

UT. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU
OFFICE OF THE COLLECTOR, DISASTER MANAGEMENT CELL,
COLLECTORATE, DHOLAR,
MOTI DAMAN- 396220

NO. 2/31/COL/DM/DRR/2019/489

Dated: 07 / 08 / 2020

ADVERTISEMENT

The Disaster Management Cell of Union Territory of Daman & Diu is inviting applications from the eligible candidates for below mentioned posts on Contractual Basic for 12 months to engage the professional staff for UT/District level structure under Disaster Management Cell:

Sr. No.	Name of the post	No. of Post	Age	Education Qualification	Experience Required	Duration	Nature of Duties
1	Sr. Consultant / Disaster Management Professional. On contractual basis (Fixed Salary of Rs. 1,00,000/- per month)	01 (One)	Maximum age limit will be 65 years (as on the date of publication of the advertisement)	Master's Degree in any discipline in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning)	<ul style="list-style-type: none"> ➤ Candidates should have minimum experience of 10 Years in field related to Disaster Management - Post Qualification. ➤ Candidates having M.Phil Degree in the relevant field are required to have minimum experience of 8 Years. ➤ Candidates having Ph.D Degree in the relevant field are required to have minimum experience of 5 years. ➤ Candidates 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. 	<ul style="list-style-type: none"> ➤ The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the competent authority. If the performance of the Sr. Consultant is not satisfactory, DDMA recommend for termination of the contract. 	<ul style="list-style-type: none"> ➤ Technical Assistance in preparation of the Hazard Risk Vulnerability Atlas for the State. ➤ Alignment of State Plans and District Plans in accordance with the Sendai Framework. ➤ Facilitating State/UT Govt. Departments in preparation of their Departmental Disaster Management Plan. ➤ Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States. ➤ Compiling and timely furnishing of data and information to NDMA on disaster aspects, implementation of NDMA Schemes and Sendai Framework Monitoring indicators. ➤ Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction. ➤ Help in setting up of the Disaster Data Base at the State and District level. ➤ Collection of reports about the lessons learnt and best practices from the State and exchange/sharing of these among the States and NDMA. ➤ Assist the DDMA in identifying opportunities for main streaming Disaster Risk Reduction (DRR) in development programmes. ➤ Any other tasks assigned by DDMA.

2	Data Entry Operator On contractual basis (Fixed Salary of Rs. 22,000/-per Month)	01 (One)	maximum age limit will be 35 years (as on the date of publication of the advertisement)	<ul style="list-style-type: none"> ➤ Graduation in any discipline ➤ Typing Speed of 40 wpm. ➤ Diploma/ Certificate Course (1 Year) in Computers. ➤ Knowledge of MS Office Suite (Word, Excel, Power Point etc.), Adobe Reader, Internet, E-Mail, etc. 	➤ Candidate should have minimum experience of 2 years in similar position.	a) The DDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to DDMA.	<ul style="list-style-type: none"> ➤ Data entry work using computer and appropriate software; entering, updating, verifying and /or retrieving data into/from various sources; and ensuring the accuracy and confidentiality of information recorded. ➤ To keep record of incoming/ outgoing dak, files/registers etc., to keep filing upto date, collect information desired by the Sr. Consultant/DDMA to be deal in a tactful manner with visitors and to attend telephones calls with courtesy. ➤ To perform such other duties as may be assigned to him by Sr. Consultant/DDMA from time to time in relation to the implementation of the Scheme.
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Desirable:

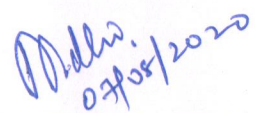
Knowledge of government rules and procedures.

Application Format:

The applicant should mention in the application his/her name, address, date of birth, educational qualifications, professional qualification and experience along with the photograph. The applicant should also specify nature of duties handled earlier, name of post(s) held with scale of pay and period thereon. Candidates already employed in Central / State Government & Autonomous bodies should forward their application through proper channel only.

The Prescribed Performa for making the application can be downloaded from www.daman.nic.in. Application in the enclosed Performa may be sent to the Deputy Collector (Gen.), Collectorate, Dholar, Moti Daman – 396220 and email : dycollg-dmn-dd@nic.in

Last date of submission of the application is 25th August, 2020. The date and time of the interview will be uploaded on daman.nic.in for any queries, applicant may contact at 0260 - 2231377.


