



Government of Kerala
KERALA STATE DISASTER MANAGEMENT AUTHORITY

Observatory Hills, Vikas Bhavan P.O., Thiruvananthapuram, Kerala 695033

Tel.: 0471-2778855



No. SEOC/01/2024

16/02/2024

NOTIFICATION

The Kerala State Disaster Management Authority (KSDMA), a statutory non-autonomous body under the chairmanship of Chief Minister of Kerala, invites applications from qualified and competent candidates for appointment to various posts under **National Cyclone Risk Mitigation Project- III (NCRMP- III) 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.cmd.kerala.gov.in). The details are given below. The online application submission link will open on **20/02/2024 (10.00 A.M.)**. The last date for submitting online application is **05/03/2024 (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.

Sl. No.	Post	Qualification	Experience	Remuneration	Age limit as on 01-01-2024	Duties
1	Environment Specialist <i>Post Code: 01/2024</i> No. of vacancies: 01	M.Sc./M.Tech in Environmental Science/ Environmental Technology/ Environmental Engineering	At least 5 years of experience in conduct of SIA/EIA and familiarity with externally aided projects/World Bank aided projects	Equivalent to Consultant Grade II of National Disaster Management Authority (Rs. 1,25,000 – 1,75,000/- with 10% increment annually); TA/DA at Grade I of KSR	25 – 40 years	Environmental Screening, monitoring, environmental safe guarding
2	Procurement Specialist <i>Post Code: 02/2024</i> No. of vacancies: 01	M.Tech Civil with 60% desirable; B.Tech Civil Engineering with 60% mandatory	At least 5 years of experience in procurement management	Equivalent to Consultant Grade II of National Disaster Management Authority (Rs. 1,25,000 – 1,75,000/- with 10% increment annually); TA/DA at Grade I of KSR	25 – 40 years	Assessment of procurement requirement, monitoring of procurement and project implementation, ensuring procurements based on procedures of World Bank and project specific procurement guidelines, updating procurement portals, regular monitoring of disputed issues that emerge due to non-performance or non-fulfilment of contractual obligations by the consultant

Sl. No.	Post	Qualification	Experience	Remuneration	Age limit as on 01-01-2024	Duties
3	Construction Specialist <i>Post Code: 03/2024</i> No. of vacancies: 01	M.Tech Civil with 60% desirable; B.Tech Civil Engineering with 60% mandatory	At least 5 years of experience in construction industry mandatory	Equivalent to Consultant Grade II of National Disaster Management Authority (Rs. 1,25,000 – 1,75,000/- with 10% increment annually); TA/DA at Grade I of KSR	25 – 40 years	Checking construction related DPRs related to project activities including design, drawing and cost estimates, checking third quality reports and advising SPIU on the rectification measures needed, prepare progress reports and outcome reports, monitoring of construction.
4	Social Specialist <i>Post Code: 04/2024</i> No. of vacancies: 01	MSW with 60% mandatory	At least 5 years of experience in social mobilisation and development sector projects	Equivalent to Consultant Grade II of National Disaster Management Authority (Rs. 1,25,000 – 1,75,000/- with 10% increment annually); TA/DA at Grade I of KSR	25 – 40 years	Overseeing and coordinating the implementation of social development activities such as land acquisition, resettlement, NGO coordination and other relevant activities, social screening, monitoring, ensuring social safe guards, facilitate special auditing and social assessment studies.
5	External Engineering Specialist <i>Post Code: 05/2024</i> No. of vacancies: 01	M.Tech Electrical Engineering with 60% desirable; B.Tech Electrical Engineering with 60% mandatory	At least 5 years of experience in power sector	Equivalent to Consultant Grade II of National Disaster Management Authority (Rs. 1,25,000 – 1,75,000/- with 10% increment annually); TA/DA at Grade I of KSR	25 – 40 years	Checking DPRs related to lighting and power related project activities including design, drawing and cost estimates, checking third quality reports and advising SPIU on the rectification measures needed for the electrical works of the project, prepare progress reports and outcome reports, monitoring of electrical works.

Sl. No.	Post	Qualification	Experience	Remuneration	Age limit as on 01-01-2024	Duties
6	Multi-Tasking Officers (MTOs) <i>Post Code: 06/2024</i> No. of vacancies: 04	Bachelor degree with at least 60%	At least 2 years of office management experience in Government Sector/Departments	Category III of GO (P) No. 29/2021/Fin dated 11-2-2021 and increments based on amendments of this order. TA/DA at Grade III of KSR	25 – 35 years	Sector wise file management
7	Finance Manager <i>Post Code: 07/2024</i> No. of vacancies: 01	B.Com with 60% mandatory, proven knowledge in Tally	At least 2 years of experience in Government Sector/Departments	Category IV of GO (P) No. 29/2021/Fin dated 11-2-2021 and increments based on amendments of this order. TA/DA at Grade II B of KSR	25 – 35 years	Day to day financial controlling and management; accounting
8	Accountant <i>Post Code: 08/2024</i> No. of vacancies: 02	B.Com with 60% mandatory, proven knowledge in Tally	At least 1 year of experience in accountancy	Category III of GO (P) No. 29/2021/Fin dated 11-2-2021 and increments based on amendments of this order. TA/DA at Grade III of KSR	25 – 35 years	Accounts management

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	24.01.2024 (10.00 A.M.) to 07.02.2024 (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, if required	All Posts	25 days from the last date of submission of online application (tentative)
4.	Technical Presentation/Technical Interview	Post Nos. 1-5	35 days from the last date of submission of online application (tentative)
5.	Proficiency Test	Post Nos. 6-8	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.**
- 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.
- xiii. **Work Experience until 01.01.2024 will only be considered.**