

GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE DISASTER MANAGEMENT AUTHORITY
LACHUMIERE, MEGHALAYA: SHILLONG

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No. SDMA.252/2021/ 921

Dated Shillong, the 10th August, 2022.

ADVERTISEMENT

The office of State Disaster Management Authority (SDMA) invites application from eligible candidates who are Indian Citizens for recruitment for the post of 1 (one) Supervisor and 3 (three) Operators on Contractual Basis for a period of 1 (one) year (extension will be subjected to satisfactory result in the programme evaluation). Qualification, Desired Experience and Term of Reference (ToR) along with application form are available in the website www.msDMA.gov.in.

Application Form along with Resume/ CV only should be submitted to this office or through email: sdmadeptt-meg@gov.in within 15 days from the date of issue of this advertisement.


Executive Director
State Disaster Management Authority
Meghalaya, Shillong

Annexure-I

Government of Meghalaya
Meghalaya State Disaster Management Authority

Advertisement


No. SDMA.252/2021/ 921

Dated 10th August, 2022

1. The Meghalaya State Disaster Management Authority in the Government of Meghalaya, Revenue and Disaster Management Department under the Project "Emergency Response Support System for Disaster Emergencies" intends to recruit purely on Contractual Basis for the following for a period of 1 year (extension will be subjected to satisfactory result in programme evaluation).

Sl. No.	Name of Post	Qualification and Experience	Number of Post	Salary (fixed)
1.	Supervisor	<ul style="list-style-type: none">• Graduate in any discipline from a Recognized University, preferably from technical background.• Minimum 2 years of Work experience preferably in Government setting.• Work Experience in Disaster Management, Supervision in Call Centre/ Telephonic will be preferred.	1(one)	₹21,000/- p.m
2.	Operators	<ul style="list-style-type: none">• Minimum educational qualification for the application should be 10+2.• Excellent knowledge of standard computer programs & MS Windows and MS Office Packages.• Minimum 1 year of the work experience preferably in Government setting.• Work experience in call management system, Call Centre, Telephonic Helpline.• Placing and receiving locals calls; keeping records of calls for computing charges and working in the 24x7 Environment.• Consideration will be given to those who have a Diploma in Disaster Mangement.	3(Three)	₹18,000/- p.m

1. Age 18-32 years with 5 years relaxation in Upper Age limit for SC/ST of Meghalaya admissible under Government Policy.
2. The duly filled Application form along with Resume/CV only should reach this office or by email sdmadeptt-meg@gov.in within **15 (Fifteen Days) from the date of advertisement**.
3. Application received after the last date shall be summarily rejected.
4. All applications will be subjected through a screening process.
5. Shortlisted candidates will have to undergo Personal Interview.
6. All relevant certificates, testimonials etc. (in originals) to be produced at the time of interview, if shortlisted.
7. The undersigned reserves the right to reject any/ all application without assigning any reasons thereof.
8. The Date/Time/Venue for Personal Interview will be intimated separately to the eligible candidates only.
9. No TA/DA will be paid to the candidates called for Personal Interview.
10. The Term of Reference and Application Form can be downloaded from the website www.msdma.gov.in
11. For detailed information and application form contact **0364 - 2503022**


Executive Director
State Disaster Management Authority
Meghalaya, Shillong

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Terms of Reference under the Project "Emergency Response Support System"

Project Background	ERSS 112 system currently provides a single telephone number "112" to Citizens of India for seeking help in case of Emergencies pertaining to 'Police assistance', 'Ambulance', 'Fire Incident', 'Women and Child protection/ Safety', 'Location Lost'. The current project will extend the services available through 112 helpline to include 'Disaster Emergencies'. The project is being sponsored by National Disaster Management Authority (NDMA) and implemented in all 36 states and UTs by Center for Development of Advanced Computing (C-DAC), Thiruvananthapuram, Kerala with respective State Disaster management Authority (SDMA)
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Table-I

1.	Name of Post	Supervisor
2.	Responsibilities	Responsible for the overall program implementation and management including financial and staff management of the project and Analyzing quantitative and qualitative data and ensuring all the data is updated on timely basis through MIS.
3.	Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Coordination and networking with state and central agencies like NDMA, SDMA, IMD, NESAC, CWC, etc. • Strong interpersonal, communication and organizational skills as well as good judgment and commitment to achieving high standards of excellence and Working in the 24x7 Environment

Table-II

1.	Name of Post	Operator
2.	Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Knowledge of telephone courtesy techniques. • Skill in dealing politely with people who are emotional or discourteous. • Skill in questioning callers, who often can provide only sketchy information, on order to direct them to the proper organizational component. • Knowledge of alternative routing options and procedures to make efficient outgoing connections and to connect high priority or emergency calls when ordinary methods fail.

STANDARD FORM OF APPLICATION

To

Dated.....

Sir,

I beg to apply for the post of.....
And furnish the facts as below. In case of any false statement I am liable to any action Government may deem fit
and proper. A treasury Challan of Rs.....Rupees.....
.....Vide T.V. No.....is attached herewith.

Signature of Applicant.

1. Full name in Capital letters with address; if any surname first.

.....
Surname

2. Date of birth :

.....
Year

.....
Month

.....
Date

3. Place of Birth:

.....
Village/Town

.....
Police Station

.....
District

.....
State

4. Father's/Mother's and Husband's name (in case of married female).

5. Personal Description :

A. Height :

B. Colour of Eyes :

.....M.....CM

C. Colour of hairs:

D. Visible distinguishing Marks (if any):

6. A. Permanent Address in full :

B. Present Address in full :

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C. If you have not resided at the above address continuously for the last four years, please give the others
address where you have resided during the period.

From:

To:

Address:

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7. Reference :

Name and address of two responsible in your localities who would be prepared to Vouch

A.

B.

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8. Are you a Citizen of India ? if so, how ? (copy of Citizenship certificate should be enclosed where necessary):.....

9. Educational and qualification : (please attach copies of certificate Mark sheet etc):

Serial No.	Name of Institution and address	Date of entering	Date of leaving	Examination Passed	Division	subjects & taken
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

10. Community :

(a) State your Religion:

.....

(b) Are you a member of Schedule Caste Schedule Tribe ? Answer 'yes' or 'No' If 'Yes' give particulars supported by a certificate (copy to be enclosed).

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11. Present occupation if any :

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12. Previous appointment held, if any :

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13. Are you a temporary/retrrenched personal of a Temporary Department of Government of Meghalaya (Answer 'Yes' or 'No' if 'Yes' give particulars).

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14. Are you a trained in or a member of the National Cadet Corps or Territorial Army ? if so give Particulars

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15. Are you married or unmarried ?

.....

Signature

Note : Particulars are to be filled in below the column in the space provided.