

TAMIL NADU STATE DISASTER MANAGEMENT AGENCY **Ezhilagam Complex, Chepauk, Chennai-5**

Applications are invited for the engagement of Consultants/Experts on deputation/contract/outsourcing basis for the following posts in the State Drought Monitoring Centre to be established in the office of the Commissioner of Revenue Administration, Disaster Management and Mitigation Department, Ezhilagam Complex, Chennai – 600 005.

- 1. Agricultural Expert (Agronomy and Crop Production)**
- 2. Water Resources Management Expert (Hydrology and Flood control)**
- 3. Rural Development and Livelihood Expert**
- 4. Water Shed Management Expert (Soil and Water conservation)**
- 5. Capacity Building / Training Consultant**
- 6. Documentation Specialist**

Eligible applicants are requested to refer to **www.tn.gov.in** for details w.r.t. emoluments, qualifications, experience in similar projects / activities, duration of contract, roles and responsibilities etc. The application format given therein can be downloaded, filled and emailed to '**recruitment.tnsdma@gmail.com**' along with documentary proof.

The last date for receipt of application is **14.03.2018**. TNSDMA would not be responsible for any delay in submission of application due to clerical error, network problem etc.

Candidates will be selected based on experience and merit. The engagement is purely temporary.

Commissioner,
Disaster Management

TAMIL NADU STATE DISASTER MANAGEMENT AGENCY
Ezhilagam Annex Building, Vth Floor, Chepauk,
Chennai – 600005.

TERMS OF REFERENCE FOR AGRICULTURE EXPERT
(AGRONOMY & CROP PRODUCTION)

Back Ground:

Based on the approval accorded by the Government of Tamil Nadu, it is proposed to engage on contract basis, one **AGRICULTURE EXPERT (AGRONOMY & CROP PRODUCTION)** to assist the Tamil Nadu State Disaster Management Agency in the implementation activities of Disaster Management / Risk Reduction strategies and provide advice on various aspects of Disaster Management.

Qualification & Experience

- Post Graduate in Agronomy Soil Science, Agricultural Extension
- Preference will be given to candidates with at least 25 years proven experience in the Agronomy, Crop Production, Rainfed Agriculture, Climate Adaptation preferably in Tamil Nadu
- Knowledge & Experience in Cultivation practises in various Agro climatic regions of Tamil Nadu, Drought Proofing Dryland Farming Systems of Tamil Nadu, Climate Adaptation
- Retired Deputy Directors or above from Agricultural / Horticulture Department of Tamil Nadu and Associate Professors and above from State Agricultural Universities are eligible to apply

Age: 55 to 65 years

Emoluments

The Annual Emoluments will be Rs.7.20 lakh per annum at the rate of Rs. 60,000/-. TDS will apply.

Reporting & Duration of contract

The **AGRICULTURE EXPERT (AGRONOMY & CROP PRODUCTION)** Consultant will be working in State Disaster Management Agency, Office of the Principal Secretary / Commissioner of Revenue Administration Chepauk Chennai 600005. The contract period will be initially for two years from the date of appointment. Contract may be extended every year based on the performance with mutual consent of the Employer and Employee if necessary.

Mode of Recruitment

Contractual employment of retired employees OR Deputation from Government Department / Agencies OR Outsourcing mode.

Roles and Responsibilities:

The **AGRICULTURE EXPERT (AGRONOMY & CROP PRODUCTION)** will assist in

1. Monitoring Floods & Drought situations periodically
2. Scrutinise the proposals received from various departments
3. Implementing Drought Mitigation Projects/Programmes,
4. Assist in the Co-ordination with various govt departments in collecting information such as Area Sown, Assessment of Crop damages NDVI, NDWI, SPI, MAI
5. Prepare Project briefs, Concept and Policy notes
6. Field Inspection of Projects and Programmes
7. Assist in Preparation of State Disaster Management Action Plans, Scrutinise Departmental Disaster Management Plans, Crisis /Contingency Management Plans
8. Assist in Preparation of Disaster Management Guidelines
9. Participate in all the discussions held with Scientific, Academic and research institutions and provide inputs.

General information

Engagement of **AGRICULTURE EXPERT (AGRONOMY & CROP PRODUCTION)** Consultant on contract basis will be on full time basis for a period of two years and the place of work will be the Tamil Nadu State Disaster Management Agency, Office of the Principal

Secretary/Commissioner Revenue Administration, Chepauk, Chennai
600005. However, frequent traveling to all the districts and interior
villages will be required.

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Chennai – 600005.

TERMS OF REFERANCE FOR WATER RESOURCES MANAGEMENT
EXPERT (HYDROLOGY & FLOOD CONTROL)

Back Ground:

Based on the approval accorded by the Government of Tamil Nadu, it is proposed to engage on contract basis one **Water Resources Management Expert (Hydrology & Flood Control)** to assist the Tamil Nadu State Disaster Management Agency in the implementation activities of Disaster Management / Risk Reduction strategies and provide advice on various aspects of Disaster Management.

