

**REVENUE DEPARTMENT, DISASTER MANAGEMENT CELL,H.P. SECRETARIAT**  
**SHIMLA-171002**

**ADVERTISEMENT NO. Rev (DMC)(C) –B-10-3/2021-III**

**Dated: 01 / 01 /2025**

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| Applications on the prescribed form as per <b>Annexure-I</b> are invited for <b>hiring of 01 Disaster Management Specialist, on long term consultancy basis</b> under the Establishment of Director - cum Special Secretary, Department of Revenue, Disaster Management Cell, from amongst the eligible applicants. |  |
| <b>Name of Post</b>   | <b>Disaster Management Specialist</b>  |
| <b>Total Post(s)</b>  | 01   |
| <b>Break-up for the post of DMS</b>   | 01 UR  |
| Minimum Educational and other qualifications for the post of Disaster Management Specialist.  | <b>ESSENTIAL QUALIFICATION(S):-</b><br>(i) Master's Degree in any discipline (preferably in Disaster Management, Social Work, Geography, Geology, Agriculture, Architecture Engineering, Structural Engineering, Urban Planning.<br><br><b>Desirable:</b> Persons with M.Phil., Ph.D, additional qualifications, Research experience, published papers and post qualification experience in the relevant field shall be given preference.  |
| <b>Experience:</b>  | <b>1. Post qualification experience:</b> <ul style="list-style-type: none"> <li>• <b>8 Years</b> in Case of PG and <b>5 Years</b> in case of Ph.D in relevant field.</li> </ul> <b>2. Desirable:</b> <ul style="list-style-type: none"> <li>• Work experience in State Disaster Management Authority or National Disaster Management Authority.</li> <li>• Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for hiring in the peculiar conditions prevailing in the Pradesh.</li> </ul> |
| <b>Upper age limit</b>  | Upper age limit will be 60 years   |
| <b>Contract Modalities</b>  | <b>Duration of the Work:</b><br>(i) The incumbent shall be hired on long term Government Contract as individual consultant initially for a period of Five years. During this engagement his/her annual performance evaluation will be ensured through the reporting officer.   |

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|   | <p>Contract can be extended on evaluation of satisfactory performance by the HPSDMA, after review of the work and conduct of the official.</p> <p>(ii) Engagement with HPSDMA will be on purely constancy basis and there shall be no provision of regularization in future.</p>  |
| Emoluments:   | <p>(i) Consolidated Annual Consultancy Fee of Rs. 80,000/- (eighty thousand) per month with the fixed annual increase 5%.</p> <p>(ii) The term of consultant shall be for an initial period of 5 years from the date of joining with the condition of extension of contractual period on year-to-year basis. The term may be curtailed or further based on the performance of the consultant.</p> |
| Application fee: -  | Application fee of Rs. 500/- for the male candidates .The Female candidates shall be 200 from the application fee.  |
| Mode of Payment: -  | The fee will be accepted only in the shape of Demand Draft/Bank Draft/IPO issued in favor of Assistant Controller (Rev-DM)) Himachal Pradesh Secretariat, Shimla-171002   |
| <p>Note: - The interested/eligible candidates will have to apply on prescribed application forms for the above mentioned post(s) and prescribed application fee for the post must be enclosed with each application form. The application should reach in the office of the Director -cum -Special Secretary (Rev-DM), Ellerslie Building, Room No- G-11 HP Secretariat Shimla -171002 on or <b>before 18 / 01 / 2025 till 5:00PM</b> positively.</p> <p>The applications received after the last date or found incomplete will be rejected and no correspondence in this regard will be entertained. Selected consultant will be posted in the establishment of Director- cum- Special Secretary, Revenue Department Disaster Management Cell Himachal Pradesh, Secretariat Shimla-171002. Candidates can download application form from the official website of Disaster Management Cell: <b>hpsdma.nic.in</b>.</p> |   |

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## **ToR for the Position of Consultant ( Disaster Management Specialist)**

