



കേരള സംസ്ഥാന ദുരന്ത നിവാരണ അതോറിറ്റി
KERALA STATE DISASTER MANAGEMENT AUTHORITY

ഒഴിവുകൾ സംബന്ധിച്ച അറിയിപ്പ്
EMPLOYMENT NOTIFICATION

അറിയിപ്പ് പുറപ്പെടുവിച്ച തീയതി: 20-06-2020
NOTIFICATION ISSUED ON: 20-06-2020

അപേക്ഷ ലഭിക്കേണ്ട അവസാന തീയതി: 30-06-2020
LAST DATE FOR RECEIVING THE DULY FILLED APPLICATION: 30-06-2020

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
Notification issuance address

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

KERALA STATE DISASTER MANAGEMENT AUTHORITY
Observatory Hills, Vikas Bhavan P.O, Thiruvananthapuram, Kerala – 695033.
Email: seoc.gok@gmail.com; Tel: 0471- 2331345, 2364424; Fax: 0471-2364424
Website: www.sdma.kerala.gov.in

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1. ADVERTISEMENT

Applications are invited from qualified candidates for the following post in District Disaster Management Authority, Wayanad 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
SEOC/238/2019/SDMA	Consultant, DDMA Wayand	1	Rs. 70,000/month	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning) with at least 60% aggregate score	<ul style="list-style-type: none"> • Candidates should have minimum post qualification experience of 5 years in the fields related to disaster Management. • Candidates having Ph.D. Degree in the relevant field are required to have minimum post qualification experience of 3 years. • Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management. 	30-45
Online Application Link: https://forms.gle/3Kp6xyutLnRx2oNP7						
Last dated for receiving the duly filled application in the prescribed email: 30-6-2020						
						Sd/- Member Secretary, KSDMA & Head, KSEOC
Thiruvananthapuram 20-6-2020						

2. INSTRUCTIONS

1. Candidates are required to apply online. Then applicants shall fill in application form and send the ink signed application response receipt 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 the period of the project
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 30th June 2020, 5 pm by email only. For telephonic enquiries contact 0471-2364424/2331345.

Online Application Link: <https://forms.gle/3Kp6xyutLnRx2oNP7>

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 Qualified 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, Mark List of the Qualifying Examination, Experience Certificate, Caste Certificate (if age relaxation is claimed) and reference letters to the following email **consultantksdma@gmail.com**

4. TERMS OF REFERENCE

1.	Discipline	Disaster Management
2.	Name of Post	Consultant, DDMA Wayand
3.	Educational Qualification	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning)
4.	Experience	<ul style="list-style-type: none"> • Candidates should have minimum post qualification experience of 5 years in the fields related to disaster Management. • Candidates having Ph.D. Degree in the relevant field are required to have minimum post qualification experience of 3 years. • Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management.
5.	Age Limit	30-45
6.	Duration	<p>a. 31-3-2021 or till the date the recommendations of 15th Finance Commission (FC) come into effect, whichever is earlier</p> <p>b. The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the competent authority. If the performance of the Consultant is not satisfactory, NDMA may recommend for termination of the contract.</p>
7.	Fee	Rs.70,000/- per month.
8.	Reporting Mechanism	Consultant will be placed in the DDMA Wayand and will be reporting on the project progress to SDMA.
9.	Deliverables/ Outcomes	<ul style="list-style-type: none"> • Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Framework and State Plan. • Coordination of Mock Exercises at various locations in these districts. • Training of officials for capacity building for better preparedness and effective response measures. • Creation of awareness about Disaster Risk Management.

		<ul style="list-style-type: none"> • Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring indicators. • Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures. • Help in setting up of the Disaster Data Base at the District level. • Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. • Any other task assigned by SDMA/DDMA.
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1. **Precise Statement of Objectives:** To provide technical assistance for Disaster Risk Management as per Sendai Framework/State Plan and suggest measures for integration of mitigation measures in the development plans of District Administration.
2. **Outline of the tasks to be carried out:** In addition to the work pertaining to deliverables and outcomes of the Scheme, the following task are to be performed:
 - a) Support the District Administration in taking measures for implementation of Sendai Framework for Disaster Risk Reduction.
 - b) To develop coordination mechanism with the aim of implementing Sendai Framework at District level.
 - c) To help in capacity building and training activities carried out by NDMA.
 - d) To facilitate creation of awareness about Disaster Risk Management.