

## VACANCY NOTICE

The National Disaster Management Authority (NDMA) is implementing the scheme for strengthening of State Disaster Management Authority and District Disaster Management Authority under the Other Disaster Management Project (ODMP) Scheme.

In view of effective implementation of the Scheme, Directorate of Disaster Management, A&N Administration invites applications for following positions which will be filled up on the basis of contract for the period of employment. The contract will be for the period of Six Months. Educational qualifications, experience and expectations required for each of the positions are given in the table below:

S.No.	Designation	No. of Post	Education qualifications/Experience and expectations/Desirable	Per month Salary
1	Consultant (S) (State)	02 (Two)	<b>Education Qualification:</b> <ul style="list-style-type: none"><li>• Post-graduate Degree in Disaster Management or equivalent.</li></ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"><li>• Post Graduate degree in any stream with post graduate diploma in disaster management.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• At least 5 years working experience in the field of disaster management in government / NGOs.</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>• Understanding of Disaster Management issues e.g. DM Act, DM Policy &amp; Plan, Various Guidelines and Capacity Building.</li></ul>	50,000/- fixed
2	Consultant (D) (District)	01 (One)	<b>Education Qualification:</b> <ul style="list-style-type: none"><li>• Post-graduate Degree in Disaster Management or equivalent.</li></ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"><li>• Post Graduate degree in any stream with post graduate diploma in disaster management.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• At least 3 years working experience in the field of disaster management in government / NGOs.</li></ul>	40000/- fixed.

			<b>Desirable:</b> <ul style="list-style-type: none"> <li>Understanding of Disaster Management issues e.g. DM Act, DM Policy &amp; Plan, Various Guidelines and Capacity Building.</li> </ul>	
--	--	--	--	--

**B. General Conditions:**

- a. Candidates applying for more than one post should submit separate applications.
- b. Candidates shall submit self attested copies of all certificates as required for each posts.
- c. Candidates will have to produce the proof of details furnished in their applications, in original as and when required.
- d. Application received after the due date, unsigned applications, applications where the post number is not filled in/not filled in correctly and applications incomplete in any respect will not be considered.
- e. Canvassing in any form will be a disqualification.
- f. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
- g. The applications must be sent in neatly typed-out form in A-4 size paper.
- h. Application received after due date will not be considered.
- i. Persons working in Government/Public Sectors Undertakings/Autonomous Organizations should submit their applications through proper channel.
- j. Candidature shall be IT savvy well versed on MS office and had to do all the work related typing on their own.
- k. Age limit – 55 years from the date of publication of vacancy notice.

C. Interested qualified persons may send/submit applications by post or in person to the following address on or before 18/11/2016 between office working hours:

**Address:**

**Director,  
Directorate of Disaster Management,  
A&N Administration,  
Link Road, Goalghar,  
Port Blair/**

**Director (DM)  
A&N Administration**

## PROFORMA FOR THE APPLICATION

Self attested  
Passport Size  
photo

1. Post applied for-
2. Name (In block Letters)-
3. Date of Birth-
4. Nationality-
5. Father/Spouse's name-
6. Address, email-ID, Telephone Nos. for correspondence-
7. Education Qualifications-
8. Secondary and tertiary skills, if any-
9. Total experience directly relevant to the post applied-
10. Any other information-

**Declaration:** I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me wilfully to conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

**(Signature of the applicant)**