propose environmental projects to rehabilitate initial environmental damage

5.   TERMS OF REFERENCE OF METEOROLOGIST

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 and inter-district assignments depending on need as ascertained by SEOC from time to time

6. Undertake daily shift duty for ensuring the presence of one meteorologist in SEOC 24 x 7

7. Record and concurrently analyse weather data pertinent to Kerala from forecasting and observational sources and alert the State Incident Command regarding possibility of extreme weather events

8. Prepare daily weather prognosis based on forecasts from multi-ensemble model outputs

9. Issue daily weather alerts and prognosis to public based on Standard Operating Procedures

10. Update standard operating procedures related to weather alerts

11. Upkeep of historic weather data in the Decision Support System

12. Conduct statistical analysis over available historical weather data for contributing to hydro-meteorological risk reduction

13. Writing, publishing and presenting research papers, reports, reviews and/or summaries related to weather extremes and consequent impacts

14. Motivate and support the Water Resources and Agriculture Department in the preparation of flood and drought risk reduction plans

15. Support the preparation and updation of the heat action plan

16. Keeping up to date with relevant scientific and technical developments in the field of weather modelling and monitoring

17. Will participate in public enquiries for and on-behalf of KSDMA on matters involving climate extremes and produce reports for supporting decision making

18. Support the preparation of disaster management plans and extreme weather response plans

19. Support technical contributions of KSDMA to the State Action Plan on Climate Change

6.   TERMS OF REFERENCE OF SAFETY ENGINEER

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. Prepare a Standard Operating Procedure for CBRN disaster response

7. Be the lead Incident Response System trainer

8. Update the Standard Operating Procedures for petro-chemical transportation accident response

9. Update Festival Safety preparedness framework and Standard Operating Procedures

10. Prepare hazard specific standard directive and advisory material for issuance to public and emergency response functionaries in case of anthropogenic hazards

11. Be the internal compliance officer of State EOC for Incident Response System, emergency response protocols and personal safety standards

12. Prepare personal safety protocols for emergency response in the State

13. Liaison with Chemical Emergency Response Centre for ensuring that onsite and offsite emergency response plans are prepared in the State

14. Investigate incident or near-misses and lead root cause analysis of hazmat events

15. Update and upkeep a database of hazmat accidents in the State in the Decision Support System of KSEOC

16. Conduct training programmes on CBRN disaster response for emergency response functionaries

17. Will participate in public enquiries for and on-behalf of KSDMA on matters involving safety and produce reports for supporting decision making

18. Writing, publishing and presenting research papers, reports, reviews and/or summaries related to weather extremes and consequent impacts

19. Support School and Hospital Safety Plan preparation and develop safety auditing protocols

20. Contribute to updating the disaster management plans

21. Support Disability Inclusive DRR programme by supporting the development of safety protocols in accessible formats.

7.   TERMS OF REFERENCE OF COMMUNICATION ENGINEER

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. Be the custodian of the Early Warning Dissemination System of the State

7. At least one internationally acknowledged associate networking certifications like CCNA or equivalent from Cisco, or Juniper or other equivalent network manufactures. Professional certifications like CCNP is more preferred.

8. Any professional Microsoft certifications like MCSA, MCSD, or MCSE or MCP. More than one MS certification or additional Linux certifications like RHEL etc is preferred.

9. Thorough knowledge on Windows Server installations (2008/2012/2016) with Domain Controller management, workstation or desktop OS installation and maintenance of Virtual Machines etc. Hands-on experience on large scale Virtual Machine (VM) deployments using virtualization technologies like VMWare Server/ESX or Microsoft HyperV/Virtual Server or RedHat (RHEL) shall be given added weightage.

10. The applicant must be competent in L2 Switching, L3 Routing, managing Active Directory (AD) LDAP, Web server, MS Exchange Server, File Servers, FTP Server & Remote Management on client-server operating environment. Hands-on experience in troubleshooting various PBX and callcentre platforms, and PoE devices like Wireless APs, access control systems and IP video surveillance systems are highly preferred

11. Supervise maintenance of the Early Warning Systems and Communication Systems under KSDMA [Satellite Phones, Satellite Networks, GSM networks and Early Warning Dissemination System (EWDS) networks]

12. Competence in installing multiple OS, client-server applications, VMs, over VM environments and SAN/DAS/NAS storage management. Capability to program VLANs, DNS, DHCP, Webserver, and user-rights management with AD/LDAP or AAA is also preferred.

13. Applicant must have adequate experience in managing multi-node network either centrally with NMS or otherwise for the functions indicated above. Personal with experience on multi-vendor infrastructure with centralized management and operating environment shall be given due weightage.

