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**Detailed Notice**  
**Senior Consultant, Consultant and Data Entry Operator**

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

<b>PART – A</b>	Senior Consultant, SDMA, Punjab
<b>PART – B</b>	Consultant, DDMA, Moga
<b>PART – C</b>	Consultant, DDMA, Ferozepur
<b>PART – D</b>	Data Entry Operator, SDMA, Punjab
<b>PART – E</b>	General instructions/ guidelines for applicants
<b>PART – F</b>	Click The Link To Download Application Form  <ol style="list-style-type: none"><li>1. <a href="#">Annexure – A (Senior Consultant, SDMA, Punjab)</a></li><li>2. <a href="#">Annexure – B (Consultant, DDMA, Moga)</a></li><li>3. <a href="#">Annexure – C (Consultant, DDMA, Ferozepur)</a></li><li>4. <a href="#">Annexure – D (Data Entry Operator, SDMA, Punjab)</a></li></ol>

**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

C.	<b>Period of Scheme</b>	Three years or per the NDMA, whichever earlier.
D.	<b>Appointing Department</b>	Department of Revenue, Rehabilitation & Disaster Management for State Disaster Management Authority (SDMA), Punjab at Chandigarh
E.	<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><u>Post Qualification Experience in the fields related to Disaster Management:</u></b></p> <p><b>a). 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><b>c). Ph.D. Degree:</b> minimum experience of 5 years.</p> <p><b><u>Preferred:</u></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</b></p>

		<b>have worked in the field of Disaster Management are also considerable.</b>
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> <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> </ul>

		<ul style="list-style-type: none"> <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> <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 <u>2500</u> 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.

<b>A.</b>	<b>Name of the Scheme</b>	'Strengthening of District Disaster Management Authorities (DDMAs) of Hazard Prone Districts out of the 115 identified backward districts'
<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 as per NDMA, whichever is earlier.
<b>D.</b>	<b>Appointing Department</b>	Department of Revenue, Rehabilitation & Disaster Management for District Disaster Management Authority (DDMA), Moga, Punjab
<b>E.</b>	<b>Name of the Position</b>	<b>Consultant (Disaster Management)</b>
i)	Number of the position	1 (One )
ii)	Nature of the position	District Level –DDMA, Moga, Punjab
iii)	Place of Posting	DC Office, Moga or as decided by DDMA, Punjab
iv)	Educational Qualification	<ul style="list-style-type: none"> <li>• Master's Degree in any discipline (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> </ul>
v)	Experience	<p><b>Post Qualification Experience in the fields related to Disaster Management:</b></p> <p><b>a). Master's Degree:</b> minimum experience of 5 years, or</p> <p><b>b). Ph.D. Degree:</b> minimum experience of 3 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> <li>• Retired officers from Defence/ CAPF/ NDRF/State Police who have worked in the field of Disaster Management are</li> </ul>

		also considerable.
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>• Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Framework and State Plan.</li> <li>• Coordination of Mock Exercises at various locations in these districts.</li> <li>• Training of officials for capacity building for better preparedness and effective response measures.</li> <li>• Creation of awareness about Disaster Risk Management</li> <li>• Compiling and timely furnishing of data and information to SDMA Moga on disaster aspects and Sendai Framework Monitoring indicators.</li> <li>• Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures.</li> <li>• Help in setting up of the Disaster Data Base at the District level.</li> <li>• Assist the DDMA Moga in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.</li> <li>• Any other task assigned by DDMA Moga, SDMA/Department of Revenue/ NDMA.</li> </ul>
viii)	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 in the development plans of District Administration.
ix)	Outline of the tasks to be carried out	<p>In addition to the work pertaining to deliverables and outcomes of the Scheme, the following task are to be performed:</p> <p>(a) Support the District Administration in taking measures for implementation of Sendai Framework for Disaster Risk Reduction.</p> <p>(b) To develop coordination mechanism with the aim of</p>

