

**Government of Punjab
Department of Revenue,
Rehabilitation and Disaster Management
(Disaster Management-1 Branch)
Punjab Civil Secretariat, Sector 1, Chandigarh- 160001.**

**Detailed Notice
Consultant**

The Department of Revenue, Rehabilitation & Disaster Management for State Disaster Management Authority (SDMA), Punjab 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:-

PART – A	Consultant, at DDMA, Moga (under SDMA, Punjab)
PART –B	General instructions/ guidelines for applicants

PART – A: Consultant, at DDMA, Moga (under SDMA, Punjab)

A.	Name of the Scheme	"Implementation of Sendai Framework for Disaster Risk Reduction" in the State of Punjab
B.	Funding Authority	National Disaster Management Authority (NDMA), Ministry of Home Affairs, Government of India
C.	Period of Scheme	Three years or as per the NDMA, whichever earlier.
D.	Appointing Department	Department of Revenue, Rehabilitation & Disaster Management for State Disaster Management Authority (SDMA), Punjab
E.	Name of the Position	Consultant (Disaster Management)
i)	Number of the position	1 (one)
ii)	Nature of the position	District Level – under SDMA, Punjab
iii)	Place of posting	District Disaster Management Authority, Moga (Punjab)
iv)	Educational Qualification	<ul style="list-style-type: none"> • Master's Degree in any discipline (preferably in Disaster Management. Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.) • Punjabi language exam pass at matriculate level or its equivalent (may be relaxed In case of outstanding subject expert).

v)	Experience	<p>Post Qualification Experience in the fields related to Disaster Management:</p> <ul style="list-style-type: none"> • Candidate should have minimum post qualification experience of 5 years in the field related to Disaster Management. • Candidate having Ph.D Degree in the relevant field are required to have minimum post qualification experience of 3 years. • Candidate must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines or working in the area related to disaster management. <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 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"> • Alignment of District Plans in accordance with the provision of the Disaster Management Act, Sendai Framework and State Plan. • Coordination of Mock Exercises at various locations in these districts. • Training of officials for capacity building for better preparedness and effective response measure. • Creation of Awareness about Disaster Risk Management. • Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring indicators. <ul style="list-style-type: none"> • Improved coordination of the District Administration with Tehsil and Panchayat Level for effective preparedness response and mitigation measures. • Help in setting up of the Disaster Management Data Base at District Level. • Assist the DDMA in indentifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. • Any other task assigned by SDMA/DDMA.

viii)	Remuneration	Consolidated Rs. 70,000/- (rupees Seventy Thousand only) per month during the period of Scheme.
ix)	Nature and period of assignment	<ul style="list-style-type: none"> • Full-time assignment. • 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.
x)	Reporting mechanism	Appropriate authority as decided by the SDMA/ Department of Revenue
xi)	Theme of the Write-up (Not more than 2500 words) to be attached with application.	"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 through email only 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"> • The interested candidates should email their 'Application Form' (duly filled) at sdrf.management@gmail.com latest by 11.11.2022 • All documents in respect of educational qualification or experience are required to be attached with the application.

Application Form
Consultant (District Level – DDMA, Moga, Punjab)

To

**State Disaster Management Authority,
Punjab.
(3rd, Floor, Punjab Civil Secretariat, Sector-1
Chandigarh-160001)**

Recent
Passport size
photo to be
pasted here

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

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

2. I hereby submit my candidature for the temporary contractual position of Consultant (Disaster Management) in the DDMA, Moga 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 00.00.2022
(d)	Nationality	:
(e)	Marital Status	:
(f)	Permanent Address	:
(g)	Correspondence Address	:
(h)	Contact No.	:	Mobile No. email ID:

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 send/ attach copies of qualification. .

3. Publications (if any):

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

- NOTE:** 1). Please attach separate sheet/ add rows, if required.
 2). Please send/ attach paper or publication along with application.

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:

Sr. No.	Name of the Training Programme	Capacity on which conducted	Sponsored by

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, "District Moga, Punjab Roadmap for DRR 2022-2030 (including implementation plan in context of SFDRR-2015, SDG-2030 and COP21: Paris Agreement)" (Not more than 2500 words)**

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

I have attached Paper on District Moga, Punjab Roadmap for DRR 2022-2030 (including implementation plan in context of SFDRR-2015, SDG-2030 and COP21: Paris Agreement) with this 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)