14. Ensure serviceability and continuous uptime on existing leased lines, KSWAN/KFone Broadband links, telecom PRI/SIP links, cellular and satellite systems.

15. Hands-on experience in liaising with TSPs, local and remote troubleshooting of various telecom links, cabling/crimping of UTP cables, splicing and termination of OFC etc. Working knowledge on Computer-Aided Design (CAD) software and PDF shall be preferred.

16. Project management experience with MS Project or similar software and proficiency in MS Excel or equivalent worksheet applications. Work experience with WAN projects and managing its deployments and rollouts shall be given extra weightage.

17. Test and evaluate hardware and software to determine efficiency, reliability, or compatibility with existing systems and suggest necessary upgrades and decommissioning

18. Review and evaluate technical requests from other work colleagues and staff for system modifications and maintenance

19. Document network designs, system configurations and related SOPs and policy guidelines

20. Keep abreast of changes in industry best practices and emerging telecommunications technology by reviewing current literature, talking with professionals, participating in educational programs, conferences, roadshows, attending meetings or workshops, etc.

21. Provide user support by diagnosing network and device problems and implementing technical or procedural solutions

22. Prepare purchase requisitions for EWDS computer hardware and software, networking and telecommunications equipment, test equipment, cabling, or tools

23. Use computer-aided design (CAD) software to prepare or evaluate network diagrams, floor plans, or site configurations for existing facilities, renovations, or new systems

24. Order or maintain inventory of telecommunications equipment, including telephone sets, headsets, cellular phones, switches, trunks, printed circuit boards, network routers, and cabling

25. Monitor and analyze system performance, such as network traffic, security, and capacity

26. Manage user access to systems and equipment through account management and password administration

27. Inspect sites to determine physical configuration, such as device locations and conduit pathways

28. Implement system renovation projects in collaboration with technical staff, engineering consultants, installers, and vendors

29. Implement or perform preventive maintenance, backup, or recovery procedures

30. Implement controls to provide security for operating systems, software, and data

31. Document user support activity, such as system problems, corrective actions, resolution status, and completed equipment installations

32. Document technical specifications and operating standards for telecommunications equipment

8.   TERMS OF REFERENCE OF SOCIAL CAPACITY BUILDING 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 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. Design terrain and hazard specific training framework for the Local Self Government Emergency Response Teams

7. Develop and conduct hazard specific social outreach programmes

8. Develop training programmes for the capacity building of SDMA and DDMA staff

9. Constantly evaluate the Civil Defense and Sannadham programmes through random surveys and suggest necessary improvements

10. Assist and play a role in the production of reports, such as programme and annual reports, training manuals and reports

11. Contribute to the preparation of Disaster Management Plans

12. Create hazard specific, institution specific (hospitals, administrative offices, schools, colleges, etc) and open area specific (a local self government, a taluk, a district, a tourism spot etc) mock drill SOPs

13. Conduct at least one major statewide mock drill every year

14. Develop and manage a pool of master trainers for the conduct of various trainings

15. Develop a training management information system

16. Support the school and hospital safety programmes and conduct capacity building trainings for these programmes

17. Support disability, geriatric and palliative care inclusive DRR programmes and conduct capacity building trainings for these programmes

18. Develop training programmes leading towards long term behavioural change towards disaster alerts

9.   TERMS OF REFERENCE OF HAZARD ANALYST (CIVIL)

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.   Identify and prepare terrain specific disaster resilient construction best practices handbook

7.   Identify and prepare terrain specific disaster resilient indigenous construction practices handbook

8.   Develop and update the rapid visual screening methodology for public assets

9.   Motivate Public Works Department, Local Self Government Department and Water Resources Department in the conduct of rapid visual screening of critical assets

10. Support in the development of retrofitting SOP for public buildings

11. Identify and prepare handbooks of best practices in disaster resilient construction

12. Support in conducting hazard, vulnerability and risk assessment and contribute to disaster management plans

13. Support in the preparation of departmental disaster management plans of engineering departments

14. Organize capacity building workshops for architects, engineers and masons in continuously identifying best practices for risk reduction

15. 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

16. 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

17. Support in evaluating the risk reduction potential of design and estimates for structural mitigation measures funded under State Disaster Mitigation Fund

18. Advocate the inclusion of disaster resilience as a key requirement in the techno-legal regime of the State

19. Support School and Hospital Safety Plans through development of digital platforms for School and Hospital Safety Plan preparation

20. Advocate risk transfer of public buildings

21. Advocate eco-system disaster risk reduction strategies for impact reduction from natural hazards

22. Participate in public enquiries for and on-behalf of KSDMA on matters involving civil engineering safeguards and produce reports for supporting decision making.

