

Government of Rajasthan  
Disaster Management & Relief Department  
Food building Ground Floor Government Secretariat, Jaipur-302005

No. F.3(15)D.M.&Relief/Estt./2016/ 12551

Jaipur, dated:

5.10.16

**Project Personnel Required**

Rajasthan State Disaster Management Authority (SDMA) requires 03 (Three) State Project Officers and 13 (Thirteen) District Project Officers on temporary basis during project period only under National Disaster Management Authority (NDMA) scheme for strengthening State Disaster Management Authority (SDMA) and District Disaster Management Authority (DDMA).

Applications are invited from eligible candidates for filling up posts through selection process. Interested candidates may send their application in the prescribed format along with the supportive documents through speed post only. The details of vacancies, eligibility criteria, age, ToR, selection procedure, application format and address for communication etc. are available on the website ([www.dmrelief.rajasthan.gov.in](http://www.dmrelief.rajasthan.gov.in)). The last date for receipt for application is 28.10.2016 by 5.00 PM.



(Dr. Anil Paliwal)

Dy. Secretary to

Government of Rajasthan  
Disaster Management & Relief

Government of Rajasthan  
Disaster Management & Relief Department  
Food building Ground Floor Government Secretariat, Jaipur-302005

No. F.3(15)D.M.&Relief/Estt./2016/

Jaipur, dated:

**Advertisement for the post of State Project Officers and  
District Project Officers**

Rajasthan State Disaster Management Authority is going to implement the National Disaster Management Authority (NDMA), Government of India scheme of "Strengthening State Disaster Management Authority (SDMA) and District Disaster Management Authority (DDMA). The objective of the scheme is to improve the effectiveness of SDMA and DDMA's and making them functionally operational by providing financial support for dedicated disaster management professional at SDMA/DDMA's for taking up measures for the prevention, mitigation, preparedness and capacity building activities to deal with the disaster situation.

Applications are invited from eligible candidates for filling up the following posts on purely temporary and Contractual project basis upto 1-4-2017 with monthly remuneration as noted against each post.

Sl. No.	Name of the Post	No of Posts	Maximum Age as on 30.04.2016	Monthly consolidated Remuneration (in Rs.)	Place of Work
1.	State Project Officer (SPO)	03	45 years	50,000/-	SDMA, Jaipur
2.	District Project Officer (DPO)	13	45 years	40,000/-	Districts (DDMA)

## **Eligibility Criteria:**

### **State Project Officer:**

1. Qualification: The candidate must have Post Graduate/ Master's degree in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.
2. Experience: The candidate must have at least 5 years of post qualification experience in Disaster Management / social/development sector. Working experience in Government System with similar nature of jobs would be an advantage.
3. The candidate should have good working knowledge of English and Hindi both writing and speaking. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills
4. The candidate should possess knowledge in the use of computers and office software packages (MS Word, Excel, and Power Point, etc.).

### **District Project Officer: (For Jaipur, Bikaner, Ajmer, Bharatpur, Kota, Udaipur, Jodhpur, Jhalawara, Baran, Dholpur, Alwar, Bhilwara and Barmer )**

1. Qualification: The candidate must have Post Graduate/ Master's degree in any discipline, preferably in Social Sciences/ Rural Development/ Disaster Management/ Social Works or related discipline. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.
2. Experience: The candidate must have 3 years of post qualification experience in Disaster Management / social/development sector. Working experience in Government System with similar nature of jobs would be an advantage.
3. The candidate should have good working knowledge in English and Hindi both in communication and documentation. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills.
4. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).

### **General information and Instructions:**

- i. The above positions are purely temporary in nature and co-terminus with the scheme. (project)
- ii. Women candidates are encouraged to apply.
- iii. Details of Application format and Terms of Reference for the positions are available on the website: [www.dmrelief.rajasthan.gov.in](http://www.dmrelief.rajasthan.gov.in) Interested candidates fulfilling the eligibility criteria as mentioned above may send their applications as per the prescribed format given in the website to **Secretary, Disaster Management & Relief**

department, Food building Secretariat Jaipur on or before 28/10/2016 through **speed post only**. The application should be duly signed by the candidate along with self attested copies of all supportive documents.

- iv. The application shall not be received in any means other than the speed post. On-line application or submission of application in person is not allowed. DM&R will not be responsible for any delay/ missing applications through post. The application received after due date shall summarily be rejected.
- v. Applications must be sent in sealed envelope containing application and supporting documents with the following superscription "Application for the position of -----".
- vi. Self attested photocopies of all mark sheets, certificates, photographs, documents of relevant experience and other testimonials should be attached with the application form. Submission of any document at any later stage shall not be entertained.
- vii. In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form.
- viii. Applicants interested in applying for more than one position can do so by sending applications **separately** for individual position quoting the position applied on the top of the envelope.
- ix. Candidates are required to visit the above mentioned website at regular intervals for any notification, updates, results etc. relating to recruitment.
- x. Candidates will be selected on the basis of selection process. Only shortlisted candidates will be called for participation in the selection process. The list of short listed candidates will be published on dmrelief.rajasthan.gov.in website. The shortlisted candidates will be intimated through e- mail only.
- xi. The shortlisted candidates should bring their original identity Proof (Voter ID/ PAN/ Driving License/ Adhar Card) while appearing the written and interview test.
- xii. Over age, under qualification, short of requisite information and experience in the application form shall be rejected.
- xiii. No travel and other cost will be provided to the candidates for attending the written test /interview.
- xiv. The contract will be up to project period and may be extended on the basis of performance and/ or as per the project guidelines.
- xv. Canvassing in any form will render the candidate disqualified for the position.
- xvi. The authority reserves the right to accept or reject any/all applications without assigning any reason thereof.