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| Name of position                                | Disaster Management Specialist  |
| Number of position                              | One   |
| Status: a full term or part term and short term | <p>(i) Full time with long term</p> <p>(ii) The contract may be terminated by either side with one month notice period.</p> <p>(iii) Consultant will be engaged on full time basis and shall not be permitted to take up any other assignment during the period of Consultancy with SDMA</p>  |
| Roles & responsibility                          | <ul style="list-style-type: none"> <li>• Follow up the implementation of State guidelines on Disaster Management circulated by HPSDMA to various agencies.</li> <li>• Assist in developing frameworks and mechanisms for disaster risk reduction in the state;</li> <li>• Evolve a monitoring framework amongst the stakeholder and facilitate formulation of policies and programmes pertaining to the Disaster Management.</li> <li>• Support development and implementation of state level initiatives/schemes for disaster prevention, mitigation and preparedness;</li> <li>• Ensure consultation with various stakeholders on variety of disaster management activities in the State;</li> <li>• Support in work planning, implementation, monitoring, and evaluation of DRR activities;</li> <li>• Assist in drafting technical notes, letters, reports and other materials required by the HPSDMA/Revenue Department (DM);</li> <li>• Preparation of State notes on flood/fire management in different States and identification of Local best practices for implementation in other areas.</li> <li>• Support HPSDMA/ Revenue Department (DM) in undertaking community resilience initiatives in the state;</li> <li>• Facilitate enforcement of appropriate norms and by-laws for land-use, building and planning standards that are based on professionally established hazard and vulnerability assessments;</li> </ul> |

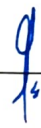
- Assist in formulation of departmental disaster management plans and action plans for integration of DRR in development plans/schemes;
- Facilitate participation in disaster planning and management of all the stakeholders;
- Help in establishing a comprehensive information management system for DRR;
- Assist in identification and assessment of risks in disaster-prone areas and facilitate risk informed development
- Perform any other tasks related to disaster management assigned by the HPSDMA/ Revenue Department (DM).
- Support the State Government in taking measures for preparation of their Disaster Management Plan and mainstreaming of DRR.
- Help HPSDMA to understand the issues and challenges faced by the State/UT governments and formulate policies/ Guidelines/ Schemes which are meaningful and relevant.
- Identify new areas—particularly in relation to on going development programmes and schemes – for appropriate policy interventions with a view to advancing the cause of disaster risk reduction in the State.
- Monitor and analyse implementation of the National/State Guidelines developed by NDMA/HPSDMA.
- Assist in Seminars/Workshops/ Meeting/ Conference.
- Provide scientific and technical support and identify specific area of interventions.
- Research on international/National best practice on early warning system and suggestions for necessary in the context of State specific enhancement of Early Warning System.
- Initiate and coordinate pilot projects in high intensity disaster prone areas and thereby evaluate the effectiveness of existing policies and plans.
- Identify opportunities for mainstreaming disaster risk



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|                 | <p>reduction in development and recommend specific measures—including policy interventions, fiscal Provisions –to making use of the support unities.</p> <ul style="list-style-type: none"> <li>• Assist HPSDMA/Revenue Department (DM) in day-to-day coordination required for smooth implementation of various DRR activities in the State;</li> <li>• Any other assignment/work on the subject which can be given by the member concerned/ as per the requirement of HPSDMA</li> </ul> <p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge Management and Learning</li> <li>• Promotes a knowledge sharing and learning culture in the State</li> <li>• Actively works towards continuing personal learning and development in DRR</li> <li>• Acts on learning plan and applies newly acquired skills.</li> <li>• Development and Operational Effectiveness</li> <li>• Ability to apply conceptual models in support of implementation of the DRR &amp; CCA activities in the state</li> <li>• Good understanding of the national/international initiatives on DRR &amp; CCA</li> <li>• Ability to lead implementation of DRR &amp; CCA initiatives</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Demonstrates integrity and ethical standards.</li> </ul> |
| Other condition | <ol style="list-style-type: none"> <li>1. Candidates can obtain application form by downloading from the official website of HPSDMA: <b>hpsdma.nic.in</b>.</li> <li>2. Application received after due date will be rejected straight away without any intimation to the candidate(s).</li> <li>3. Any further information about the qualification or job requirements can be taken from the office of the Revenue Department, Disaster Management Cell Ellerslie Building, Room</li> </ol>   |

No- G-11 HP Secretariat Shimla -171002 on any working day from 10:00AM to 05:00PM.

