

4:52pm

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

ADVERTISEMENT

No. SDMA.252/2021/Pt I/

Dated Shillong, the September, 2025

The Meghalaya State Disaster Management Authority intends to recruit purely on Contractual basis for the following post for a period of 7 months (w.e.f September 2025 to 17th March 2026).

Sl. No.	Name of Post	Qualification and Experience	Number of Post	Salary (fixed)
1.	Operator	<ul style="list-style-type: none">• Minimum educational qualification for the applicants should be 10+2• Excellent knowledge of standard computer programs & MS Windows and MS Office Packages.• Minimum 1 year of work experience preferably in government setting.• Work experience in call management system, Call center, telephonic helpline.• Placing and receiving local's 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 Management	1 (One)	Rs. 18,000/- p.m

Terms and Conditions to Apply: -

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 Standard Application form along with Resume/CV only should reach the office of the undersigned or by email to sdmadeptt-meg@gov.in on or before **17th September 2025 by 5 PM.**
3. Application received after the last date shall be 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 and 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 kindly contact the **Office Mobile No: 6009924512**

Executive Director
State Disaster Management Authority
Meghalaya, Shillong

<0>

Memo.No. SDMA.252/2021/Pt I/122-A

Dated Shillong, the 10th September, 2025

Copy to:

1. The Joint Secretary to the Government of Meghalaya, Revenue & Disaster Management Department for favour of your kind information.
2. The SIO, NIC, Meghalaya, Shillong for information with a request to kindly upload in the SDMA official website.
3. Office Notice Board.

Executive Director
State Disaster Management Authority
Meghalaya, Shillong

<0>

NIC-MSC-SHILLONG
Diary No : 2795
Date : 10/09/25
File No : 4:52pm

Terms of Reference under the Project “Extension of Emergency Response Support System (ERSS) (Dial 112) for Disaster Emergencies”

Project Background	<p>Emergency Response Support System (ERSS) (Dial 112) is the vision of the Ministry of Home Affairs (MHA), Govt. of India, to launch the implementation of a nationwide, unified emergency response system by dialling a single number 112. Mission ERSS (Dial 112) is a unique system which provides 112 emergency services in an efficient way for all emergency services like Natural Disaster, Fire, Medical and Police.</p> <p>ERSS (Dial 112) for Disaster Emergencies in Meghalaya SDMA is implemented by the National Disaster Management Authority, New Delhi.</p>
-----------------------	--

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.• Skill in compiling reports• Working in 24x7 environment.

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 :

.....MCM

C. Colour of hairs:

D. Visible distinguishing Marks (if any):

6. A. Permanent Address in full :

- B. Present Address in full :

.....

.....

.....

.....

.....

.....

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:

.....

.....

.....

.....

.....

.....

7. Reference :

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

A.

B.

.....

.....

.....

.....

.....

.....

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).

.....

11. Present occupation if any :

.....

.....

.....

12. Previous appointment held, if any :

.....

.....

.....

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

.....

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

.....

.....

15. Are you married or unmarried ?

.....

Signature

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