

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT  
VAZHUDAVUR ROAD

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No.24115/DRDM/DM/2015

Puducherry, dt. 04.10.2017

**NOTIFICATION**

In continuation of this Department's Notification issued during August 2016 regarding engagement of Human Resource Professional in State Disaster Management Authority, Applications are invited from eligible candidates only who are residents of Union Territory of Puducherry for appointment to the post of Human Resource Professional in State Disaster Management Authority on contract basis with monthly remuneration as given below, in order to implement the National Disaster Management Authority (NDMA), Government of India scheme on "Strengthening of State Disaster Management Authority (SDMA) and to improve the functioning of SDMA for taking up measures for the prevention, mitigation, preparedness and capacity building activities to deal with disaster situations. Candidates who have already applied based on the Notification issued during August 2016 for the post of Human Resource Professional in State Disaster Management Authority need not apply again and the eligible candidates will be considered for Written Test or Interview as decided by the Selection Committee.

Sl. No.	Name of the post	No. of post(s)	Remuneration	Place of work	Maximum age as on 15.10.2017
1.	State Disaster Management Authority- Human Resource (HR) Professional	1 No.	Rs. 50,000/- per month	Office of the State Disaster Management Authority, Puducherry	50 Years

**General information and instructions:**

- i. The above said posts of HR Professionals in Disaster Management are purely temporary in nature and co-terminus with the scheme.
- ii. The application form, Terms of Reference and other relevant details for the post of HR Professional in Disaster Management in UT of Puducherry can be viewed/downloaded from the official websites: [www.py.gov.in](http://www.py.gov.in) and [collectorate.py.gov.in](http://collectorate.py.gov.in)
- iii. Interested candidates fulfilling the eligibility criteria may send their duly filled in applications neatly in A4 paper in the prescribed format given in the website through speed post **on or before 20.10.2017 upto 5.30 p.m.**
- iv. Application must be sent only through speed post in a sealed envelope containing application and supporting documents with superscription "Application for the post of SDMA - HR Professionals in Disaster Management" to THE DISTRICT COLLECTOR, PETTAYANCHATHIRAM, VAZHUDAVOOR ROAD, PUDUCHERRY-605009.

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- v. Application received in any means other than postal viz. email application or submission of application in person is not allowed. The recruiting authority will not be responsible for any delay/missing application through post. The application received after due date shall summarily be rejected.
- vi. Submission of application in any means other than speed post viz. email or in person is not allowed. The recruiting authority will not be responsible for any delay/loss or damage of application through post. The application received after due date will summarily be rejected.
- vii. Self attested photocopies of all mark sheets, certificates, photographs, documents of relevant experience and other testimonials should be attached with the application form. Recently obtained Residence / Nativity Certificate shall also be enclosed in case of permanent residence of the UT of Puducherry. Submission of any document in later stage will not be entertained.
- viii. Applicants are required to visit the above mentioned website at regular intervals for any further notification, updates, results etc., relating to this recruitment.
- ix. Applications from the candidates, who have crossed the upper age limit and who do not possess the required qualification will be summarily rejected and they will not be considered for written test/interview.
- 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 shortlisted candidates will be published in the website and will be intimated through e-mail only.
- xi. The shortlisted candidates should bring their original identity proof (Voter ID/PAN/Driving License/Aadhar Card) while appearing for written test/ interview.
- xii. No TA/DA will be provided to the candidates for attending the written test/interview.
- xiii. The contract will be for a period of 10 months only from the date of engagement. There is no scope for extension of the contract unless otherwise on the directions / funding of National Disaster Management Authority, New Delhi.
- xiv. Canvassing in any form will render the candidate disqualified for the engagement for the post of HR Professional.
- xv. The Authority reserves the right to accept or reject any/all applications without assigning any reason thereof.
- xvi. The Authority also reserves the right to cancel the selection process at any time without assigning any reason to it.
- xvii. For all purposes, the Authority denotes the Selection Committee constituted under the chairmanship of Development Commissioner, Government of Puducherry.