## **Selection Procedure**

The candidates fulfilling the eligibility criteria as per advertisement will be taken into consideration.

All eligible candidates will be shortlisted based on the applicant's career marks and relevant experience.

Only shortlisted candidates would be called for the written test/interview.

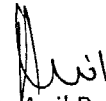
The final merit list will be prepared on the basis of total marks secured in the written test/interview.

The selected candidates will be engaged by SDMA on purely temporary and contractual basis, initially for

project period and may be extended further subject to satisfactory performance requirement.

Original certificates/mark sheet/documents/other testimonials will be verified during interview.

Encl: **Terms of Reference of State Project Officers and District Project Officers.**



(Dr. Anil Paliwal)

Dy. Secretary to  
Government of Rajasthan  
Disaster Management & Relief

## **Terms of Reference of State Project Officer**

### **Job description:**

The State Project Officer will work in State Disaster Management Authority (SDMA) under supervision of Project Nodal Officer/Managing Director for Strengthening of State Disaster Management Authority (SDMA) and Capacity Building on Disaster Management. She/he will be responsible for:

1. Overall coordination of Project activities; ensuring timely collection, coordination and dissemination of all information / instructions from and to district level;
2. Assist SDMA for Preparation, updation & review of State Disaster Management Plan (SDMP) in state as per NDMA guideline. Coordinate with other state government departments and provide support if required for preparation of SDMP.
3. Assist SDMA for Hazard Risk and Vulnerability Assessment study of the state.
4. Assist SDMA for Preparation of disaster management plan of departments as per the Disaster Management Act.
5. Coordinate with various organizations for conducting mock drills at different levels.
6. Assist SDMA in different disaster management activities and programme for disaster risk reduction.
7. Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the Project and furnish progress reports.
8. Ensure effective utilization of grants received under the project.
9. Facilitate and participate in the periodic review meetings of District project officers and discussions related to project implementation, monitoring and follow-up;
10. Undertake review meetings and field visits to track progress made in implementation of the project and take corrective action as required;
11. providing guidelines and formats for different activities to be undertaken by the district project officers and other stakeholders.
12. Identify capacity development needs for the disaster management and arrange for necessary training.
13. Lead the team of District Project Officers and guide them in implementing project activities to achieve the overall objective of the project;
14. Preparation of agenda and proceedings of all meetings and its communication to all quarters
15. Any other work assigned by SDMA from time to time

**Age:** Maximum age for the candidate for SPOs shall be 45 years as on 30.04.2016.

**Remuneration:** The consolidated remuneration of the State Project Officer shall be Rs.50,000/- per month. Travel expenses would be paid on actual as per government norms for outstation travels.

**Period of engagement:**

1. The SPO shall be engaged by SDMA on purely temporary and project basis and the post is co-terminus with the project.
2. The initial period of engagement will be upto 1-4-17 and may be extended for the project period subject to satisfactory performance.
3. Authority reserves the right to shorten the duration for unsatisfactory performances.
4. **One month prior notice would be given for disengagement from the engagement.**
5. One month prior notice is also required, if the candidate wants to leave the assignment.

**Place of Working:** SDMA, Jaipur.

**Qualification:**

1. The candidate must have Post Graduate/ Master's degree in Rural Development/ Disaster Management/ Social Works/ Disaster Management related discipline or should be a specialist working in central Government / State Government exclusively in the field of Disaster Management. The weightage of 25% will be given proportionate to the marks obtained in his post graduate exam/ (for Central Govt./ State Govt. employee marks of his degree) on the scale of 25 to 0.
2. All the qualifications must be from recognized University / Institution.
3. Qualifications in **disaster management** related discipline would be given weightage upto **20%** i.e. specialist / degree in Disaster Management related discipline. The weightage of 20% **will be given proportionate to the marks obtained on the scale of 20 to 0.**

**Experience:**

1. The candidate must have at least 5 years of post qualification experience in social and development Programmes /projects. Proof of which has to be attached. Weightage of marks would be proportionate to the length of experience. The weightage of 20% will be given proportionate to the years of experience on the scale of 20 to 0.
2. Experience of working with Central and/or State Governments/Govt. projects on similar assignments will be given weightage proportionate to length of service in such organization. The weightage of 20% will be given proportionate to the experience on the scale of 20 to 0.