10. TERMS OF REFERENCE OF HAZARD ANALYST (ENVIRONMENTAL SCIENCE AND/OR 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. Updation of Disaster Management Plans, IDRN database, NDEM, NDIMS and Surakshaayanam platforms

7. Gather necessary data for updating and maintaining the disaster database of the State

8. Support the preparation of Disaster Management Plans at various levels

9. Develop and update audio, video, sign language, braille and daisy format brochures of do's and don'ts of various hazard types in multiple languages

10. Update the orange book of disaster management

11. Update the dynamic part of the disaster management plans regularly

12. Support the updating of HVRA of the State

13. Support the implementation of school safety and hospital safety programmes

14. Conduct mock drills and trainings for school safety, hospital safety, disability inclusive DRR and geriatric & palliative care DRR programmes

15. Support the design and updation of crowd management and festival safety management SOPs

16. Prepare annual reports of activities of DDMAs and SDMA

17. Develop terrain and hazard specific public alert templates for multiple levels of early warnings

18. Advocate the implementation of Guidelines for Risk Informed Planning (GRIP) and child friendly disaster risk reduction strategies

19. Attend inter-district programmes on-behalf of KSDMA when directed to by KSEOC

20. Conduct field investigations as directed by KSEOC

11.   TERMS OF REFERENCE OF HAZARD ANALYST (OCEANOGRAPHY)

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. Create training programmes for coastal local self governments in implementing terrain specific and hazard specific risk reduction strategies

7. Develop detailed SOPs for responding to coastal hazards

8. Develop coastal hazard specific public alert templates for multiple levels of early warnings

9. Support Fisheries and Harbour Engineering Department in the development and implementation of departmental disaster management plan

10. Create fishermen specific disaster risk reduction training programmes

11. Support the implementation of vulnerability linked relocation plan

12. Assess long period coastal inundation using available data and assess its potential risks for the coastal and brackish water ecosystem

13. Support the Fisheries Department in developing a in-sea accident response plan

14. Advocate the adoption of individual fishermen safety and boat safety measures

15. Advocate Eco-system Disaster Risk Reduction strategies for coastal risk reduction

16. Develop and popularize alerts develop behavioural change methods for coastal hazard warnings and alerts

17. Continuously evaluate potential in-sea early warning systems for effective early warning communication to fishermen

18. Support in identifying and developing appropriate soft and hard solutions for beech protection and human settlements along the coastline

19. Advocate risk transfer of fishermen families and boat owners

12. TERMS OF REFERENCE OF HAZARD ANALYST (ECONOMICS /ECONOMETRICS)

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. Create training programmes for economic risk assessments

7. Consolidate the expenses from State Disaster Response Fund and State Disaster Mitigation Fund related to various disasters that the State experienced at the most granular level for the last 5 years

8. Prepare a data informed budgeting for the State Disaster Response Fund and State Disaster Mitigation Fund

9. Develop guidelines for carrying out Post Disaster Need Assessment of major sectors

10. Develop department specific economic risk assessment of disasters of varying scales

11. Prepare guidelines for department specific risk transfer

12. Support the preparation of State Disaster Management Plan

13. TERMS OF REFERENCE OF FIELD ASSISTANT (ELECTRONICS or COMPUTER HARDWARE and NETWORK MAINTENANCE)

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 in the maintenance of the hardware systems

8. He/she has to visit field instruments deployed by SEOC and support the upkeep of the systems

9. Undertake other duties as required by the management

14.   TERMS OF REFERENCE OF FIELD ASSISTANT (ELECTRICAL)

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 electrical systems and inventory of the office

7. He/she has to undertake repair of electrical systems in the office

8. He/she has to ensure the smooth functioning of the fire safety systems of the headquarters of KSDMA

9. He/she has to visit field instruments deployed by SEOC and support the upkeep of the systems

10. Undertake other duties as required by the management

15.   TERMS OF REFERENCE OF ACCOUNTANT

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 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 maintain the accounts of the State Emergency Operations Centre and KSDMA in Tally and in books as required by the management.

7. He /she shall to prepare the payrolls and other bills and vouchers of the State Emergency Operations Centre and KSDMA including other projects work

8. Verify, allocate, post and reconcile each transactions.

9. Assess and recover various taxes from bills and remit in time to the concerned accounts.

10. Prepare tax returns and timely filing.

11. Reconcile financial discrepancies by collecting and analysing account information

12. He /she shall to collect information, preparing balance sheet, profit and loss statement and other legal reports.

13. He/she shall responsible for substantiates financial transactions by auditing document

14. He/she has to support internal and external auditors in sourcing appropriate financial documents for the smooth conduct of audits.

