

**Government of West Bengal
Department of Disaster Management
Nabanna
325, Sarat Chatterjee Road
Howrah – 711102**

Notice No. 1352-RL/7M-33/13

Date: 25.08.2014

Recruitment Notice

Department of Disaster Management, GoWB requires one consultant for implementation of various projects including School Safety Programme. TOR & Proforma for the Application may be downloaded from www.wbdmd.gov.in and westbengal.gov.in. The last date for application is 29.09.2014, 5:30 pm.


Joint Secretary

Government of West Bengal
Department of Disaster Management
Nabanna
325, Sarat Chatterjee Road
Howrah-711102

Memo No. 1351-RL/7M-33/13

Date: 25.08.2014

Recruitment Notice

Department of Disaster Management, Govt. of West Bengal intends to engage one consultant with adequate experience for implementation of various projects including National School Safety Programme (NSSP). Terms of Reference and Proforma for the Application are as follows:-

Terms of Reference

Post Title	:	Consultant
Organization	:	Disaster Management Department, Government of West Bengal.
Supervisor	:	Joint Secretary, Disaster Management Department, Government of West Bengal.
Duty Station	:	Nabanna, Howrah, West Bengal.

Essential qualification :

- (1) Post graduate degree/diploma in Disaster Management or Environment from any recognized university/institute of India or abroad.
- (2) At least **5 years** of experience in working with U.N. organization, or Govt. of West Bengal or any international organization in connection with any project related to Disaster Management.
- (3) If the applicant is retired Government Employee, qualification at (1) & (2) will not be applicable. For such applicant(s), the basic criteria will be (i) with grade pay of Rs. 7600/- & above (ii) with at least 05 years experience in the field of Disaster Management.

Condition of Employment :

- (1) The post of the consultant is purely on temporary basis & may be renewed **after 1 year**.
- (2) Consolidated pay of **Rs.50,000 & Rs.4,500** as conveyance allowance **per month**. This is a taxable income and the candidate will be liable to pay the assessed tax
- (3) Duration of appointment will be **1 (one) year** from the date of appointment.

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(4) Last date of application 29.09.2014 by 5.00 p.m.

(5) Written test (objective type) of 50 marks will be held. The date, time and venue will be informed later on. Written test will be of 1 (one) hour duration. At 3.00 p.m. on the same day the applicants will face interview. The total marks for interview will be 30 (thirty) marks.

Key functions of the Consultant :

- To Support Department of Disaster Management (DDM) in development of awareness campaign strategy for National School Safety Programme (NSSP) and other Disaster Risk Reduction (DRR) Programmes and these implementation in the state.
- Facilitate DDM to undertake training at different levels at training institutes /resource institutes for implementation of NSSP and other DRR initiatives.
- Provide technical support in preparation or updation of state disaster management plan to ensure that the issues of DRR have been addressed.
- Facilitate the DDM to initiating risk and vulnerability assessments and preparation of annual vulnerability and risk reduction reports.
- Support the DDM in follow up with various line departments to ensure that DRR issues have been addressed in their development plans.
- Facilitate DDM in preparation of Disaster Risk Reduction Projects in various sectors.
- Facilitate DDM in carrying out DRR Audit of the development plans prepared by line departments.
- Support the DDM in knowledge and information sharing platform in DRR.
- Support DDM in conceptualizing and formulating projects and programmes as a part of the national initiatives/schemes.
- Support DDM in reporting progress and achievements in the field of DM to State & Central Government as required.
- Support DMD as per their priority as and when required.

General Conditions :

- a) Candidate will have to produce the proof of details furnished in their applications, in original as and when required.
- b) Application received after the due date, unsigned applications, and applications incomplete in any respect will not be considered.
- c) Only Indian Nations need apply.
- d) Canvassing in any form will be disqualified.

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e) It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.

f) Applications received after due date will not be considered.

g) Persons working in Government/Public Sector Undertaking/Autonomous Organization should submit their application through proper channel.

h) Candidature shall be IT savvy well versed on MS Office and had to do all the work related typing on their own.

Interested qualified persons may send their **Proforma for the Application and detailed CV** to the Joint Secretary, Department of Disaster Management, Government of West Bengal, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102 by 29.09.2014. The same can also be sent through email to the following address: wbdmeoc@gmail.com.

Sd/-

Joint Secretary

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PROFORMA FOR THE APPLICATION:

1. Advertisement No. and Post applied : _____
for _____
2. Name (in Block Letters) : _____
3. Date of Birth : _____
4. Nationality : _____
5. Father's/Husband's Name : _____
6. Address, e-mail ID, Telephone Nos. : _____
for correspondence _____
7. Educational Qualification : _____
8. Secondary and tertiary skills, if any : _____
9. Total experience directly relevant to : _____
the post applied
10. If selected, minimum time required : _____
to join the post
11. 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 to willfully conceal or misrepresent these facts, my candidature may summarily be rejected or employment terminated.

Signature of the Applicant