

**Government of Punjab  
Department of Revenue ,  
Rehabilitation and Disaster Management  
Disaster Management 1  
Punjab civil Secretariat, Sector 1 , Pin code 160001. Chandigarh**

**Required  
Senior Consultant**

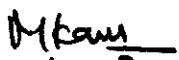
Department of Revenue ,Rehabilitation and Disaster Management, Government of Punjab for State Disaster Management Authority (SDMA) Punjab invites applications through email for the post of Senior Consultant on contractual positions under the NDMA, Government of India sponsored projects.

**Senior Consultant (One no.) State Level-SDMA, Punjab at Chandigarh**  
**Educational Qualification and Experience :** Masters Degree with Ten years of post qualification experience in the field related to Disaster Management (relaxation for M.phil/Ph.D degree holder)

**Remuneration:** Monthly consolidated remuneration of Rs. 1,00,000/- ( one Lac only.)

**Age:** Up to 65 Years on the last date of receipt of application.

- Candidate are requested to read the detailed notice on Punjab Government website [revenue.punjab.gov.in](http://revenue.punjab.gov.in) for more details on requisite educational qualification , experience, job profile duration of appointment , application form and procedure etc.
- Last date for submitting 'application form' through email [usrrev4@punjab.gov.in](mailto:usrrev4@punjab.gov.in) is 10.08.2022 (Wednesday)
- Corrigendum. If any will be given by the Government on its above mentioned website only.
- For any clarification, please contact  
Smt. Manjeet Kaur Sahotra, Under Secretary Revenue , Ph no. 94179-36222  
Sh. Sawarn Singh, Senior Assistant, Ph no. 98156-19621

  
Under Secretary Revenue , Punjab

o/c

ਪੰਜਾਬ ਸਰਕਾਰ  
ਮਾਲ, ਪੁਨਰਵਾਸ ਅਤੇ ਡਿਜ਼ਾਸਟਰ ਮੈਨੇਜਮੈਂਟ ਵਿਭਾਗ  
ਡਿਜ਼ਾਸਟਰ ਮੈਨੇਜਮੈਂਟ -1  
ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ-1, ਸੈਕਟਰ1 ਪਿੰਨ ਕੋਡ 160001, ਚੰਡੀਗੜ੍ਹ  
ਲੋੜ ਹੈ  
ਸੀਨੀਅਰ ਕਨਸਲਟੈਂਟ

ਰਾਜ ਆਫਤ ਪ੍ਰਬੰਧਕ ਅਥਾਰਟੀ (ਐਸ.ਡੀ.ਐਮ.ਏ), ਰਾਜ ਪੱਧਰ ਲਈ ਮਾਲ, ਪੁਨਰਵਾਸ ਅਤੇ ਆਫਤ ਪ੍ਰਬੰਧਨ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ ਦੁਆਰਾ ਐਨ.ਡੀ.ਐਮ.ਏ ਭਾਰਤ ਸਰਕਾਰ ਸਪੈਸਰਡ ਪ੍ਰਾਜੈਕਟਸ ਅਧੀਨ ਸੀਨੀਅਰ ਕਨਸਲਟੈਂਟ (ਇੱਕ ਅੱਦਦ) ਠੇਕਾ ਅਧਾਰਿਤ ਅਸਾਮੀ ਲਈ ਈਮੇਲ ਰਾਹੀਂ ਬਿਨੈ ਪੱਤਰਾਂ ਦੀ ਮੰਗ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਸੀਨੀਅਰ ਕਨਸਲਟੈਂਟ (ਇੱਕ ਅੱਦਦ) (ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਸਟੇਟ ਲੈਵਲ-ਐਸ.ਡੀ.ਐਮ.ਏ ਪੰਜਾਬ)

ਵਿੱਦਿਅਕ ਯੋਗਤਾ ਅਤੇ ਤਜਰਬਾ: ਆਫਤ ਪ੍ਰਬੰਧਨ ਨਾਲ ਸੰਬੰਧਿਤ ਖੇਤਰ ਵਿੱਚ ਪੋਸਟ ਗ੍ਰਾਮਮੈਂਟਰੀ ਡਿਗਰੀ ਤਜਰਬਾ ਦੀ ਦਸ ਸਾਲਾ ਸਹਿਤ ਮਾਸਟਰਜ ਡਿਗਰੀ (ਐਮ.ਫਿਲ/ਪੀ.ਐਚ.ਡੀ. ਡਿਗਰੀ ਹੋਲਡਰ ਲਈ ਫੋਟ)