		<p>implementing Sendai Framework at District Level.</p> <p>(c) To help in capacity building and training activities carried out by DDMA Moga, SDMA/MGSIPA/NDMA</p> <p>(D) To facilitate creation of awareness about Disaster Risk Management</p>
x)	Remuneration	Consolidated <b>Rs. 70,000/-</b> (Rupees Seventy thousand only) per month during the period of Scheme.
xi)	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> <li>• The term can be extended further on completion of one year subject to (a) satisfactory performance, (b) continuity of the scheme, (c) availability of funds and (d) requirement of DDMA, Moga/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 the competent authority deems appropriate to this effect.</li> </ul>
xii)	Reporting mechanism	Consultant shall report to appropriate authority in the district and shall maintain coordination with DDMA Moga, SDMA/Department of Revenue/ NDMA.
xiii)	<b>Theme of the Write-up (Not more than 2500 words) to be attached with application.</b>	"District Moga, Punjab Roadmap for DRR 2022-2030 (including implementation plan in context of SFDRR-2015, SDG-2030 and COP21: Paris Agreement)"

xiv)	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.
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**PART – C : Consultant, DDMA, Ferozepur**

<b>A.</b>	<b>Name of the Scheme</b>	'Strengthening of District Disaster Management Authorities (DDMAs) of Hazard Prone Districts out of the 115 identified backward districts'
<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 as per NDMA whichever is earlier.
<b>D.</b>	<b>Appointing Department</b>	Department of Revenue, Rehabilitation & Disaster Management for District Disaster Management Authority (DDMA), Ferozepur, Punjab
<b>E.</b>	<b>Name of the Position</b>	<b>Consultant (Disaster Management)</b>
i)	Number of the position	1 (One )
ii)	Nature of the position	District Level –DDMA, Ferozepur, Punjab
iii)	Place of Posting	DC Office, Ferozepur or as decided by DDMA, Ferozepur, Punjab
iv)	Educational Qualification	<ul style="list-style-type: none"> <li>• Master's Degree in any discipline (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> </ul>
v)	Experience	<b>Post Qualification Experience in the fields related to Disaster Management:</b>



		<p>a). <b>Master's Degree:</b> minimum experience of 5 years, or</p> <p>b). <b>Ph.D. Degree:</b> minimum experience of 3 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>Retired officers from Defence/ CAPF/ NDRF/State Police who have worked in the field of Disaster Management are also considerable.</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>▪ Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Framework and State Plan.</li> <li>▪ Coordination of Mock Exercises at various locations in these districts.</li> <li>▪ Training of officials for capacity building for better preparedness and effective response measures.</li> <li>▪ Creation of awareness about Disaster Risk Management</li> <li>▪ Compiling and timely furnishing of data and information to SDMA Ferozpur on disaster aspects and Sendai Framework Monitoring indicators.</li> <li>▪ Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures.</li> <li>▪ Help in setting up of the Disaster Data Base at the District level.</li> <li>▪ Assist the DDMA Ferozpur in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.</li> <li>▪ Any other task assigned by DDMA Ferozpur, SDMA/NDMA.</li> </ul>
viii)	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 in the development plans of District Administration.
ix)	Outline of the tasks to be carried out	<p>In addition to the work pertaining to deliverables and outcomes of the Scheme, the following task are to be performed:</p> <p>(a) Support the District Administration in taking measures for implementation of Sendai Framework for Disaster Risk Reduction.</p> <p>(b) To develop coordination mechanism with the aim of implementing Sendai Framework at District Level.</p> <p>(c) To help in capacity building and training activities carried out by DDMA Ferozpur, SDMA/ NDMA</p> <p>(D) To facilitate creation of awareness about Disaster Risk Management</p>
x)	Remuneration	Consolidated <b>Rs. 70,000/-</b> (Rupees Seventy thousand only) per month during the period of Scheme.
xi)	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> <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 DDMA, Ferozpur/SDMA/Revenue Department/ NDMA.</li> <li>• The term can be curtailed by the competent authority at any time during contract period by giving one month's notice on account of un-satisfactory/ poor performance or</li> </ul>

