


Government of Meghalaya
Meghalaya State Disaster Management Authority

Letter No. SDMA.252/2021/1098**Dated 02nd February, 2022**

1. The Government of Meghalaya, Revenue and Disaster Management Department has received Financial Assistance from National Disaster Management Authority under the Project “**Emergency Response Support System for Disaster Emergencies**”. The Meghalaya State Disaster Management Authority, State Emergency Operation Centre 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">• Post Graduate Degree in Social Work, Disaster Management Development Studies, or any other social science discipline.• More than 7(seven) years experience in development sector particularly in Disaster Management, handling in similar projects with at least 5(Five) years of professional experience in project management at supervision post.• Experience in working as a team leader in handling crisis situation.	1(one)	₹21,000/- p.m
2.	Operators	<ul style="list-style-type: none">• Bachelor degree or equivalent from Recognized University.• Excellent knowledge of standard computer programs & MS Windows and MS Office Packages.• More than 3(Three) years’ experience in development sector particularly in Disaster Management, handling similar projects, with at least 2(Two) years of call management system.• Operating a console telephone switchboard.• Placing and receiving locals calls; keeping records of calls for computing charges and working in the 24x7 Environment.	3(Three)	₹18,000/- p.m

2. Age 18-27 years with 5 years relaxation in Upper Age limit for SC/ST of Meghalaya admissible under Government Policy.
3. 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**.
4. Application received after the last date shall be summarily rejected.
5. All applications will be subjected through a screening process.
6. Shortlisted candidates will have to undergo Personal Interview.
7. All relevant certificates, testimonials etc, (in originals) to be produced at the time of interview, if shortlisted.
8. The undersigned reserves the right to reject any/ all application without assigning any reasons thereof.
9. The Date/Time/Venue for Personal Interview will be intimated separately to the eligible candidates only.
10. No TA/DA will be paid to the candidates called for Personal Interview.
11. The Term of Reference and Application Form can be downloaded from the website www.msdma.gov.in
12. 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 been 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.


Executive Director
State Disaster Management Authority
Meghalaya, Shillong

STANDARD FORM OF APPLICATION

To

Dated.....

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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):

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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:

.....
.....

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:

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(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/retrenched 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.