ਮਿਹਨਤਾਨਾ 1,00,000/- (ਕੇਵਲ 1 ਲੱਖ) ਦਾ ਮਾਸਿਕ ਉੱਕਾ ਪੁੱਕਾ ਮਿਹਨਤਾਨਾ

ਉਮਰ :- ਬਿਨੈ ਪੱਤਰ ਦੀ ਪ੍ਰਾਪਤੀ ਦੀ ਅੰਤਿਮ ਮਿਤੀ 65 ਸਾਲਾਂ ਤੱਕ।

- ਉਮੀਦਵਾਰ ਨੂੰ ਲੋੜੀਂਦੀ ਵਿੱਦਿਅਕ ਯੋਗਤਾ, ਤਜਰਬਾ, ਜਾਬ ਪ੍ਰੋਫਾਈਲ, ਨਿਯੁਕਤੀ ਦਾ ਅਰਸਾ, ਬਿਨੈ ਫਾਰਮ ਅਤੇ ਪ੍ਰੀਕਿਆ ਆਦਿ ਤੇ ਹੋਰ ਵੇਰਵਿਆ ਲਈ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਵੈੱਬਸਾਈਟ [revenue.punjab.gov.in](http://revenue.punjab.gov.in) ਤੇ ਵਿਸਥਾਰਤ ਨੋਟਿਸ ਨੂੰ ਪੜ੍ਹਨ ਲਈ ਬੇਨਤੀ ਹੈ।
- ਈਮੇਲ [uscrev4@punjab.gov.in](mailto:uscrev4@punjab.gov.in) ਰਾਹੀਂ ਬਿਨੈਪੱਤਰ ਫਾਰਮ ਪੇਸ਼ ਕਰਨ ਲਈ ਅੰਤਿਮ ਮਿਤੀ 10.08.2022(ਬੁੱਧਵਾਰ) ਹੈ।
- ਸੇਧ ਜੇਕਰ, ਕੋਈ ਹੋਈ ਕੇਵਲ ਇਸ ਦੀ ਉਪਰੋਕਤ ਦਰਸਾਈ ਵੈੱਬਸਾਈਟ ਤੇ ਸਰਕਾਰ ਦੁਆਰਾ ਦਿੱਤੀ ਜਾਵੇਗੀ।
- ਕਿਸੇ ਸਪੱਸ਼ਟੀਕਰਨ ਲਈ ਕਿਰਪਾ ਕਰਕੇ ਸੰਪਰਕ ਕਰੋ

ਸ਼੍ਰੀਮਤੀ ਮਨਜੀਤ ਕੌਰ ਸਹੋਤਰਾ, ਅਧੀਨ ਸਕੱਤਰ ਮਾਲ, ਫੋਨ ਨੰ. 94179-36222

ਸ਼੍ਰੀ ਸਵਰਨ ਸਿੰਘ, ਸੀਨੀਅਰ ਸਹਾਇਕ, ਫੋਨ ਨੰ. 98156-19621

੦੧੮  
ਅਧੀਨ ਸਕੱਤਰ ਮਾਲ, ਪੰਜਾਬ।

**Government of Punjab  
Department of Revenue,  
Rehabilitation and Disaster Management  
Punjab civil Secretariat, Sector 1 , Pin code 160001. Chandigarh**

**Detailed Notice  
Senior Consultant**

Department of Revenue, Rehabilitation & Disaster Management, Government of Punjab for State Disaster Management Authority (SDMA), Punjab invites applications through email for the following mentioned contractual position under the National Disaster Management Authority (NDMA), Government of India sponsored Schemes. The contractual position, guidelines/instructions and application forms are as follows:

<b>PART – A</b>	Senior Consultant, SDMA, Punjab
<b>PART –B</b>	General instructions/ guidelines for applicants

**PART – A: Senior Consultant, SDMA, Punjab**

<b>A.</b>	<b>Name of the Scheme</b>	'Implementation of Sendai Framework for Disaster Risk Reduction' in the State of Punjab
<b>B.</b>	<b>Funding Authority</b>	National Disaster Management Authority (NDMA), Ministry of Home Affairs, Government of India
<b>C.</b>	<b>Period of Scheme</b>	Three years or per the NDMA, whichever earlier.
<b>D.</b>	<b>Appointing Department</b>	Department of Revenue, Rehabilitation & Disaster Management for State Disaster Management Authority (SDMA), Punjab at Chandigarh
<b>E.</b>	<b>Name of the Position</b>	<b>Senior Consultant (Disaster Management)</b>
i)	Number of the position	1 (one)
ii)	Nature of the position	State Level – SDMA, Punjab