15. Prepare financial documents for incorporating into the annual reports

16. He/she has to be proficient in computerized file processing

17. Undertake any other duty assigned by the management.

16. TERMS OF REFERENCE OF MULTI TASKING 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 team of KSDMA needs individuals capable of multi-tasking

3. They shall be proficient in English and Malayalam, for drafting letters, proposals orders etc.. and at least speaking skills in 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. The MTOs will be responsible for the upkeep of files assigned to them

7. MTOs will meticulously process the files based on the file processing procedures and hierarchy of the office of KSDMA and SEOC.

8. MTOs have to register the papers, maintain the registers prescribed, obtain back papers, disposals, standing instruction etc. for the processing.

9. MTOs should have the ability to prepare notes which should contain a summary of facts on proposals.

10. MTOs should acquire the ability to present the rules positions in regard to the particular matter under process, standing instruction if any available on the matter.

11. MTOs will be assigned on shift duty, including night duty, even on normal days for handling messages received through multiple communication channels in SEOC.

12. Undertake any other duty assigned by the management.

17. TERMS OF REFERENCE OF HYDROLOGIST (Renotification)

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. The normal time functions that will be assigned to the hydrologist includes, but is not limited to, support SDMA in preparing the Local Government, District and State Disaster Management Plans, formulate and conduct training and capacity building programmes for virtual cadre officials of Water Resources Department, support site specific investigation missions and develop projects that has disaster risk reduction potential and advice DDMA/SDMA on streamlining those projects under the overall goals laid in New Delhi Declaration 2016.

7. The hydrologist will work with experts of KSCSTE and Irrigation Department in preparing a catchment scale simple hydrology model for rapid inundation assessment for major catchments of Kerala

8. He/she will liaison with the Central Water Commission and the Water Resources Department in updating the flood hazard maps

9. He/she will support in collecting, compiling and colleting hydro-meteorological data for integration in the Decision Support System of the SEOC

10. He/she will advice and advocate the preparation of urban and riverine flood management plans with Urban Local Bodies, Central Water Commission and Water Resources Department

11. He/she will advice and advocate with the virtual cadre officers of Agriculture and Water Resources departments in preparing drought and flood management plans

12. He/she will support KSDMA in the regional committee for flood mapping

18. TERMS OF REFERENCE OF AGRICULTURE SPECIALIST (Renotification)

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. They will be assigned emergency time functions requiring 24 x 7 duties and state and outside state assignments depending on need as ascertained by SEOC from time to time

7. The normal time functions that will be assigned to them includes, but is not limited to, support SDMA in preparing the Local Government, District and State Disaster Management Plans, formulate and conduct training and capacity building programmes for virtual cadre officials of Agriculture Department, support site specific investigation missions and develop projects that has disaster risk reduction potential and advice DDMA/SDMA on streamlining those projects under the overall goals laid in New Delhi Declaration 2016.

8. He/she will liaison with the Agriculture Department in updating the flood and drought management plans for the state from an agriculture perspective

9. Prepare an impact and vulnerability assessment framework for agriculture sector

10. He/she will support in collecting, compiling and colleting agriculture statistics for integration in the Decision Support System of the SEOC.

Google Form Link For the applications

1. Environment Planner: https://forms.gle/hqMsHe6DFW8NL65s7

2. Meteorologist: https://forms.gle/B4mLQ7tt9UxdDayk7

3. Safety Engineer: https://forms.gle/pUC7NdSWzDH3VFeW7

4. Communication Engineer: https://forms.gle/gjT65evwEgNLcve27

5. Social Capacity Building Specialist: https://forms.gle/tpmT4w1ywzpzpCu5A

6. Hazard Analyst (Civil): https://forms.gle/GCVXHGAW9pdgMPiM9

7. Hazard Analyst (DM/Env, Ocean, Stat): https://forms.gle/CHYhJ7RynGEBjsnW9

8. Field Assistant (1 and 2): https://forms.gle/khko1tJKPZMtK7F3A

9. Multi-Tasking Officer: https://forms.gle/uoe6f1N82nRYPSxY6

10. Accountant: https://forms.gle/9n3cMa88XZgZza8n8

11. Hydrologist: https://forms.gle/frceAFhh6jxP2ryB7

12. Agriculture specialist: https://forms.gle/yhfC4r19N18pHrko9

Email to send the ink signed scanned copy of the application along with necessary documents
- ksdmarecruitment@gmail.com
     Last Date : 10th June 2020, 5 pm