



Department of Revenue & Disaster Management  
( Govt. of Haryana)

New Secretariat Building Haryana, Sector 17, Chandigarh-160017

**WEBSITE**

**GOVERNMENT OF HARYANA**

**Revenue and Disaster Management Department, Haryana**

**APPOINTMENT ON CONTRACT BASIS**

Applications are invited for the following posts (on contract basis and with fixed remuneration) in Revenue and Disaster Management Department, Haryana for Haryana State Disaster Management Cell (HSDMC):

**1. Project Director**

Number of Post: 01 (One)

Qualification: Post Graduation in Science/Disaster Management/Emergency Management/ Engineering/Technology/ any other relevant field from recognized university or institute.

Experience: Minimum 10 years experience with State/National or International agencies in disaster management.

Essentials Good understanding of hazard and vulnerability of the state; having undergone training in the relevant fields at national or international institutes or organizations; Knowledge of latest trends and developments in disaster management at the national as well as international levels

Remuneration Rs. 70,000/- Consolidated per month. No other allowance i.e. Dearness Allowance, House Rent Allowance etc. of any type shall be admissible

**2. Senior Project Officer Flood Mitigation**

Number of Post: 01 (One)

Qualification: Post-Graduation in Civil Engineering (Preference will be given to the flood specialization or research work) from recognized university or institute.

Experience: Working experience of Minimum 7 years in relevant field.

Remuneration Rs. 60,000/- consolidated per month. No other allowance i.e. Dearness Allowance, House Rent Allowance etc. of any type shall be admissible

**3. Senior Project Officer Earthquake Mitigation**

Number of Post: 01 (One)

Qualification: Post-Graduation in Civil Engineering (Preference will be given to the earthquake specialization or research work) from recognized university or institute.

Experience: Working experience of Minimum 7 years in relevant field.

Remuneration Rs. 60,000/- consolidated per month. No other allowance i.e. Dearness Allowance, House Rent Allowance etc. of any type shall be admissible

**4. Senior Project Officer (Fire and CBRN Mitigation)**

Number of Post: 01 (One)

Qualification: Post graduation in Chemistry or Bachelor of Engineering in Fire from a recognized university/ institution

Experience: Working experience of Minimum 7 years in relevant field.

Remuneration Rs. 60,000/- consolidated per month. No other allowance i.e. Dearness Allowance, House Rent Allowance etc. of any type shall be admissible



**5. Project Officer (DM)**

Number of Post:	06 ( Six) (one post reserved for SC)
Qualification:	Post graduation in Disaster Management from a recognized university/ institution
Experience:	Minimum 5 years working experience in relevant field with State Government
Remuneration	Rs. 50,000/- consolidated per month. No other allowance i.e. Dearness Allowance, House Rent Allowance etc. of any type shall be admissible

**6. Public Relations & Awareness Generation Officer**

Number of Post:	01( One)
Qualification and Experience:	(i) Master's degree in Mass Communication or Journalism from a recognized university and two years media experience in a National; Daily Newspaper or Television Channel or publicity organization of Govt. or public undertaking or university or (ii) M.A Hindi or English from a recognized University and one year post Graduation Diploma in Mass Communication or Journalism from a recognized university and two years media experience in a National; Daily Newspaper or Television Channel or publicity organization of Govt. or public undertaking or university
Remuneration	Rs. 35,000/- consolidated per month. No other allowance i.e. Dearness Allowance, House Rent Allowance etc. of any type shall be admissible

**Note:**

**Key Competencies/essentials for above posts:**

- To perform multiple, complex and technical tasks with a need to routinely upgrade skills in order to meet changing job conditions.
- To schedule activities, meetings and events; routinely gather, collate and classify data
- Specific ability-based competencies required to satisfactorily perform the functions of the job that includes: maintaining confidentiality, meeting deadlines, working as a part of a team, working with detailed information/data.
- Good understanding of hazard and vulnerability of the state
- Knowledge of vulnerability reduction issues in the context of natural and human induced hazards, including cross cutting themes such as gender, inclusion, human rights, etc.
- Hand on experience in programme/project management and related tools.
- Proficiency in computers and web applications