iii)	Place of posting	SDMA, Punjab at Chandigarh
iv)	Educational Qualification	<ul style="list-style-type: none"> <li>• <b>Master's Degree in any discipline</b> (preferably in Disaster Management. Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)</li> <li>• Punjabi language exam pass at matriculate level or its equivalent (may be relaxed in case of outstanding subject expert).</li> <li>• <b>Preferably Ph. D.</b> in the field of Disaster Management with at least 60% marks in Masters Degree.</li> </ul>
v)	Experience	<p><b>Post Qualification Experience in the fields related to Disaster Management:</b></p> <p>a). <b>Master's Degree:</b> minimum experience of 10 years, or</p> <p>b). <b>M.Phil Degree:</b> minimum experience of 8 years, or</p> <p>c). <b>Ph.D. Degree:</b> minimum experience of 5 years.</p> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Candidates with experience in the field of preparation of Disaster Management Plans and Guidelines or working in the area related to disaster management.</li> </ul> <p><b>Retired officers from Defence/ CAPF/ NDRF/State Police who have worked in the field of Disaster Management are also considerable.</b></p>
vi)	Age limit	The maximum age limit will be 65 years on the last date of receipt of application.
vii)	Deliverables/ Outcomes expected	<p>Following deliverables /outcomes are expected under this assignment of Scheme:</p> <ul style="list-style-type: none"> <li>• Technical Assistance in preparation of the Hazard Risk Vulnerability Atlas for the State.</li> </ul>

		<ul style="list-style-type: none"> <li>• Alignment of State Plans and District Plans in accordance with the Sendai Framework</li> <li>• Facilitating State Departments in preparation of their Departmental Disaster Management Plan</li> <li>• Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States</li> <li>• Compiling and timely furnishing of data and information to NDMA on disaster aspects implementation of NDMA schemes and Sendai Framework Monitoring indicators</li> <li>• Enhancing disaster preparedness for effective response and to 'Build Back Better' in recovery, rehabilitation and reconstruction</li> <li>• Help in setting up of the Disaster Data Base at the State and District Level</li> <li>• Collections of reports about the lessons learnt and best practices from the State and exchange/ sharing of these among the States and NDMA.</li> <li>• Assist the SDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.</li> <li>• Any other task given by SDMA, Punjab/ NDMA.</li> </ul>
viii)	Remuneration	Consolidated <b>Rs. 1,00,000/-</b> (rupees one lac only) per month during the period of Scheme.
ix)	Nature and period of assignment	<ul style="list-style-type: none"> <li>• Full-time assignment.</li> <li>• Purely contractual in nature initially for a period of one year from the date of joining or till the completion of scheme, whichever is earlier.</li> </ul>

		<ul style="list-style-type: none"> <li>The term can be extended further on completion of one year term subject to (a) satisfactory performance, (b) continuity of the scheme, (c) availability of funds and (d) requirement of SDMA/Revenue Department/ NDMA.</li> <li>The term can be curtailed by the competent authority at any time during contract period (including extension) by giving one month's notice on account of un-satisfactory/ poor performance or any other reason which competent authority deems appropriate to this effect.</li> </ul>
x)	Reporting mechanism	Appropriate authority as decided by the SDMA/ Department of Revenue
xi)	<b>Theme of the Write-up (Not more than 2500 words) to be attached with application.</b>	"Punjab Roadmap for DRR 2022-2030 (including implementation plan in context of SFDRR-2015, SDG-2030 and COP21: Paris Agreement)"
xii)	Application procedure	'Application Form' (Annexure – B) along with write-up is to be sent <b>through email only</b> before the last date of receipt of application.


**PART – B : General instructions/ guidelines for applicants**

1.	Application fee	No application fee is required to be deposited
2.	Last date of applying	<ul style="list-style-type: none"> <li>The interested candidates should email their 'Application Form' (duly filled) along with write-up at <a href="mailto:usr.rev4@punjab.gov.in">usr.rev4@punjab.gov.in</a> latest by 10.08.2022 (Wednesday)</li> <li>No documents in respect of educational qualification or experience are required to be attached with the application. If need be, office will request for the same at later stage.</li> </ul>

3.	Tentative Dates of Interview/ Skill Test.	<p>1. Senior Consultant (SDMA, Punjab, Chandigarh 17.08.2022 (Wednesday))</p> <p><b>Above date and time is tentative and may or may not be change. Exactdate and time will communicate to the short listed candidates on their email.</b></p>
4.	Selection procedure	<ul style="list-style-type: none"> <li>▪ Search and Selection Committee shall short-list the most suitable candidates amongst the applicants.</li> <li>▪ Shortlisted candidates will be called for an Interview (also for skill test in case of Data Entry Operator) by Search and Selection Committee, and after this, the Committee will recommend the most suitable and willing person for appointment on the above said assignments to the appointing department/ authority.</li> </ul>
5.	Contact person for any clarification.	<ul style="list-style-type: none"> <li>▪ Smt. Manjeet Kaur Sahotra, Under Secretary Revenue on 94179-36222</li> <li>▪ Sh. Sawran Singh , Senior Assistant on 9815619621</li> </ul>

**NOTE:**

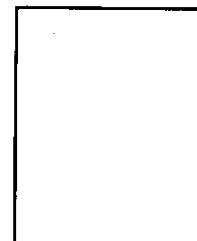
- i. Competent authority reserves the right to fill contractual position or to cancel the hiring process at any stage without giving any reason for the same.
- ii. It will be at the discretion of the Search and Selection Committee to call all applicants or shortlisted applicants only for Interview/ practical test, if any.
- iii. The date and time for Interview/ Test, if any will be intimated by the Office only through e-mail on the available email id of the applicant.
- iv. List of Deliverable/Outcomes expected or duties to be performed are indicative and may increase/decrease based upon the job requirement.