		any other reason which the competent authority deems appropriate to this effect.
xii)	Reporting mechanism	Consultant shall report to appropriate authority in the district and shall maintain coordination with DDMA Ferozepur, SDMA/NDMA.
xiii)	<b>Theme of the Write-up (Not more than 2500 words) to be attached with application.</b>	"District Ferozepur, Punjab Roadmap for DRR 2022-2030 (including implementation plan in context of SFDRR-2015, SDG-2030 and COP21: Paris Agreement)"
xiv)	Application procedure	'Application Form' (Annexure – C) along with write-up is to be sent <b>through email only</b> before the last date of receipt of application.

#### **PART – D: Data Entry Operator**

<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>Data Entry Operator</b>
i)	Number of position	1 (One)
ii)	Nature of the position	State Level – SDMA, Punjab at Chandigarh
iii)	Age Limit	The maximum age limit will be 35 years on the last date of receipt of application

iv)	Education qualification	<ul style="list-style-type: none"> <li>• Graduation in any discipline</li> <li>• Typing Speed of 40 wpm in English and 30 wpm in Punjabi (Raavi font only)</li> <li>• 1 (one) Year Diploma/ Certificate Course in Computer applications or equivalent [may be relaxed for BSc(IT)/BCA/Graduate in Computer Science]</li> <li>• Knowledge of MS Office Suite (Word, Excel, Power-point, etc.), Adobe Reader, Internet, e-mail, etc.</li> </ul>
v)	Experience	Candidates should have minimum experience of 2 years in similar position.
vi)	Duties to be performed	<ul style="list-style-type: none"> <li>• Data entry work on computer using appropriate software; entering, updating, verifying and/or retrieving data into/ from various sources; and ensuring the accuracy and confidentiality of information recorded.</li> <li>• Providing secretarial and office assistance to Senior Consultant</li> <li>• To keep/maintain records of incoming/ outgoing dak, files / registers etc.,</li> <li>• To keep records/information/ filing up to date, collect information/data as required by the Senior Consultant/SDMA/Department of Revenue/NDMA</li> <li>• to attend visitors and telephone calls</li> <li>• to assist in conduct of training and allied activities (online/ physical mode) at H.Q. /Field level in the State of Punjab</li> <li>• to perform such other duties as may be assigned to him by Senior Consultant/SDMA from time to time.</li> </ul>
vii)	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</li> </ul>

		<p>Scheme, whichever is earlier.</p> <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/Department of Revenue/NDMA.</li> <li>The term can be curtailed by the appointing authority at any time during contract period 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>
viii)	Remuneration	Rs. 22,000/- per month during the period of Scheme.
ix)	Application procedure	'Application Form' (Annexure – D) to be sent <b>through email only</b> before the last date of receipt of application.

**PART – E : 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 (except Data Entry Operator) at carreermgsipa@gmail.com latest by 31.05.2022 (Tuesday)</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> <li>Candidates applying for more than one position may fill and send 'Application Form' for that position also.</li> </ul>
3.	Tentative Dates of Interview/ Skill Test.	<p>1. Senior Consultant (SDMA, Punjab, Chandigarh): 09.06.2022 from 10.00 am To 11.30 am</p> <p>2. Consultant (DDMA, Moga) : 09.06.2022 From 11.30 am To</p>

		<p>12.30 pm</p> <p>3. Consultant (DDMA, Ferozepur) : 09.06.2022 From 12.30 pm To 1.30 pm</p> <p>4. Data Entry Operator 10.06.2022 from 10.30 am To 12.00 noon (Skill Test) and 12.30 pm To 02.00 pm (Interview)</p> <p><b>Above date and time is tentative and may or may not be change. Exact date and time will communicated 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>▪ Col. Dalbir Singh, GM (Training) on 98880-37966</li> <li>▪ Shri Balvir Chaudhary, Administrative Officer on 97806-05772.</li> </ul>

**NOTE:**

- i. Competent authority reserves the right to fill all or any one 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.

Sd/-  
Director General, MGSIPA