

PROJECT MANAGEMENT UNIT
Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)
5th Floor, USDMA Building, 36 IT Park, Sahastradhara Road, Dehradun, Uttarakhand, PIN: 248001
Email – recruitmentuprep@u-prepare.com

Reference No: 368/U-PREPARE/HR/2024/79

Date: 31/ 07/2026

UTTARAKHAND DISASTER PREPAREDNESS AND RESILIENCE PROJECT (U-PREPARE) (World Bank Assisted) invites applications from the suitable candidates for the various positions under **PMU & PIU**. For further details and application form please visit www.u-prepare.com and www.usdma.uk.gov.in from dated **01-08-2026**. The engagement of services is purely on temporary basis for a period of 1 year (extendable). The last date of submission of application is **25-08-2026 till 5:00 pm** through **speed post or by hand** on the above-mentioned address **or through E-mail (recruitmentuprep@u-prepare.com)**. Applications received after the due date and time will not be accepted/entertained.

Terms and Conditions:

- The engagement of services will be purely on temporary basis for a period of 1 year that may be further extended with increment as per projects policy and based on individual performance.
- **Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.**
- That jurisdiction of courts at Dehradun shall have absolute jurisdiction. Parties shall not pursue the matter in any other courts.
- The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part, without assigning any reason or giving notice.
- **The selection process will be based on academic/ professional qualifications, experience and may also include test of writing skills & interview as may be decided by the competent authority.**
- Number of posts can be varied as per the requirement of the project.
- After shortlisting, the candidates will be informed separately for interview, the shortlisted candidates shall be informed through only on the e-mail Id's provided by the candidates in their application form, candidates are advised to provide correct email address and regularly check their e-mails. Only shortlisted candidate shall be called for interview. The selection of the candidates shall be based on the interview. No TA/DA will be paid for attending the interview.
- The engagement under above does not confer any right/claim whatsoever either or implicitly for any regular appointment in U-PREPARE. After selection joining date will be given separately to the candidates.
- Separate applications are required to be submitted if the same candidate is applying for different units OR even for 2 different posts.
- **Interested candidate may apply on the prescribed application form along with CV and a latest passport size photograph with self-attested copies of all the certificates and testimonials.**
- **The candidate shall mark the name of the position & Unit (PMU/PIU) he/she is applying for in bold letters on the top of the envelope clearly. Please sent complete form in A4 Size Envelope only.**
- Interested candidates are advised to regularly visit the website www.u-prepare.com for any addendum (if there is any).
- The applications received after **deadline 25-08-2026 till 5:00 pm** shall not be entertained.
- **How to apply:** Applications only on the prescribed form should be sent by **SPEED POST OR by Hand OR Email to the office of the PROGRAM DIRECTOR, U-PREPARE, 5th Floor, USDMA Building, 36 IT Park, Sahastradhara Road, Dehradun Pin -248001.**
- **Any one medium out of (Speed Post/ By Hand/ Email) for application submission** should be used by applicants.

Guidelines for submission of application form through Email:-

- **Clear Subject Line:** Use a descriptive subject line, including the post title and your name (e.g., "Application for [Post Title] - [Your Name]").
- **Attach Required Documents (Only scanned documents) :** Ensure all necessary documents (e.g., resume, cover letter, and certificates) are scanned and attached in the single PDF file. (Try to avoid uploading heavy file).
- As per the Instructions given to the candidates for filling up their Application Form, they are supposed to fill up their particulars carefully, and U-PREPARE will not be responsible for any mistake committed by the candidates in this regard. Application forms once submitted cannot be cancelled/ withdrawn. The Candidates may please note that no correspondence will be sent by post. Only e-mail information will be sent to the candidate for any further communication, if required.
- **Fill Out the Form Completely:** Provide all required information, and ensure all fields are completed accurately incomplete form and documents can cause the disqualification if the details are not facilitated accurately in the application form.
- Kindly upload only updated & concise resume along with the additional documents specified in the job posting or required/relevant for the application process.
- Ensure your application is submitted well before the specified deadline. PMU will not be responsible for any postal delays.
- Keep a copy of your application form and attachments for your records.