  
 Under Secretary Revenue, Punjab  
 G.K.

**Application Form  
Senior Consultant (State Level – SDMA, Punjab at Chandigarh)**

To

Additional Chief Secretary-cum-  
Financial Commissioner Revenue  
Room No. 8 Third floor,  
Punjab Civil Secretariat-1  
Sector 1, Chandigarh,  
pin code 160001.



**Subject: Application for the position of Senior Consultant (Disaster Management).**

Kindly refer to advertisement in the ..... (name of the newspaper), dated.....Department of Revenue, Rehabilitation and Disaster Management's website for the position mentioned under the subject.

2. I hereby submit my candidature for the temporary contractual position of Senior Consultant (Disaster Management) in the SDMA/Department of Revenue, Punjab. My particulars are as per the following:-

**1. Personal details:**

(a)	Name of the Applicant	:	..... (First Name) (Middle Name) (Last Name)
(b)	Father's Name	:	..... (First Name) (Middle Name) (Last Name)
(c)	Date of Birth	:	..... Age as on 30-07-2022: .....
(d)	Nationality	:	.....
(e)	Marital Status	:	.....
(f)	Permanent Address	:	..... ..... .....
(g)	Correspondence Address	:	..... ..... ..... .....
(h)	Contact No.	:	<u>Mobile No.</u> <u>email ID:</u>



**2. Educational qualification:**

Examination Degree	Board/ University Name	Year of Passing/ Award of degree	Division/ Grade	% of Marks	Main Subject/ Specification
Xth					
Punjabi language exam (additional)					
XIIth					
Graduation (field) .....					
Post Graduation (field) .....					
M.Phil			Title of dissertation:		
Ph.D			Title of the thesis:		

- 1). Please attach separate sheet/ add rows, if required.
- 2). Please don't send/ attach copies of qualification. If need be, the same will be requested by the Institute later on.

**3. Publications (if any):**

Sr. No.	Title of the paper/ publication	Name of the journal/ publication	ISSN/ ISBN	Year of publication

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**NOTE:** 1). Please attach separate sheet/ add rows, if required.  
 2). Please don't send/ attach paper or publication along with application. If need be, the same will be requested by the Institute later on.

**4. Particulars of employment:**

Sr. No.	Name of the Employer	Name of the post held	Date of Joining	Date of Leaving	Major Responsibilities

**NOTE:** Please attach separate sheet/add rows, if required.

**5. Experience/exposure in the Fields of Disaster Management:**

Sr. No.	In the capacity of	Period	Types of Experience/ Duties/responsibilities performed

**NOTE:** Please attach separate sheet/add rows, if required.

**6. List of training programme attended, if any:**

Sr.No.	Name of the Training	Conducted by	Date of Training

**NOTE:** Please attach separate sheet/add rows, if required.

**7. Training programme conducted, if any:**

<b>Sr. No.</b>	<b>Name of the Training Programme</b>	<b>Capacity on which conducted</b>	<b>Sponsored by</b>

**NOTE:** Please attach separate sheet/ add rows, if required.

**8. Notice period required to be relieved from the present employer, if any: .....**

**9. Prepare and Attach paper on, "Punjab Roadmap for DRR 2022-2030 (including implementation plan in context of SFDRR-2015, SDG-2030 and COP21: Paris Agreement)" (Notmore than 2500 words)**

I have read detailed advertisement notice from Department of Revenue, Rehabilitation and Disaster Management's website (revenue.punjab.gov.in) and wish to present my candidature for the purely temporary contractual assignment of Senior Consultant (State Level – SDMA).

I have attached Paper on Punjab Roadmap for DRR 2022-2030 (including implementation plan in context of SFDRR-2015, SDG-2030 and COP21: Paris Agreement) withthis application as Annexure - .....

Date:

Place:

(Signature of the applicant)

**DECLARATION**

I, ..... Son/Daughter of.....hereby certify that entries in this form and additional particulars furnished are truly and correctly stated. I understand that any of the facts stated above are found to be incorrect at any stage; my appointment is liable to be quashed by the competent authority besides taking appropriate disciplinary/legal action against me as per the rules/Law.

Date:

Place:

(Signature of the applicant)