 (Dr. Nidhi Sarohe)
 Deputy Collector (Gen.),
 Daman

Administration of U.T. of Dadra & Nagar Haveli and Daman & Diu,
Office of the Collector,
Disaster Management Cell,
Collectorate, Daman – 396 220.

Phone No.(0260) – 2230698, Fax No. 2230689 email address collector-daman-dd@nic.in / dycollg-dmn-dd@nic.in

**APPLICATION FOR THE POST OF SR. CONSULTANT DISASTER MANAGEMENT
PROFESSIONAL**

**Paste recent
Self Attested
Passport size
photograph**

1.	Applicant's Name (In Block Letter)	:	
2.	Father's Name (in Block Letter)	:	
3.	Residential Address	:	
4.	Date of Birth (DD / MM / YY)	:	
5.	Gender	:	
6.	Whether SC/ST/OBC/PH	:	
7.	Domicile	:	

8. Education Qualification

Sr. No.	Board/ University	Year of Passing	Marks	Percentage

9. Whether any experience of working with Disaster Management – Post Qualification any organization / Institution of Central / State Government of recognized by the Central / State Government.

10. Contribution in the field of preparation of Disaster Management Plans and Guideline/ Hazard Risk Vulnerability Atlas for the State, Coordinating Mock Drills, Compiling reports/ compiling data etc. during disaster (**As per Annexure-I**).

11. Information / documents regarding Educational and other Qualifications: (if enclosed)

Essential Qualification:

- i) Master's Degree in any discipline (Preferably in Disaster Management, Social work, Sociology, Geography, Agriculture, Architecture, Engineering , Urban Planning or equivalent from a recognized University / Institution.
- ii) Minimum 10 years experience of working in field related to disaster management – Post Qualification.
- iii) Minimum 8 years experience in M.Phil Degree in relevant field.
- iv) Minimum 5 years experience in Ph.D Degree in relevant field

Desirable :

- i) Knowledge of Government rules and procedures.
- ii) Experience in organizing events, Workshop, Mock Drill, Training, seminars, conference, etc.

12. Experience, if any

Name of Organization	Designation	Nature of Duty	Period of Service	
			From	To

Declaration :

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of **Sr. Consultant/Disaster Management**

Professional.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled

Dated :

(Signature of Candidate)

Unsigned application will be rejected

Note: Attach self-attested copy of Birth / Educational/Experience Certificate /, Caste Certificate (if relevant), Domicile Certificate (if of Daman / Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.

Administration of U.T. of Dadra & Nagar Haveli and Daman & Diu,
Office of the Collector,
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Phone No.(0260) – 2230698, Fax No. 2230689 email address collector-daman-dd@nic.in / dycollg-dmn-dd@nic.in

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR

**Paste recent
Self Attested
Passport size
photograph**

1.	Applicant's Name (In Block Letter)	:	
2.	Father's Name (in Block Letter)	:	
3.	Residential Address	:	
4.	Date of Birth (DD / MM / YY)	:	
5.	Gender	:	
6.	Whether SC/ST/OBC/PH	:	
7.	Domicile	:	

8. Education Qualification

Sr. No.	Board/ University	Year of Passing	Marks	Percentage

9. Whether any experience of working with Disaster Management in any organization / Institution of Central / State Government of recognized by the Central / State Government.

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10. Information / documents regarding Educational and other Qualifications: (if enclosed)

Essential Qualification:

- Graduate in any discipline or equivalent from a recognized University / Institution.
- Typing speed of 40 wpm.
- Diploma/Certificate Course (1 Year) in Computers.
- Knowledge of MS Office Suite (Word, Excel, Power point etc.) Adobe Reader, Internet, E-Mail, etc.

11. Desirable :

- v) Knowledge of Government rules and procedures.
- vi) Experience in organizing events, seminars, conference, etc.

12. Experience, if any

Name of Organization	Designation	Nature of Duty	Period of Service	
			From	To

Declaration :

I, declare that I fulfill all the conditions of eligibility regarding age limit and Education Qualification, Experience etc., for the post of **Data Entry Operator (Disaster Management)**.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled

Dated :

(Signature of Candidate)

Unsigned application will be rejected

Note: Attach self-attested copy of Birth / Educational/Experience Certificate /, Caste Certificate (if relevant), Domicile Certificate (if of Daman / Diu), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.