



Government of Kerala
KERALA STATE DISASTER MANAGEMENT AUTHORITY
Observatory Hills, Vikas Bhavan P.O., Thiruvananthapuram, Kerala 695033
Tel.: 0471-2778855



No. SEOC/02/2024

12/07/2024

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 **Kerala State Disaster Management Authority 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 **17/07/2024 (10.00 A.M.)**. The last date for submitting online application is **17/08/2024 (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 01-07-2024
1	Hazard Analyst (Oceanography) No of Vacancies: 01 in KSDMA	M.Sc. Oceanography/ Ocean Science with 70% aggregate score in qualifying exams	At least 1 year of experience in research/academic/ extension/ professional work	Category X – Rs.36,000/- per month [G.O.(Rt)No.445/2020/DMD dated: 11/05/2020]	25 – 35 years
2	Hazard Analyst (Information and Technology) No of Vacancies: 01 in KSDMA/DDMA	B.Tech. Information Technology or M.Sc. Computer Science with at least 70% overall	At least 1 year of relevant experience	Category X – Rs.36,000/- per month [G.O.(Rt)No.2619/2017/DMD dated: 07/06/2017]	25 – 35 years
3	Hazard Analyst (Forestry) No of Vacancies: 01 in KSDMA	M.Sc. Forestry with minimum of 60%		Category X – Rs.36,000/- per month [G.O.(Rt)No.2619/2017/DMD dated: 07/06/2017]	25 – 35 years
4	GIS Specialist No of Vacancies: 01 in KSDMA	Post-graduation in Earth Sciences/Environmental Science/Disaster management passed with 60% aggregate score	At least 1 year of relevant experience	Category VII – Rs.29,535/- per month [G.O.(Rt)No.133/2020/DMD dated: 30/01/2020]	25 – 40 years

Sl. No.	Post	Qualification	Experience	Remuneration	Age limit as on 01-07-2024
5	Safety Engineer No of Vacancies:01 in KSDMA	B.Tech. in Safety and Fire/Industrial/Chemical and Mechanical Engineering with minimum 60% in qualifying exam	At least 2 year of relevant experience	Category X – Rs. 36,000/- per month [G.O.(Rt)No.64/2020/DMD dated: 08/01/2020]	25 – 35 years
6	Field Assistant (Electronics) No of Vacancies: 01 in KSDMA	SSLC or Equivalent Exam Pass + Government of Kerala approved Diploma/Certificate from ITI/ITC Electronics or Computer Hardware & Network Maintenance + Valid two-wheeler license		Category II – Rs.20,065/- per month [G.O.(Rt) No. 64/2020/DMD dated: 08/01/2020]	25 – 35 years
7	Social Capacity Building Specialist No. of vacancies: 01	MSW with minimum 60% in qualifying exam	At least 4 years relevant of experience	Category IX - Rs. 32,560/- per month [G.O.(Rt) No. 538/2019/DMD dated: 22/08/2019] [G.O.(Rt) No. 64/2020/DMD dated: 08/01/2020]	25 – 35 years

1. 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 naming programmes for coastal local self-governments 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 is potential risks for the coastal and brackish water ecosystem.
13. Support the Fisheries Department in developing an 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.
17. Develop behavioural change methods for coastal hazard warnings and alerts.
18. Continuously evaluate potential un-sea early warning systems for effective early warning communication to fishermen.

19. Supporting and developing appropriate soft and hard solutions for beach protection and human settlements along the coastline.
20. Advocate risk transfer of fishermen families and boat owners.
21. Perform any other task assigned by KSDMA.

2. TERMS OF REFERENCE OF HAZARD ANALYST (INFORMATION TECHNOLOGY)

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. Be aware of Incident Response System.
7. Contribute to post disaster needs assessments.
8. Operational Management of KaWaCHaM (ICCC).
9. Develop and update guidelines for the IT management of the State and District EOCs.
10. Update the EOC dashboards and Surakshaayanam portal and Mobile Applications.
11. Manage NDEM, NDMIS and IDRn.
12. Develop training modules for online training in NDEM, NDMIS and IDRn.
13. Liaison with other departments in developing disaster loss assessment platforms based on SDRF norms and integrating it with the disaster loss platform of KSEOC.
14. Develop guidelines for risk assessment and risk reduction of IT assets to notified disasters.
15. Support data analytics to incorporate relevant results in State and District Disaster Management plans
16. Will be the charge officer of IT solutions (Software Solutions) of SEOC.

17. Administer the social media of KSDMA.

3. 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 the 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.
21. Perform any other task assigned by KSDMA.

4. 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 these 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 Geodatabase.
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.
18. Undertake other duties as required by KSDMA/KSEOC.

5. TERMS OF REFERENCE OF SAFETY ENGINEER

1. KSDMA functions under the provisions of the Disaster Management Act 2005 (Central Act 53 of 2005) and the 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 individual 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 24/7 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 (hazardous material) 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.
22. Perform any other task assigned by KSDMA.

6. TERMS OF REFERENCE OF FIELD ASSISTANT (ELECTRONICS)

1. KSDMA functions under the provisions of the Disaster Management Act. 2005 (Central Act 52 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in these 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.

7. 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 other International Agencies.
4. They shall be capable of supporting State Disaster Management Authority for the smooth functioning of the offices 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 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 Defence 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 Plan.
12. Create hazard specific, institution specific (hospitals, administrative offices, schools, colleges, etc.) and open area specific to local self-government, a taluk a district, a tourism spot.etc.) mock drill SOPs.
13. Conduct at least one major state-wide 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.
19. Perform any other task assigned by KSDMA.

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	XX.XX.2024 (10.00 A.M.) to 24.06.2024 (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	35 days from the last date of submission of online application (tentative)
4.	Technical Presentation/Technical Interview/Proficiency test, if required	All Posts	45 days from the last date of submission of online application (tentative)
5.	Final Interview	All Posts	55 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 favouritism 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/DDMA/SEOC/any of the DEOCs/anywhere in Kerala, as required by KSDMA.
- xiii. **Work Experience until 01/07/2024 will only be considered.**