**Skill:**

1. The candidate should have good working knowledge in English and Hindi in writing and speaking.
2. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills.
3. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).
4. Ability to prepare comprehensive reports and other communication material for providing progress updates;
5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.
7. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.
8. The Skill would be adjudicated by interview i.e. **personality test having weightage of 15%.**



## Terms of Reference for District Project Officer

### **Job description:**

The District Project Officer will work in State Disaster Management Authority (SDMA) under supervision of State Project Officer/Project Nodal Officer/Managing Director for Strengthening of District Disaster Management Authority(SDMA) and Capacity Building on Disaster Management. She/he will be responsible for:

1. Assist district administration for Preparation, updation & review of District Disaster Management Plan (DDMP) for the districts as per NDMA guideline. Coordinate with different government departments and provide support if required for preparation of DDMP.
2. Assist district administration/SDMA for Hazard Risk and Vulnerability Assessment study of the district
3. Liaison with the State/district authority for smooth implementation of the project.
4. Coordinate with various organizations for conducting mock drills at different levels
5. Organize capacity building programme for community, officials, PRI members, Engineers, Women, Specially abled persons, school teachers, etc. at district and sub district level.
6. Assist SDMA in different disaster management activities and programme for disaster risk reduction.
7. Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the Project and furnish progress reports.Ensure effective utilization of grants received out of the project.
8. Support the State Project Officers for periodic review meetings and discussions related to project implementation, monitoring and follow-up;
9. Preparation of agenda and proceedings of all meetings and its communication to all quarters
10. Work for one or more district for overall coordination and implementation of the project as well as disaster management activities
11. Any other work assigned by SDMA/District Administration from time to time.

**Age:** Maximum age for the candidate for DPOs shall be 45 years as on 30.04.2016.

**Period of engagement:**

1. The SPO shall be engaged by SDMA on purely temporary and project basis and the post is co-terminus with the project.
2. The initial period of engagement will be upto 1-4-17 and may be extended for the project period subject to satisfactory performance.
3. Authority reserves the right to shorten the duration for unsatisfactory performances.
4. **One month prior notice would be given for disengagement from the engagement.**
5. One month prior notice is also required, if the candidate wants to leave the assignment.

**Place of Working:** SDMA, Jaipur.

**Qualification:**

1. The candidate must have Post Graduate/ Master's degree in Rural Development/ Disaster Management/ Social Works/ Disaster Management related discipline or should be a specialist working in central Government / State Government exclusively in the field of Disaster Management. The weightage of 25% will be given proportionate to the marks obtained in his post graduate exam/ (for Central Govt./ State Govt. employee marks of his degree) on the scale of 25 to 0.
2. All the qualifications must be from recognized University / Institution.
3. Qualifications in **disaster management** related discipline would be given weightage upto **20%** i.e. specialist / degree in Disaster Management related discipline. The weightage of 20% **will be given proportionate to the marks obtained on the scale of 20 to 0.**

**Experience:**

1. The candidate must have at least 5 years of post qualification experience in social and development Programmes /projects. Proof of which has to be attached. Weightage of marks would be proportionate to the length of experience. The weightage of 20% will be given proportionate to the years of experience on the scale of 20 to 0.
2. Experience of working with Central and/or State Governments/Govt. projects on similar assignments will be given weightage proportionate to length of service in such organization. The weightage of 20% will be given proportionate to the experience on the scale of 20 to 0.

**Skill:**

1. The candidate should have good working knowledge in English and Hindi in writing and speaking.
2. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills.
3. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).
4. Ability to prepare comprehensive reports and other communication material for providing progress updates;
5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.
7. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.
8. The Skill would be adjudicated by interview i.e. personality test having weightage of 15%.

## APPLICATION FORM

Application for the Post of \_\_\_\_\_

(Separate applications for Specific Posts)

Affix recent self  
attested colour passp  
ort size Photograph

Name in Block Letters	:	
Father's/Husband's Name	:	
Address for Correspondence	:	
Permanent Address	:	
Mobile No	:	
E mail ID	:	
Date of Birth (supported by High School certificate)	:	
Age as on 31/08/2016	:	
Gender (Male/Female)	:	
Marital Status (Married/Unmarried)	:	
ADHAR NO	:	

**Educational Qualification** (attach self attested photocopy of certificates/ mark sheets):

Qualification	Degree	Board/ Institution/ University	Year of passing	Subject	Total Marks	Marks secured	% of marks
HSC							
Intermediate							
Graduation							
Post Graduation/ Masters							
Any other							

**Experience** – Attach photocopies of Experience Certificates:

Sl No.	Name of the position/ designation	Employer/ Organization	Period		duration	Key responsibilities
			from	To		

**Current Employment-**(Attach Proof of documents of current employment):

Name of the position/ designation	Employer/ Organization	Date of Joining	Key responsibilities

**Computer Proficiency:**

MS Office software Packages	
Others	

**Language Proficiency:**

Language	Ability to speak			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Other (Specify)									

**The originals of photo copies attached will have to be produced during the interviews.**

**Declaration:**

I hereby declare that the information provided is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place :

Date :

Full Signature of Applicant