

No. 5/4/2012-E-I/1763
Government of India
Central Water Commission

Dt. the 25th April, 2012

Subject: Recruitment of the Professional Staff for SAARC Disaster Management Centre-reg.

SAARC Disaster Management Centre vide their letter No. 20-15/SDMC/2012 dated 29.3.2012 has circulated the vacancy notification for recruitment of **Hydro Meteorological Disaster Specialists for SAARC Disaster Management Centre at New Delhi.**

Terms and conditions are given below:-

(i). The following positions of professionals are available in the SAARC Disaster Management Centre, New Delhi for immediate recruitment:

No.	Name of the Division	Specialist
1.	Hydro Meteorological Disasters	2
2.	Biological and other Man-made Disasters	2
3.	Knowledge Management division	0
4.	Geological Disaster Division	1

JOB DESCRIPTIONS

(ii) The SAARC Disaster Management Centre has the mandate to serve the Member Countries by providing policy advice and facilitating capacity building services including strategic learning, research, training, system development, expertise promotion and exchange of information for effective disaster risk reduction and for planning and coordinating a rapid regional response mechanism to disasters within the region. Therefore candidates with experience of working in similar international or regional organizations and demonstrated capability of dynamism and commitment for working in team for producing original policy and action research of contemporary relevance in the respective fields shall be preferred for the posts. The candidates must be fully conversant with current state of knowledge and practices in the relevant field especially in the context of South Asia region and must be excellent in articulation and presentation of views, both oral and in writing.

The Specialists shall assist the Heads in the development and implementation of the work plans and further carry out such other works independently as may be entrusted by the Director.

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Specialists must be proficient in word, data, image and map processing software, as no significant secretarial assistance shall be available for their work.

- (iii) **Professional Qualification:** Consistently good academic record with post graduate degree in Hydrology, Meteorology, Atmospheric Science, Agricultural Science or any related disciplines.

Experience: A minimum of five years of professional/ teaching and/or research experience in a reputed organization with publications on natural hazard risk analysis, assessment and mitigation.

(iv) **ELIGIBILITY**

Apart from the prescribed qualifications and experience, the following eligibility conditions must be fulfilled:

- (a) The candidate must be a national of any of the SAARC countries of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka:
- (b) The candidate should not be more than 55 years of age as on 01.01.2012;
- (c) The candidate should be of a sound physical and mental health;
- (d) The candidate must be working in equivalent professional assignment in any of the Member Countries: and

(v) **PAY AND ALLOWANCES**

Salaries and other allowances of the professional staff as they are getting at present shall be protected by the parent organization or the concerned Member Government.

In addition the SAARC Disaster Management Centre shall pay the following allowances:

.....3/-

Allowances	Specialist
Furnishing/settlement grant	US \$2000(one time)
Living allowance	US \$ 1,047 p.m.
House Rent Allowance	US \$ 650 p.m
Children's Education Allowance	90% of the school tuition fee Including admission registration and other compulsory charges subject to Annual ceiling of US \$ 1500 Per child for a maximum of two Children between the age of 5 and 21 years i.e children upto Grade XII/A-level
Medical Allowance	Reimbursement of the actual expenditure on medical treatment for self, spouse, and dependent children subject to annual ceiling of US \$ 1500 Including 80% reimbursement of hospitalization charges.
Telephone	US \$ 20p.m

If there is no commitment from the present organization or the concerned Member Government to protect the existing salaries and other allowances, the selected candidates should be willing to work with the allowances to be paid by the SAARC Disaster Management Centre.


vi) **HOW TO APPLY**

Interested candidates may apply in prescribed form supported by copies of certificate and testimonial of educational qualifications and professional experiences, nationality and age certificates, along with three sample documents recently written papers and references from three persons of eminence certifying the suitability of the candidate for the posts, **through proper channel to Estt.I Section, CWC latest by 15th May 2012.**

The application should also be accompanied by a certificate from the competent authority in the Organization where the candidate is working at present that the current pay and allowances of the candidate shall be protected by the organization in the event of his/her selection.

The application should be forwarded through the SAARC Division of the Foreign Ministry of the respective Member Government so as to reach the office of the Director SAARC Disaster Management Centre on or before May 31, 2012. An advance copy of the application may be sent directly to the Director of the Centre at the following address

Director
SAARC Disaster Management Centre
NIDM Building, 5B I,P, Estate,
IIPA Campus, Mahatma Gandhi Road,
New Delhi-110002
INDIA
Fax No.0091 11 23702446
email: dir.sdmc@gmail.com



(G.S. Audhkhasi)
Under Secretary
TeNo.26104761

Copy to :

1. All Chief Engineers, CWC (including field CEs)
2. Directors, CWC (including field Directors/SEs)
3. Director, S.M.Dte., CWC for uploading in CWCs website.



**APPLICATION FORM
FOR
SAARC DISASTER MANAGEMENT CENTRE (SDMC)**

Photo

INSTRUCTIONS: Please fill up the form completely and clearly. Type or print in ink. If needed additional pages may be attached. Be sure to sign and date the form.

1. Full Name (as per Certificates):

Present Address:



Contact details (Tel. & Fax No.):

**APPLICATION FORM
FOR**

Mailing Address: SAARC DISASTER MANAGEMENT CENTRE (SDMC)

Photo

INSTRUCTIONS: Please fill up the form completely and clearly. Type or print in ink. If needed additional pages may be attached. Be sure to sign and date the form.

Permanent Address:

1. Full Name (as per Certificates):

2. (a) Place of Birth:

(b) Date of Birth:

Present Address:

3. (a) Citizenship at birth:

(b) Present Citizenship:

Contact details (Tel. & Fax No.):

4. Sex (Check):

Male ☐

Female ☐

5. Marital Status (Check): Married ☐ Divorced ☐ Single ☐

Widowed ☐

Separated ☐

Permanent Address:

1. Full Name (as per Certificates):

2. (a) Place of Birth:

(b) Date of Birth:

Present Address:

3. (a) Citizenship at birth:

(b) Present Citizenship:

Contact details (Tel. & Fax No.):

4. Sex (Check):

Male ☐

Female ☐

6. Have you any dependants? Yes ☐ No ☐

If the answer is 'Yes', give the following information:

Name	Date of Birth	Relationship

7. Have you taken up legal residence status in any country other than that of your nationality? Yes ☐ No ☐
If the answer is 'Yes' which country?

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8. Have you taken any legal steps towards changing your present nationality?
Yes ☐ No ☐

If the answer is 'Yes' explain fully

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9. Education; Furnish details

A. General Education: University/ College Level

Name and Place	Degree/ Diploma	Year	Main Subject (s)

B. Professional Education/ Experience:
General Education: University/ College Level

Name and Place of Institute	Degree/ Diploma	Year	Fields of study

Additional Organizations:

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ies and activities in civic, public or international

ies and activities in civic, public or international

um (Excl. allowances)	Exact title of the post
Duty Station:	

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Name of Employer:	Total Tax:	Number and kind of employees supervised by you:
Address of Employer:	Net Salary:	Reason for leaving (If applicable):
Description of your work:		

15. Have you any objections to making inquiries with your present employer?

16. References: List three persons not related to you who are familiar with your character and qualification.

Full Name	Address and Tel/ e-mail	Occupation

17. Legal convictions (include all convictions other than those for minor violations of road traffic qualifications); if any:

Charge	Date	Where tried	Conviction

18. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

Dates	Area	Purposes

I certify that the statements made by me in the foregoing items are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal, if an appointment has been accepted.

Date:

Signature:

Place:

Name in block letters: