



**Government of Kerala**  
**KERALA STATE DISASTER MANAGEMENT AUTHORITY**  
Observatory Hills, Vikas Bhavan P.O., Thiruvananthapuram, Kerala 695033  
Tel 0471-2364424, 2331345



No. SEOC/1567/2020/Admin

06/10/2020

**NOTIFICATION**

The Kerala State Disaster Management Authority (KSDMA), a statutory non-autonomous body under the chairmanship of Chief Minister of Kerala, invites applications from qualified and competent candidates for appointment to various posts **on contract basis** in the State. Interested candidates may apply via **ONLINE** mode only by filling the prescribed application form given in the website of KSDMA ([www.sdma.kerala.gov.in](http://www.sdma.kerala.gov.in)) or Centre for Management Development (CMD), Thiruvananthapuram ([www.cmdkerala.net](http://www.cmdkerala.net)). The details are given below. The online application submission link will open on **07/10/2020 (09.00 A.M.)**. The last date for submitting online application is **27/10/2020 (05.00 P.M.)**.

**Note: Candidates will have to upload their updated Curriculum Vitae (CV), passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kB and the size of the signature should be less than 50 kB. The CV and the copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3MB in size.**

## DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below.

Sl. No.	Post	No. of vacancies	Consolidated Pay	Mandatory qualifications	Experience	Age limit as on 01-01-2020
1	Environment Planner <i>Post Code: 01/2020</i>	1	Rs. 35,300/month	M.Tech./M.E. Environment Engineering with at least 60% aggregate score	Minimum four (4) years of relevant experience in research/academic/extension work/professional work	25 – 35 years
2	Meteorologist <i>Post Code: 02/2020</i>	3	Rs. 35,300/month	M.Sc. Atmospheric Sciences/ Meteorology or equivalent with at least 60% aggregate score	Minimum four (4) years of relevant experience in research/academic/extension work/professional work	25 – 35 years
3	Safety Engineer <i>Post Code: 03/2020</i>	1	Rs. 35,300/month	B.Tech./B.E. in Safety and Fire/Industrial/Chemical/ Mechanical Engineering with at least 60% aggregate score	Minimum two (2) years of relevant experience in research/academic/extension work/professional work	25 – 35 years
4	Communication Engineer <i>Post Code: 04/2020</i>	1	Rs. 31,920/month	B.Tech./B.E. Electronics and Communication with at least 60% aggregate score	Minimum two (2) years of relevant experience in research/academic/extension work/professional work	25 – 35 years
5	Social Capacity Building Specialist <i>Post Code: 05/2020</i>	1	Rs. 31,920/month	MSW with at least 60% aggregate score	Minimum four (4) years of relevant experience in research/academic/extension work/professional work	25 – 35 years
6	Hazard Analyst (Civil) <i>Post Code: 06/2020</i>	1	Rs. 35,300/month	B.Tech./B.E. in Civil Engineering with 60% marks in qualifying exams	Minimum one (1) year of relevant experience in research/academic/extension/professional work	25 – 35 years
7	Hazard Analyst (Environmental Science and/or Disaster Management) <i>Post Code: 07/2020</i>	4	Rs. 35,300/month	M.Sc. Environmental Science and/or Disaster Management with 70% aggregate score in qualifying exams	Minimum one (1) year of relevant experience in research/academic/extension/ professional work	25 – 35 years
8	Hazard Analyst (Oceanography) <i>Post Code: 08/2020</i>	1	Rs. 35,300/month	M.Sc. Oceanography/Ocean Sciences with 70% aggregate score in qualifying exams	Minimum one (1) year of relevant experience in research/academic/extension/ professional work	25 – 35 years

<b>Sl. No.</b>	<b>Post</b>	<b>No. of vacancies</b>	<b>Consolidated Pay</b>	<b>Mandatory qualifications</b>	<b>Experience</b>	<b>Age limit as on 01-01-2020</b>
9	Hazard Analyst (Economics/ Econometrics)  <i>Post Code: 09/2020</i>	1	Rs. 35,300/month	MA/M.Sc. Economics/ Econometrics/Applied Economics with 70% aggregate score in qualifying exams	Minimum one (1) year of relevant experience in research/academic/ extension/ professional work	25 – 35 years
10	Field Assistant  <i>Post Code: 10/2020</i>	1	Rs. 19,670/month	SSLC or Equivalent Exam Pass + Approved Diploma or ITC or ITI (Electronics or Computer Hardware & Network Maintenance) course pass certificate with at least 1 <sup>st</sup> class + Valid Two wheeler driving License	Minimum two (2) years experience in computer hardware maintenance & networking/electronics systems maintenance	25 – 35 years
11	Field Assistant  <i>Post Code: 11/2020</i>	1	Rs. 19,670/month	SSLC or Equivalent Exam Pass + Approved Diploma or ITC or ITI (preference will be for Electrical) course pass certificate with at least 1 <sup>st</sup> class + Valid Two wheeler driving License	Minimum two (2) years experience in Electrical System Maintenance	25 – 35 years
12	Multi Tasking Officer  <i>Post Code: 12/2020</i>	2	Rs. 20,760/month	Bachelor's degree in any discipline or equivalent + Diploma in Computer Applications or equivalent + Computerized word processing skills in Malayalam and English	Minimum one (1) year Secretarial/Clerical experience in any organization	25 – 40 years
13	Accountant  <i>Post Code: 13/2020</i>	1	Rs. 20,760/month	B.Com. and M.Com. with 50% aggregate + MS Office or equivalent and Tally + Computerized finance management	Minimum three (3) years of relevant experience in Government/ Public Sector	25 – 40 years

<b>Sl. No.</b>	<b>Post</b>	<b>No. of vacancies</b>	<b>Consolidated Pay</b>	<b>Mandatory qualifications</b>	<b>Experience</b>	<b>Age limit as on 01-01-2020</b>
14	Hydrologist (Rebuild Kerala)  <i>Post Code: 14/2020</i>	1	Rs. 31,920/month	Post graduation in Water Resource Management or equivalent (Hydrology, Ground Water Hydrology, Water Resource Management, Hydraulics Engineering) passed with 60% aggregate score	Minimum one (1) year of relevant experience in research/academics or implementation projects	25 – 40 years
15	Agriculture Specialist (Rebuild Kerala)  <i>Post Code: 15/2020</i>	1	Rs. 31,920/month	Post graduation in Agriculture passed with 60% aggregate score	Minimum one (1) year of relevant experience in research/academics or implementation projects	25 – 40 years
16	Senior Consultant (Disaster Management) [SENDAI Scheme]  <i>Post Code: 16/2020</i>  (Appointment till 31-3-2021 or the date of publication of SDRMF guidelines)	1	Rs. 1,00,000/month	Master's degree, M.Phil. or Ph.D. (preferably in DM, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning)	<ul style="list-style-type: none"> <li>• Master Degree – Minimum 10 (ten) years in the field of Disaster Management</li> <li>• M.Phil. – Minimum 8 (eight) years in the field of Disaster Management</li> <li>• Ph.D. – Minimum 5 (five) years in the field of Disaster Management</li> <li>• Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management</li> </ul>	Maximum 65 years
17	Data Entry Operator (SENDAI Scheme)  <i>Post Code: 17/2020</i>  (Appointment till 31-3-2021 or the date of publication of SDRMF guidelines)	1	Rs. 22,000/month	Graduation in any discipline + typing speed of 40 wpm + Diploma/Certificate (1 yr) in computers + knowledge of MS Office Suite, Adobe Reader, Internet, E-mail etc.	<ul style="list-style-type: none"> <li>• Minimum of 2 (two) years in similar position</li> </ul>	Maximum 35 years

Sl. No.	Post	No. of vacancies	Consolidated Pay	Mandatory qualifications	Experience	Age limit as on 01-01-2020
18	Consultant (Disaster Management) [NITI Ayog Scheme]  <i>Post Code: 18/2020</i>  (Appointment till 31-3-2021 or the date of publication of SDRMF guidelines)	1	Rs. 70,000/month	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning)	<ul style="list-style-type: none"> <li>• Candidates should have minimum post qualification experience of 5 (five) years in the fields related to disaster Management</li> <li>• Candidates having Ph.D. Degree in the relevant field are required to have minimum post qualification experience of 3 (three) years</li> <li>• Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management</li> </ul>	Maximum 65 years

### ***Tentative Timeline***

The tentative timeline of the recruitment is as given in the table below:

Sl. No.	Activity	Applicable Posts	Critical Dates
1.	Receipt of Applications	All Posts	07.10.2020 (09.00 A.M.) to 27.10.2020 (05.00 P.M.)
2.	Scrutiny of Applications	All Posts	15 days from the last date for submission of online application (tentative)
3.	Written Test	All Posts	25 days from the last date of submission of online application (tentative)
4.	Technical Presentation/Technical Interview	Post Nos. 1-9, 14 & 15	35 days from the last date of submission of online application (tentative)
5.	Proficiency Test	Post Nos. 12, 13 & 17	35 days from the last date of submission of online application (tentative)
6.	Final Interview	All Posts	45 days from the last date of submission of online application (tentative)

### ***Instructions to Candidates***

- i. ***Period of Contract to Post Nos. 01 to 15 will be initially one year and are renewable. Period of Contract to Post Nos. 16, 17 and 18 are non-renewable beyond the project period. The terms of reference of each post is provided in the Annexure.***
- ii. It shall be noted that admittance to various stages of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.
- iii. Norms of selection will be as per those applicable for contract posts in the Government of Kerala.
- iv. The recruited individuals will be supported to build their capacities in carrying out their functions.
- v. Age relaxation is applicable to SC/ST/OBC/PWD and other eligible category applicants as per Govt. of Kerala norms. Eligibility for age relaxation should be proven by producing necessary certificates from competent authority.
- vi. Only shortlisted candidates will be intimated by email/SMS regarding further procedures. Hence, candidates must ensure that working email address and telephone/contact no. are being provided.
- vii. The medium for all written tests will be English.
- viii. KSDMA reserves the right to shortlist only a limited number of candidates for written test/technical presentation/technical interview/final interview, as the case may be for the post, based on marks secured in their qualifying examination and/or years of relevant experience. Candidates should clearly mention the marks scored in their qualifying examination in the application. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- ix. 10% of marks relaxation will be applicable to SC/ST categories. Eligibility for this relaxation should be proven by producing scanned copies of necessary certificates from competent authority. Applications without necessary certificates claiming age relaxation and/or marks relaxation will be treated as General category. No further claim will be entertained in this regard.
- x. Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.
- xi. Any type of canvassing for favoritism will be considered offensive and legal action will be taken against those who attempt to do so. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice. KSDMA reserves the right to fill or not to fill the post advertised.
- xii. **Recruitment notifications SDMA/DM/596/2019 (dated 21/05/2020) and SEOC/238/2019/SDMA (dated 20/06/2020) have been cancelled by KSDMA.**
- xiii. Selected candidates should be ready to work in the KSDMA/SEOC/any of the DEOCs/anywhere in Kerala, as required by KSDMA.

## **ANNEXURE**

### **TERMS OF REFERENCE AND MODE OF RECRUITMENT**

#### ***Terms of Reference of Environment Planner***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies.
4. They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Define key areas of environmental concern in disasters (e.g. deforestation, rangeland degradation, soil erosion, water conservation, biodiversity, wastes, etc.).
7. Will examine the disaster management plans from the perspective of environmental laws and regulations.
8. Will ensure synergy of disaster management plans with environmental laws and regulations.
9. Will lead the technical contributions of KSDMA to the State Action Plan on Climate Change.
10. Will prepare a framework for managing post disaster solid, liquid, chemical and CBRN waste complying to environmental safeguards in the country and based on best practices.
11. Will monitor projects undertaken by KSDMA or DDMA for environmental safeguards compliance.
12. Will participate in public enquiries for and on-behalf of KSDMA on matters involving environmental safeguards and produce reports for supporting decision making.
13. Will make presentations, prepare reports and represent KSDMA in matters relating to Environment.
14. Collect, prepare GIS layers and analyze existing data and information concerning the status of the environment in the State for incorporating into the Decision Support System.
15. Identify environmental assets and threats related to the emergency phase and establish management plans and SOPs to minimize environmental impacts.
16. Create a framework for the upkeep of healthy environmental conditions in sites where relief camps are established and incorporate this framework into the minimum relief code of the State.
17. Liaise with technical sectors (shelter, sanitation, water, livelihoods, energy, etc.) with a view to minimizing environmental impacts associated with projects and activities in the emergency phase.
18. Where necessary propose environmental projects to rehabilitate initial environmental damage.

#### **Mode of Recruitment of Environment Planner**

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

#### ***Terms of Reference of Meteorologist***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in

- their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies.
  4. They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC.
  5. They will be assigned emergency time functions and inter-district assignments depending on need as ascertained by SEOC from time to time.
  6. Undertake daily shift duty for ensuring the presence of one meteorologist in SEOC 24 x 7.
  7. Record and concurrently analyze weather data pertinent to Kerala from forecasting and observational sources and alert the State Incident Command regarding possibility of extreme weather events.
  8. Prepare daily weather prognosis based on forecasts from multi-ensemble model outputs.
  9. Issue daily weather alerts and prognosis to public based on Standard Operating Procedures.
  10. Update standard operating procedures related to weather alerts.
  11. Upkeep of historic weather data in the Decision Support System.
  12. Conduct statistical analysis over available historical weather data for contributing to hydro-meteorological risk reduction.
  13. Writing, publishing and presenting research papers, reports, reviews and/or summaries related to weather extremes and consequent impacts.
  14. Motivate and support the Water Resources and Agriculture Department in the preparation of flood and drought risk reduction plans.
  15. Support the preparation and updation of the heat action plan.
  16. Keeping up to date with relevant scientific and technical developments in the field of weather modelling and monitoring.
  17. Will participate in public enquiries for and on-behalf of KSDMA on matters involving climate extremes and produce reports for supporting decision making.
  18. Support the preparation of disaster management plans and extreme weather response plans.
  19. Support technical contributions of KSDMA to the State Action Plan on Climate Change.

#### Mode of Recruitment of Meteorologist

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

#### **Terms of Reference of Safety Engineer**

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies.
4. They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Prepare a Standard Operating Procedure for CBRN disaster response.
7. Be the lead Incident Response System trainer.
8. Update the Standard Operating Procedures for petro-chemical transportation accident response.
9. Update Festival Safety preparedness framework and Standard Operating Procedures.
10. Prepare hazard specific standard directive and advisory material for issuance to public and emergency response functionaries in case of anthropogenic hazards.
11. Be the internal compliance officer of State EOC for Incident Response System,



- emergency response protocols and personal safety standards.
12. Prepare personal safety protocols for emergency response in the State.
  13. Liaison with Chemical Emergency Response Centre for ensuring that onsite and offsite emergency response plans are prepared in the State.
  14. Investigate incident or near-misses and lead root-cause analysis of hazmat (hazardous material) events.
  15. Update and upkeep a database of hazmat accidents in the State in the Decision Support System of KSEOC.
  16. Conduct training programmes on CBRN disaster response for emergency response functionaries.
  17. Will participate in public enquiries for and on-behalf of KSDMA on matters involving safety and produce reports for supporting decision making.
  18. Writing, publishing and presenting research papers, reports, reviews and/or summaries related to weather extremes and consequent impacts.
  19. Support School and Hospital Safety Plan preparation and develop safety auditing protocols.
  20. Contribute to updating the disaster management plans.
  21. Support Disability Inclusive DRR programme by supporting the development of safety protocols in accessible formats.

#### Mode of Recruitment of Safety Engineer

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

#### **Terms of Reference of Communication Engineer**

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies.
4. They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Be the custodian of the Early Warning Dissemination System of the State.
7. At least one internationally acknowledged associate networking certifications like CCNA or equivalent from Cisco, or Juniper or other equivalent network manufactures. Professional certifications like CCNP are more preferred.
8. Any professional Microsoft certifications like MCSA, MCSD, or MCSE or MCP. More than one MS certification or additional Linux certifications like RHEL etc. are preferred.
9. Thorough knowledge on Windows Server installations (2008/2012/2016) with Domain Controller Management, workstation or desktop OS installation and maintenance of Virtual Machines etc. Hands-on experience on large scale Virtual Machine (VM) deployments using virtualization technologies like VMWare Server/ESX or Microsoft HyperV/Virtual Server or RedHat (RHEL) shall be given added weightage.
10. The applicant must be competent in L2 Switching, L3 Routing, managing Active Directory (AD) LDAP, Web server, MS Exchange Server, File Servers, FTP Server & Remote Management on client-server operating environment. Hands-on experience in troubleshooting various PBX and call centre platforms, and PoE devices like Wireless APs, access control systems and IP video surveillance systems are highly preferred.
11. Supervise maintenance of the Early Warning Systems and Communication Systems under KSDMA [Satellite Phones, Satellite Networks, GSM networks and Early Warning Dissemination System (EWDS) networks].
12. Competence in installing multiple OS, client-server applications, VMs, over VM

environments and SAN/DAS/NAS storage management. Capability to program VLANs, DNS, DHCP, Webserver, and user-rights management with AD/LDAP or AAA is also preferred.

13. Applicant must have adequate experience in managing multi-node network either centrally with NMS or otherwise for the functions indicated above. Personal with experience on multi-vendor infrastructure with centralized management and operating environment shall be given due weightage.
14. Ensure serviceability and continuous uptime on existing leased lines, KSWAN/KFone Broadband links, telecom PRI/SIP links, cellular and satellite systems.
15. Hands-on experience in liaising with TSPs, local and remote troubleshooting of various telecom links, cabling/crimping of UTP cables, splicing and termination of OFC etc. Working knowledge on Computer-Aided Design (CAD) software and PDF shall be preferred.
16. Project management experience with MS Project or similar software and proficiency in MS Excel or equivalent worksheet applications. Work experience with WAN projects and managing its deployments and rollouts shall be given extra weightage.
17. Test and evaluate hardware and software to determine efficiency, reliability, or compatibility with existing systems and suggest necessary upgrades and decommissioning.
18. Review and evaluate technical requests from other work colleagues and staff for system modifications and maintenance.
19. Document network designs, system configurations and related SOPs and policy guidelines.
20. Keep abreast of changes in industry best practices and emerging telecommunications technology by reviewing current literature, talking with professionals, participating in educational programs, conferences, roadshows, attending meetings or workshops, etc.
21. Provide user support by diagnosing network and device problems and implementing technical or procedural solutions.
22. Prepare purchase requisitions for EWDS computer hardware and software, networking and telecommunications equipment, test equipment, cabling, or tools.
23. Use computer-aided design (CAD) software to prepare or evaluate network diagrams, floor plans, or site configurations for existing facilities, renovations, or new systems.
24. Order or maintain inventory of telecommunications equipment, including telephone sets, headsets, cellular phones, switches, trunks, printed circuit boards, network routers, and cabling.
25. Monitor and analyze system performance, such as network traffic, security, and capacity.
26. Manage user access to systems and equipment through account management and password administration.
27. Inspect sites to determine physical configuration, such as device locations and conduit pathways.
28. Implement system renovation projects in collaboration with technical staff, engineering consultants, installers, and vendors.
29. Implement or perform preventive maintenance, backup, or recovery procedures.
30. Implement controls to provide security for operating systems, software, and data.
31. Document user support activity, such as system problems, corrective actions, resolution status, and completed equipment installations.
32. Document technical specifications and operating standards for telecommunications equipment.

#### Mode of Recruitment of Communication Engineer

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

#### **Terms of Reference of Social Capacity Building Specialist**

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central

Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.

2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies
4. They shall be capable of supporting State Disaster Management Authority for the smooth functioning of SDMA and SEOC.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Design terrain and hazard specific training framework for the Local Self Government Emergency Response Teams
7. Develop and conduct hazard specific social outreach programmes.
8. Develop training programmes for the capacity building of SDMA and DDMA staff.
9. Constantly evaluate the Civil Defense and Sannadham programmes through random surveys and suggest necessary improvements.
10. Assist and play a role in the production of reports, such as programme and annual reports, training manuals and reports.
11. Contribute to the preparation of Disaster Management Plans.
12. Create hazard specific, institution specific (hospitals, administrative offices, schools, colleges, etc.) and open area specific (a local self government, a taluk, a district, a tourism spot, etc.) mock drill SOPs
13. Conduct at least one major statewide mock drill every year.
14. Develop and manage a pool of master trainers for the conduct of various trainings.
15. Develop a training management information system
16. Support the school and hospital safety programmes and conduct capacity building trainings for these programmes.
17. Support disability, geriatric and palliative care inclusive DRR programmes and conduct capacity building trainings for these programmes.
18. Develop training programmes leading towards long term behavioural change towards disaster alerts.

#### Mode of Recruitment of Social Capacity Building Specialist

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

#### **Terms of Reference of Hazard Analyst (Civil)**

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Identify and prepare terrain specific disaster resilient construction best practices handbook.
7. Identify and prepare terrain specific disaster resilient indigenous construction practices handbook.
8. Develop and update the rapid visual screening methodology for public assets.
9. Motivate Public Works Department, Local Self Government Department and Water Resources Department in the conduct of rapid visual screening of critical assets.
10. Support in the development of retrofitting SOP for public buildings
11. Identify and prepare handbooks of best practices in disaster resilient construction.

12. Support in conducting hazard, vulnerability and risk assessment and contribute to disaster management plans.
13. Support in the preparation of departmental disaster management plans of engineering departments.
14. Organize capacity building workshops for architects, engineers and masons in continuously identifying best practices for risk reduction.
15. Collaborate with Departments involved in public works and Engineering Colleges for the conduct of 'safety and disaster resilience first' training programmes for engineers and masons.
16. Support KSDMA in evaluating structural mitigation measures supported under State Disaster Mitigation Fund and assessing the increase/decrease in vulnerabilities due to such mitigation measures.
17. Support in evaluating the risk reduction potential of design and estimates for structural mitigation measures funded under State Disaster Mitigation Fund.
18. Advocate the inclusion of disaster resilience as a key requirement in the techno-legal regime of the State.
19. Support School and Hospital Safety Plans through development of digital platforms for School and Hospital Safety Plan preparation.
20. Advocate risk transfer of public buildings.
21. Advocate eco-system disaster risk reduction strategies for impact reduction from natural hazards.
22. Participate in public enquiries for and on-behalf of KSDMA on matters involving civil engineering safeguards and produce reports for supporting decision making.

Mode of Recruitment of Hazard Analyst (Civil)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

**Terms of Reference of Hazard Analyst (Environmental Science and/or Disaster Management)**

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Updation of Disaster Management Plans, IDRN database, NDEM, NDIMS and Surakshaayanam platforms.
7. Gather necessary data for updating and maintaining the disaster database of the State.
8. Support the preparation of Disaster Management Plans at various levels.
9. Develop and update audio, video, sign language, braille and daisy format brochures of do's and don'ts of various hazard types in multiple languages.
10. Update the orange book of disaster management.
11. Update the dynamic part of the disaster management plans regularly.
12. Support the updating of HVRA of the State.
13. Support the implementation of school safety and hospital safety programmes
14. Conduct mock drills and trainings for school safety, hospital safety, disability inclusive DRR and geriatric & palliative care DRR programmes.
15. Support the design and updation of crowd management and festival safety management SOPs.
16. Prepare annual reports of activities of DDMA's and SDMA.

17. Develop terrain and hazard specific public alert templates for multiple levels of early warnings.
18. Advocate the implementation of Guidelines for Risk Informed Planning (GRIP) and child friendly disaster risk reduction strategies.
19. Attend inter-district programmes on-behalf of KSDMA when directed to by KSEOC.
20. Conduct field investigations as directed by KSEOC.

*Mode of Recruitment of Hazard Analyst (Environmental Science and/or Disaster Management)*

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

***Terms of Reference of Hazard Analyst (Oceanography)***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Create training programmes for coastal local self governments in implementing terrain specific and hazard specific risk reduction strategies.
7. Develop detailed SOPs for responding to coastal hazards.
8. Develop coastal hazard specific public alert templates for multiple levels of early warnings.
9. Support Fisheries and Harbour Engineering Department in the development and implementation of departmental disaster management plan.
10. Create fishermen specific disaster risk reduction training programmes.
11. Support the implementation of vulnerability linked relocation plan.
12. Assess long period coastal inundation using available data and assess its potential risks for the coastal and brackish water ecosystem.
13. Support the Fisheries Department in developing a in-sea accident response plan.
14. Advocate the adoption of individual fishermen safety and boat safety measures.
15. Advocate Eco-system Disaster Risk Reduction strategies for coastal risk reduction.
16. Develop and popularize alerts.
17. Develop behavioural change methods for coastal hazard warnings and alerts.
18. Continuously evaluate potential in-sea early warning systems for effective early warning communication to fishermen.
19. Support in identifying and developing appropriate soft and hard solutions for beach protection and human settlements along the coastline.
20. Advocate risk transfer of fishermen families and boat owners.

*Mode of Recruitment of Hazard Analyst (Oceanography)*

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

***Terms of Reference of Hazard Analyst (Economics/Econometrics)***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.

2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. Create training programmes for economic risk assessments.
7. Consolidate the expenses from State Disaster Response Fund and State Disaster Mitigation Fund related to various disasters that the State experienced at the most granular level for the last 5 years.
8. Prepare a data informed budgeting for the State Disaster Response Fund and State Disaster Mitigation Fund.
9. Develop guidelines for carrying out Post Disaster Need Assessment of major sectors.
10. Develop department specific economic risk assessment of disasters of varying scales.
11. Prepare guidelines for department specific risk transfer.
12. Support the preparation of State Disaster Management Plan.

*Mode of Recruitment of Hazard Analyst (Economics/Econometrics)*

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

***Terms of Reference of Field Assistant (Electronics or Computer Hardware & Network Maintenance)***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. He/she has to support SEOC and KSDMA in maintaining the electronics and computer hardware inventory of the office.
7. He/she has to support the system administrator in the maintenance of the hardware systems.
8. He/she has to visit field instruments deployed by SEOC and support the upkeep of the systems.
9. Undertake other duties as required by the management.

*Mode of Recruitment of Field Assistant (Electronics or Computer Hardware & Network Maintenance)*

1. Scrutiny of Applications
2. Written Test
3. Final Interview

***Terms of Reference of Field Assistant (Electrical)***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The technical team of KSDMA needs to be multidisciplinary with in-depth knowledge in

- their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies.
  4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
  5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
  6. He/she has to support SEOC and KSDMA in maintaining the electrical systems and inventory of the office.
  7. He/she has to undertake repair of electrical systems in the office.
  8. He/she has to ensure the smooth functioning of the fire safety systems of the headquarters of KSDMA.
  9. He/she has to visit field instruments deployed by SEOC and support the upkeep of the systems.
  10. Undertake other duties as required by the management.

*Mode of Recruitment of Field Assistant (Electrical)*

1. Scrutiny of Applications
2. Written Test
3. Final Interview

***Terms of Reference of Multi Tasking Officer***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The team of KSDMA needs individuals capable of multi-tasking.
3. They shall be proficient in English and Malayalam, and at least speaking skills in Hindi for closely interacting with National and International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. The MTOs will be responsible for the upkeep of files assigned to them.
7. MTOs will meticulously process the files based on the file processing procedures and hierarchy of the office of KSDMA and SEOC.
8. MTOs will be assigned on shift duty, including night duty, even on normal days for handling messages received through multiple communication channels in SEOC.

*Mode of Recruitment of Multi Tasking Officer*

1. Scrutiny of Applications
2. Written Test
3. Proficiency Test
4. Final Interview

***Terms of Reference of Accountant***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. He/she has to maintain the accounts of the State Emergency Operations Centre and

- KSDMA in Tally and in books as required by the management.
7. He/she has to support internal and external auditors in sourcing appropriate financial documents for the smooth conduct of audits.
  8. Prepare financial documents for incorporating into the annual reports.
  9. He/she has to be proficient in computerized file processing.
  10. Undertake any other duty assigned by the management.

Mode of Recruitment of Accountant

1. Scrutiny of Applications
2. Written Test
3. Proficiency Test
4. Final Interview

**Terms of Reference of Hydrologist (Rebuild Kerala)**

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. The normal time functions that will be assigned to the hydrologist includes, but is not limited to, support SDMA in preparing the Local Government, District and State Disaster Management Plans, formulate and conduct training and capacity building programmes for virtual cadre officials of Water Resources Department, support site specific investigation missions and develop projects that has disaster risk reduction potential and advice DDMA/SDMA on streamlining those projects under the overall goals laid in New Delhi Declaration 2016.
7. The hydrologist will work with experts of KSCSTE and Irrigation Department in preparing a catchment scale simple hydrology model for rapid inundation assessment for major catchments of Kerala.
8. He/she will liaison with the Central Water Commission and the Water Resources Department in updating the flood hazard maps.
9. He/she will support in collecting, compiling and collecting hydro-meteorological data for integration in the Decision Support System of the SEOC.
10. He/she will advice and advocate the preparation of urban and riverine flood management plans with Urban Local Bodies, Central Water Commission and Water Resources Department.
11. He/she will advice and advocate with the virtual cadre officers of Agriculture and Water Resources departments in preparing drought and flood management plans.
12. He/she will support KSDMA in the regional committee for flood mapping.

Mode of Recruitment of Hydrologist (Rebuild Kerala)

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

**Terms of Reference of Agriculture Specialist (Rebuild Kerala)**

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in



- their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
  4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs.
  5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
  6. They will be assigned emergency time functions requiring 24 x 7 duties and state and outside state assignments depending on need as ascertained by SEOC from time to time.
  7. The normal time functions that will be assigned to them includes, but is not limited to, support SDMA in preparing the Local Government, District and State Disaster Management Plans, formulate and conduct training and capacity building programmes for virtual cadre officials of Agriculture Department, support site specific investigation missions and develop projects that has disaster risk reduction potential and advice DDMA/SDMA on streamlining those projects under the overall goals laid in New Delhi Declaration 2016.
  8. He/she will liaison with the Agriculture Department in updating the flood and drought management plans for the state from an agriculture perspective.
  9. Prepare an impact and vulnerability assessment framework for agriculture sector.
  10. He/she will support in collecting, compiling and collecting agriculture statistics for integration in the Decision Support System of the SEOC.

**Mode of Recruitment of Agriculture Specialist (Rebuild Kerala)**

1. Scrutiny of Applications
2. Written Test
3. Technical Presentation/Technical Interview
4. Final Interview

***Terms of Reference of Senior Consultant (Disaster Management) [SENDAI Scheme]***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. They will be assigned emergency time functions requiring 24 x 7 duties and state and outside state assignments depending on need as ascertained by SEOC from time to time.
7. Technical Assistance in preparation of the Hazard Risk Outcomes Vulnerability Atlas for the State.
8. Alignment of State Plans and District Plans in accordance with the Sendai Framework.
9. Facilitating State/UT Govt. Departments in preparation of their Departmental Disaster Management Plan.
10. Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States Compiling and timely furnishing of data and information to NDMA on disaster aspects, implementation of NDMA Schemes, and Sendai Framework Monitoring indicators.
11. Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.
12. Help in setting up of the Disaster Data Base at the State and District level.
13. Collection of reports about the lessons learnt and best practices from the State and exchange/sharing of these among the States and NDMA.
14. Assist the SDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.

15. Any other tasks assigned by SDMA/NDMA.
16. Support the State Government in taking measures for implementation of Sendai Framework for Disaster Risk Reduction and reporting on the Sendai Framework Monitoring Indicators.
17. To develop coordination mechanism with the aim of implementing Sendai Framework at State and District levels.
18. To ensure implementation of Programmes and Schemes of NDMA by States/UTs.
19. To help in capacity building and training activities carried out by NDMA.
20. Liaison with the SDMA, Relief Commissioner and other Government Departments dealing with Disaster Management.

*Mode of Recruitment of Senior Consultant (Disaster Management) [SENDAI Scheme]*

1. Scrutiny of Applications
2. Written Test
3. Final Interview

***Terms of Reference of Data Entry Operator [SENDAI Scheme]***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.
6. They will be assigned emergency time functions requiring 24 x 7 duties and state and outside state assignments depending on need as ascertained by SEOC from time to time.
7. Data entry work using computer and appropriate software; entering, updating, verifying and/or retrieving data into/from various sources; and ensuring the accuracy and confidentiality of information recorded.
8. To keep record of incoming/outgoing post, files/registers etc. to keep filing upto date, collect information desired by Sr. Consultant/NDMA to deal in a tactful manner with visitors and to attend telephone calls with courtesy.
9. To perform such other duties as may be assigned to him by Sr. Consultant/NDMA from time to time in relation to the implementation of the scheme.

*Mode of Recruitment of Data Entry Operator [SENDAI Scheme]*

1. Scrutiny of Applications
2. Written Test
3. Proficiency Test
4. Final Interview

***Terms of Reference of Consultant (Disaster Management) [NITI AYOOG Scheme]***

1. KSDMA functions under the provisions of the Disaster Management Act, 2005 (Central Act 53 of 2005) and Kerala State Disaster Management Rules, 2007.
2. The scientific team of KSDMA needs to be multidisciplinary with in-depth knowledge in their respective domains and shall be individuals capable of multi-tasking.
3. They shall be proficient in English, Malayalam and Hindi for closely interacting with National and other International Agencies.
4. They shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of SDMA, SEOC, DDMA and DEOCs.
5. They will be assigned emergency time functions requiring 24 x 7 duties and inter-district assignments depending on need as ascertained by SEOC from time to time.

6. They will be assigned emergency time functions requiring 24 x 7 duties and state and outside state assignments depending on need as ascertained by SEOC from time to time.
7. Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Framework and State Plan.
8. Coordination of Mock Exercises at various locations in these districts.
9. Training of officials for capacity building for better preparedness and effective response measures.
10. Creation of awareness about Disaster Risk Management.
11. Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring indicators.
12. Improve coordination of the District Administration with Taluk and Panchayat level for effective preparedness, response and mitigation measures.
13. Help in setting up of the Disaster Data Base at the District level.
14. Assist the DDMA Wayanad in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
15. Any other task assigned by SDMA/DDMA.
16. Support the District Administration in taking measures for implementation of Sendai Framework for Disaster Risk Reduction.
17. To develop coordination mechanism with the aim of implementing Sendai Framework at District level.
18. To help in capacity building and training activities carried out by NDMA.
19. To facilitate creation of awareness about Disaster Risk Management.

*Mode of Recruitment of Consultant (Disaster Management) [NITI AYOOG Scheme]*

1. Scrutiny of Applications
2. Written Test
3. Final Interview