Sl	Name of Post	No of Post & Category	Remuneration per month	Qualification/Experience	Engagement type
Project Management Unit (PMU)					
1	Manager Human Resource	01 (UR)	80,000/-	Master's in Human Resource Management or equivalent. Experience: At least 07 Years of related experience in HR Management with Central Govt./State Govt./ Public Sector Organizations/ Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	Contract
2	Documentation Specialist	01 (UR)	50,000/-	Master's degree or Equivalent Experience: At least 05 Years of related experience in note/ presentation preparation, record management, Data Analysis with Central Govt./ State Govt./ Public Sector Organizations/ Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	Contract
3	Data Entry Operator	01 (SC)	20,000/-	Graduate in any discipline. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations	Contract
Project Implementation Unit – Rural Works Department (PIU-RWD)					
4	Social Expert	01 (UR)	50,000/-	Master's in Development Studies/Gender Studies/Sociology/ Social Work/ Anthropology or equivalent. Experience: At least 05 Years of related experience in implementation of social development programs and handling gender equality issues with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
5	Data Entry Operator	01 (UR)	20,000/-	Graduate in any discipline. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations	Contract

6	Multi-Purpose Worker	01 (UR)	18,000/-	Intermediate (10+2) with at least 01 years work experience in related field.	Contract
Project Implementation Unit – Public Works Department (PIU-PWD)					
7	Account Expert	01 (UR)	50,000/-	Bachelors in Commerce/ Accounts/ Finance or equivalent. Experience: At least 05 Years of related experience of computerized accounting with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
8	Data Entry Operator	02 (01- SC) (01-UR)	20,000/-	Graduate in any discipline. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.	Contract
9	Multi-Purpose Worker	02 (01- SC) (01-UR)	18,000/-	Intermediate (10+2) with at least 01 years work experience in related field.	Contract
Project Implementation Unit – Field Public Works Department (FPIU-PWD)					
10	Environment Expert	01 (UR)	50,000/-	Master's in Environment Science/ Climate Change & Energy/ Earth Systems/Forestry or equivalent. Experience: At least 05 Years of related experience in Environment Protection and Conservation with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
Project Implementation Unit – Uttarakhand State Disaster Management Authority (PIU-USDMA)					
11	Procurement & Contract Management Expert	01(UR)	60,000/-	Bachelors in Engineering/Technology or Masters in any discipline. Experience: At least 05 Years of related experience in contract management and procurement of works, goods and services with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract

12	Account Expert	01 (UR)	50,000/-	Bachelors in Commerce/ Accounts/ Finance or equivalent. Experience: At least 05 Years of related experience of computerized accounting with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/ Reputed Corporate Organizations.	Contract
13	Junior Assistant	01 (SC)	20,000/-	Graduate in any discipline. Knowledge of MS Office Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
Project Implementation Unit – Forest (PIU-Forest)					
14	Account Expert	01 (UR)	50,000/-	Bachelors in Commerce/ Accounts/ Finance or equivalent. Experience: At least 05 Years of related experience of computerized accounting with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/ Reputed Corporate Organizations.	Contract
Project Management Unit (PMU)					
15	*Labour Management Specialist	01	90,000/-	Educational Qualification:- Bachelor's degree in law or postgraduate degree in industrial/employment/ labour relations or MBA in HR with specialization in industrial relations/labour laws. General Experience:- At least 5 years experience in the legal field including practice or labour laws. Alternatively, 5 years experience in the field of labour relations, industrial relations and related fields. Legal background would be given preference.	Individual Consultant
Note:- Reservation will be applicable to only those permanent residents of Uttarakhand who have caste certificate issued by competent authority of Uttarakhand State. <i>*The consultant shall be contracted for a period of 11 months initially as per World Bank's procurement regulations for IPF borrowers, as applicable. The contract may be extended further, subject to the approval of the competent authority.</i>					
PROGRAM DIRECTOR, U-PREPARE					