**Instructions for Candidates:**

1. Applicants are requested to send their application in the prescribed performa alongwith their attested copies of all certificates, mark-sheets, recent passport size photo, relevant experience certificates etc. for engagement on contract basis in Haryana State Disaster Management Cell in Department of Revenue and Disaster Management, Haryana, Chandigarh.
2. The applicants will have to appear for a written test followed by interview.
3. Only shortlisted candidates shall be called for the interview at the venue, date and time as decided and directed by the Department.
4. Applicants have to bear their travel cost and no TA/DA will be shall be paid for the purpose.
5. Candidates not having requisite essential qualifications and experiences as mentioned with the posts are liable to be summarily rejected. Candidates will have to produce the proof of details furnished in their applications, in original as and when required.
6. Experience will be counted for the period which has gained after completion of requisite academic qualification. Therefore, candidates are advised to ensure that they fulfill the prescribed eligibility before applying.
7. The Department also reserves the right to accept or reject any application without assigning any reason thereof.
8. Canvassing in any form will lead to summary disqualification.
9. The applicant should clearly mention the name of the post applied for on top of the envelope containing the application.
10. Application received after the due date, unsigned applications, applications where the post number is not filled correctly and applications incomplete in any respect will not be considered.
11. No application will be received through email/fax.
12. Only Indian Nationals need apply.
13. 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, the candidature will be summarily rejected or the employment will be terminated.
14. The applications must be sent in neatly typed-out form in A-4 size paper.
15. APPLICANTS HAVE TO SEND THEIR APPLICATIONS TO SUPERINTENDENT (DMC), DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT, STATE EMERGENCY OPERATION CENTER (IN FINANCIAL COMMISSIONER COURT PREMISES), HARYANA NEW SECRETARIAT BUILDING, SECTOR 17, CHANDIGARH, PIN CODE-160017 ALONG WITH DEMAND DRAFT OF RS. 500/- IN FAVOUR OF UNDER SECRETARY REVENUE (GENERAL), DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT.
16. APPLICANTS MUST APPLY IN THE FORMAT GIVEN BELOW AND SEND THEIR APPLICATIONS CLEARLY MENTIONING THE POST APPLIED FOR, ON THE ENVELOPE.
17. LAST DATE OF RECEIVING OF APPLICATIONS IS 3<sup>rd</sup> of AUGUST, 2018 BY 5:00 P.M.
18. WRITTEN TEST AND INTERVIEW WILL BE CONDUCTED IN THE SELECTION PROCESS FOR THE POSTS.
19. SHORT LISTED APPLICANTS WILL BE INFORMED SUBSEQUENTLY.



**PROFORMA FOR THE APPLICATION**

1. Post applied for : .....
2. Name of the Applicant : .....
3. Mother's Name : .....
4. Father's Name : .....
5. Nationality : .....
6. Date of Birth : .....
7. Permanent Address : .....
8. Correspondence Address : .....
9. Mobile/Telephone : .....
10. Email ID : .....
11. Educational Qualifications – Graduation onwards

Examination Passed	Subject	Marks Obtained	Total Marks	% of Marks	Year of Passing	University /Board	Remarks
Graduation							
Post Graduation							
Specialization							
Any Other							

12. Particulars previous employment (after completing essential qualification) :

Name of Employer	Date of Joining	Date of leaving	Position & Nature of duties	Salary & Grade	Reasons for leaving the job, if any

(Please attach a separate sheet, if required)

13. Details of Publications, if any (it is mandatory to attach list of publications)

Books	Papers	Abstracts

14. List of Enclosures:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

15. Details of Demand Draft

No. : ..... Date: ..... Name of Bank: .....

**Note: The candidate shall attach self attested copies of the document in support of their academic qualification, date of birth and experience.**

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 that facts, my candidature may be rejected or employment terminated.

**(Signature of the applicant)**