



Department of Revenue & Disaster Management

(Govt. of Haryana)

New Secretariat Building Haryana, Sector 17, Chandigarh-160017

WEBSITE
GOVERNMENT OF HARYANA
Revenue and Disaster Management Department, Haryana
APPOINTMENT ON CONTRACT BASIS

Applications are invited for the following posts (on contract basis and with fixed remuneration) for Disaster Management at district and divisional levels:

Project Officer (DM) for district and divisional level

Number of Post: 17 (Seventeen) {General=6(including 1-UR, 3-EWS and 2-ESM); SC=4(including 1-ESM); BCA=4 (including 1-ESM); BCB=3(including 1-ESM)}

Qualification: Post graduation in Disaster Management from a recognized University/ Institution

Experience: Minimum 2 years working/research experience in relevant field.

Remuneration Rs. 40,000/- consolidated per month. No other allowance i.e. Dearness Allowance, House Rent Allowance etc. of any type shall be admissible

Note 1. Reservation of posts will be as per Haryana Government Instructions. Reservation in Scheduled Caste (SC), Backward Class (A) & Backward Class (B) & Ex-serviceman (ESM) are only for domicile of Haryana State. Candidates belonging to reserved categories (SC/BC/ESM/EWS candidates of Haryana State) must ensure that they have valid documents/ certificate issued by the competent authority. In case, at the time of verification of documents, it is found that certificates are not valid, their candidature will be rejected and fees of such candidate will be forfeited.

Note 2. Key Competencies/essentials for above posts:

- To perform multiple, complex and technical tasks with a need to routinely upgrade skills in order to meet changing job conditions.
- To schedule activities, meetings and events; routinely gather, collate and classify data
- Specific ability-based competencies required to satisfactorily perform the functions of the job that includes: maintaining confidentiality, meeting deadlines, working as a part of a team, working with detailed information/data.
- Good understanding of hazard and vulnerability of the state
- Knowledge of vulnerability reduction issues in the context of natural and human induced hazards, including cross cutting themes such as gender, inclusion, human rights, etc.
- Hand on experience in programme/project management and related tools.
- Proficiency in computers and web applications

Instructions for Candidates:

1. Applicants are requested to send their application in the prescribed proforma alongwith their attested copies of all certificates, mark-sheets, recent passport size photo, relevant experience certificates etc. for engagement on contract.
2. The applicants will have to appear for a written test followed by interview.
3. Only shortlisted candidates shall be called for the interview at the venue, date and time as decided and directed by the Department.
4. Applicants have to bear their travel cost and no TA/DA will be paid for the purpose.



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5. Candidates not having requisite essential qualifications and experiences as mentioned with the posts are liable to be summarily rejected. Candidates will have to produce the proof of details furnished in their applications, in original as and when required.
6. Experience will be counted for the period which has gained after completion of requisite academic qualification. Therefore, candidates are advised to ensure that they fulfill the prescribed eligibility before applying.
7. The Department also reserves the right to accept or reject any application without assigning any reason thereof.
8. Canvassing in any form will lead to summary disqualification.
9. The applicant should clearly mention the name of the post applied for on top of the envelope containing the application.
10. Application received after the due date, unsigned applications, applications where the post number is not filled correctly and applications incomplete in any respect will not be considered.
11. No application will be received through email/fax.
12. Only Indian Nationals can apply.
13. It may be noted that if, at any stage, it comes to notice that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, the candidature will be summarily rejected or the employment will be terminated.
14. The applications must be sent in neatly typed-out form in A-4 size paper.
15. APPLICANTS HAVE TO SEND THEIR APPLICATIONS TO SUPERINTENDENT (DMC), DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT, STATE EMERGENCY OPERATION CENTER (IN FINANCIAL COMMISSIONER COURT PREMISES), HARYANA NEW SECRETARIAT BUILDING, SECTOR 17, CHANDIGARH, PIN CODE-160017 ALONG WITH APPLICATION FEE (NON-REFUNDABLE) AMOUNTING TO RS. 500/- AS APPLICABLE FOR GENERAL CATEGORY CANDIDATES AND RS. 250/- FOR SC/BC/ESM CANDIDATES OF HARYANA STATE PAYABLE THROUGH DEMAND DRAFT IN FAVOUR OF UNDER SECRETARY REVENUE (GENERAL), DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT.
16. APPLICANTS MUST APPLY IN THE FORMAT GIVEN BELOW AND SEND THEIR APPLICATIONS CLEARLY MENTIONING THE POST APPLIED FOR, ON THE ENVELOPE.
17. LAST DATE OF RECEIVING OF APPLICATIONS IS 29th August 2022 BY 5:00 P.M.
18. WRITTEN TEST AND INTERVIEW WILL BE CONDUCTED IN THE SELECTION PROCESS FOR THE POSTS.
19. SHORT LISTED APPLICANTS WILL BE INFORMED SUBSEQUENTLY.

PROFORMA FOR THE APPLICATION

1. Post applied for :
2. Name of the Applicant :
3. Mother's Name :
4. Father's Name :
5. Nationality :
6. Date of Birth :
7. Permanent Address :
8. Correspondence Address :
9. Mobile/Telephone :
10. Email ID :
11. Educational Qualifications – Graduation onwards

Examination Passed	Subject	Marks Obtained	Total Marks	% of Marks	Year of Passing	University /Board	Remarks
Graduation							
Post Graduation							
Specialization							
Any Other							

12. Particulars previous employment (after completing essential qualification) :

Name of Employer	Date of Joining	Date of leaving	Position & Nature of duties	Salary & Grade	Reasons for leaving the job, if any

(Please attach a separate sheet, if required)

13. Details of Publications, if any (it is mandatory to attach list of publications)

Books	Papers	Abstracts

14. List of Enclosures:

- | | |
|---------|----------|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

15. Details of Demand Draft

No. : Date: Name of Bank:

Note: The candidate shall attach self attested copies of the document in support of their academic qualification, date of birth and experience.

Declaration: I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent that facts, my candidature may be rejected or employment may be terminated.

(Signature of the applicant)