(E. VALLAVAN)

DISTRICT COLLECTOR

**GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT  
VAZHUDAVUR ROAD**

**Terms Of Reference**

**State Disaster Management Authority- Human Resources (HR)  
Professional**

**Eligibility Criteria:**

1. Qualification: Candidate must have Post Graduate / Master's Degree in Disaster Management from any recognized University / Institution. Additional qualification in disaster management would be an added advantage.
2. Experience: Candidate must have 7 years of post qualification experience in Disaster Management. Working experience in Government organization with similar nature of jobs would be advantage.
3. Candidates should not have crossed the age of 50 years as on 15.10.2017.
4. Candidate should have good working knowledge in English and Tamil in writing and speaking. Candidate must have outstanding communication, documentation, presentation, organizational and management skills.
5. Candidate should possess knowledge in the use of computers and office software packages (Ms Word, Excel, Power Point, GIS Applications, etc.).
6. Candidate shall be a permanent residents of the Union Territory of Puducherry.
7. The Selection Committee reserves the right to relax any condition in favour of a suitable candidate.

**Selection Procedure**

- Candidates fulfilling the eligibility criteria only will be taken into consideration.
- All the eligible candidates will be shortlisted based on the applicant's career, marks and relevant experience in the field of disaster management.
- Only shortlisted candidates would be called for written test / interview for selection to the post of HR Professional.
- 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 the Disaster Management Authorities on purely temporary and contract basis for a period of 10 months. There is no guarantee for renewal or extension of the contract.
- Original certificates/mark sheet/documents/other testimonials will be verified during interview.

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**Job Description:**

The HR Professional will work in the office of the State Disaster Management Authority (SDMA) for strengthening of SDMA and capacity building on disaster management and will have to complete the following deliverables within the stipulated time line.

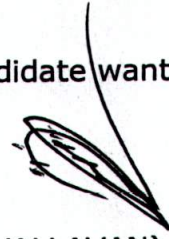
<b>Sl. No.</b>	<b>Deliverables ( 10 months)</b>
1.	Drawing composite annual Action Plan, duly approved by Chief Secretary.
2.	Appointment of HR support at state and district level
3.	Drawing mechanisms of funds transfer, implementation of scheme and monitoring of funds utilization by DDMA's.
4.	Review and updation of SDMP in State / UTs as per the National Disaster Management Guidelines released by NDMA and HRVA of the State/UT. While updation it shall be ensured that emerging issues like gender sensitivity, Disability inclusive Disaster Risk Reduction (DRR), livestock management are adequately taken care of.
5.	Lay down the State Disaster Management Policy, where it is not framed.
6.	To approve DM Plans of key departments ( at least for Public Works Department, Irrigation, Power, Water Supply, Health, Fire Services, Civil Defense, Rural Development and Transportation)of State Government as per section 18 and 40 of the DM Act, 2005.
7.	Carry on Mock Drills in hazard prone and vulnerable area on State specific disasters to identify gap.
8.	Review of Projects/Programme of State Govt schemes from Disaster Risk Reduction perspective so that these projects/programme do not accentuate disasters in the
9.	Organizing capacity building programmes and mock drills as per SDMP and updating the SDMP.
10.	Lay down guidelines for the State departments for dovetailing prevention and mitigation components of disaster risk reduction (DRR) in their respective development plans and projects as per section 18 of the DM Act 2005.
11.	Reviewing the development plans of key departments (at least for Public Works Department, Irrigation, Power, Water Supply, Health, Fire Services, Civil Defense, Rural Development and Transportation) of the State for DRR aspect and ensure that
12.	Regular meetings of SDMA / SEC  SDMA- At least once in six months, the gap between meetings shall not be more than 9 months. SEC- At least once in every quarter.
13.	Other related works assigned by the department.

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**Period of engagement**

1. The SDMA - HR Professionals shall be engaged on purely temporary and contract basis and the said post is co-terminus with the project.
2. The period of engagement will be only for 10 months from the date of engagement to the post.
3. Authority reserves the right to shorten the duration for unsatisfactory performances.
4. One month prior notice would be given for disengagement from the appointment to the post.
5. One month prior notice is also required, if the candidate wants to leave the assignment.



(E. VALLAVAN)  
DISTRICT COLLECTOR