4. No TA/DA will be paid for appearing in evaluation.
5. The applications form should be filled complete in all respects by giving correct Information. Defective and incomplete applications and those with wrong or false information will be rejected.
6. Short listed candidates will be called for evaluation process.
7. The Director-cum-Special Secretary (Rev-DM) to the Government of Himachal Pradesh, Shimla-171002, reserves the right whether to fill-up the post or withdraw the advertisement at any point of time.
8. In case of any objection, the decision of the Selection Committee will be final.
9. Application should reach in office of the Revenue Department, Disaster Management Cell Ellerslie Building, Room No- G-11 HP Secretariat Shimla -171002, before 05.00PM on the due date or the next working day, if the due date happens to be a holiday.
10. Attach self-addressed envelope duly stamped Rs. 5/-.



**(D.C. Rana)**

Director-cum- Spl. Secretary (Rev-DM) to the  
Government of Himachal Pradesh

**ANNEXURE-I****APPLICATION FORM FOR THE ENGAGEMENT OF DISASTER  
MANAGEMENT SPECIALIST (LONG TERM) CONSULTANCY BASIS.**

|       |  |             |                             |                         |                           |                |                 |
|-------|--|-------------|-----------------------------|-------------------------|---------------------------|----------------|-----------------|
| 1     | Name of the post applied for   |             |                             |                         |                           |                |                 |
| 2     | Name of the Applicant:<br>(In capital letters)   |             |                             |                         |                           |                |                 |
| 3     | Father/Husband Name:<br>(In capital letters)   |             |                             |                         |                           |                |                 |
| 4     | Date of Birth:   |             |                             |                         |                           |                |                 |
|       |  | DD/ MM/YYYY |                             |                         |                           |                |                 |
| 5     | Gender(Male/Female):   |             |                             |                         |                           |                |                 |
| 6     | Category (GEN/SC/ST/OBC/EWS):  |             |                             |                         |                           |                |                 |
| 7     | Aadhar No:   |             | (Attach copy of Adhar Card) |                         |                           |                |                 |
| 8     | Contact Address  |             |                             |                         |                           |                |                 |
| 9     | Permanent Address  |             |                             |                         |                           |                |                 |
| 10    | E- mail  |             |                             |                         |                           |                |                 |
| 11    | Mobile No:   |             |                             |                         |                           |                |                 |
| 12    | <b>Education (College education in reverse chronological order) (Please add rows if required):</b> |             |                             |                         |                           |                |                 |
|       | Sr. no   | year        | Degree/ Diploma             | University/ Institution | Division/GPA              | Subjects       |                 |
|       | (i)  |             |                             |                         |                           |                |                 |
|       | (ii)   |             |                             |                         |                           |                |                 |
|       | (iii)  |             |                             |                         |                           |                |                 |
| 13    | <b>Experience (in reverse chronological order) (Please add rows if required):</b>                  |             |                             |                         |                           |                |                 |
|       | Sr. No.  | Period      |                             |                         | Organization/ Institution | Nature of work | Accomplishments |
|       |  | From        | To                          | Total                   |                           |                |                 |
|       | (i)  |             |                             |                         |                           |                |                 |
|       | (ii)   |             |                             |                         |                           |                |                 |
| (iii) |  |             |                             |                         |                           |                |                 |
| (iv)  |  |             |                             |                         |                           |                |                 |

|    |   |            |
|----|---|------------|
| 14 | Trainings   |            |
| 15 | Publications  |            |
| 16 | Award / recognitions  |            |
| 17 | Reference (name, designation, Institution, Address , e- mail and phone number | (1)<br>(2) |

Note :- Application form is to be submitted along with education qualifications Work experiences, trainings participated etc.,

**Declaration:-**

- (a) I hereby declare that the information filled in the application form is true and correct to the best of my knowledge and belief.
- (b) I understand that any willful mis-representation of facts or concealment of information shall result in the cancellation of candidature and liable to legal proceedings.
- (c) That I have never been dismissed either from Government/Semi Govt./other Public or Private organization service.
- (d) I have never been arrested/prosecuted or involved in any criminal case or convicted by a Court of Law (If otherwise, please details separately).

**Date:-**

**Place:-**

**Signature of Candidate**