Qualification & Experience

- Post Graduate in Hydrology /Graduate in Engineering in Civil Engineering/ Agricultural Engineering.
- Preference will be given to candidates with at least 25 years proven experience in the Water Resources and Flood Control field preferably in Tamil Nadu
- Knowledge & Experience in River Basin Management, Integrated Water Resources Management of Tamil Nadu
- Retired Superintending Engineers/ Chief Engineers from Water Resources Department of Tamil Nadu are also eligible to apply

Age: 55 to 65 year

Emoluments

The Annual Emoluments will be Rs.7.20 lakh per annum at the rate of Rs. 60,000/- month TDS will apply.

Reporting & Duration of contract

The **Water Resources Management Expert (Hydrology & Flood Control)** Consultant will be working in State Disaster Management Agency, Office of the Principal Secretary / Commissioner of Revenue Administration, Chepauk, Chennai 600005.The contract

period will be initially for two years from the date of appointment. Contract may be extended year based on the performance with mutual consent of the Employer and Employee if necessary

Mode of Recruitment

Contractual employment of retired employees OR Deputation from Government Department / Agencies OR Outsourcing mode.

Roles and Responsibilities:

The Water Resources Management Expert (Hydrology & Flood Control) will assist in

1. Monitoring Floods & Drought situations periodically
2. Scrutinise the proposals for pre-monsoon preparedness received from various departments
3. Implementing Flood Control, and Drought Management Projects/Programmes,
4. Assist in the Co-ordination with various Govt departments / agencies in collecting information such as Reservoir/Tank Storages, Stream flow, Ground Water related data and similar data on Surface water and ground Water resources
5. Assist in the Prepare Project briefs, Concept and Policy notes
6. Assist in the Field Inspection of Drought and Flood Relief Works
7. Preparation of State Disaster Management Action Plans, Scrutinise Departmental Disaster Management Plans, Crisis /Contingency Management Plans
8. Preparation of Disaster Management Guidelines
9. Participate in all the discussions held with Scientific, Academic and research institutions and provide inputs.

General information

Engagement of Water Resources Management (Hydrology Flood Control) Consultant on contract basis will be on full time basis for a period of two years and the place of work will be the Tamil Nadu State Disaster Management Agency, Office of the Principal Secretary/Commissioner Revenue Administration, Chepauk, Chennai

600005. However, frequent traveling to all the districts and interior villages will be required.

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Chennai – 600 005

TERMS OF REFERENCE FOR RURAL DEVELOPMENT AND
LIVELIHOOD EXPERT

Back Ground:

Based on the approval accorded by the Government of Tamil Nadu, it is proposed to engage on contract basis one **RURAL DEVELOPMENT AND LIVELIHOOD EXPERT** to assist the Tamil Nadu State Disaster Management Agency in the implementation activities of Disaster Management / Risk Reduction strategies and provide advice on various aspects of Disaster Management Agency.

Qualification & Experience

- Graduate in Arts / Science / Management Sociology / Urban / Rural planning / Social Science
- Preference will be given to candidates with at least 25 years proven experience in handling Rural Development/ Rehabilitation and Livelihood Projects/ in Government Organisations
- Experience in planning livelihood / social Security / Rehabilitation aspects.
- Experience in designing training modules for fisherman, SHGs, Women Empowerment etc
- Capacity of Conceptualising/developing Rural Livelihood Programmes for Vulnerable Areas
- Experience to strategize, plan and organize events such as Workshops, Training, etc.,
- Retired Joint Directors/ Additional Directors of Rural development/Social Welfare Departments will be considered for appointment

Age: 50 to 65 years

Reporting & Duration of contract

The **RURAL DEVELOPMENT AND LIVELIHOOD EXPERT** will be working in State Disaster Management Agency, Office of the Principal Secretary/Commissioner Revenue Administration, Chepauk, Chennai 600005. The contract period will be initially for two year from the date of appointment. Contract may be extended every year with mutual consent of the Employer and Employee, if necessary

Mode of Recruitment

Contractual employment of retired employees OR Deputation from Government Department / Agencies OR Outsourcing mode.

Roles & Responsibilities

1. Provide advice and guidance on Rural Livelihoods for the vulnerable Communities Training and Capacity building of Departmental officials, Community, and various stakeholders
2. Mainstreaming Developmental Schemes that provide Livelihood Support and focus them to Disaster Affected areas.
3. Facilitate the State Disaster Management Agency for developing mass / context specific awareness programmes in close consultation with relevant stakeholders (CSO, volunteers NGOs media and private sector) and facilitate rolling out awareness campaign in Disaster Management / Risk Reduction.
4. Identify resources in co-ordination with stakeholders, Local bodies, Government departments, NGOs, Academic Institution, Resource Agencies etc., and work with them in an organized manner to address Livelihood Support.
5. Develop new training modules and methodologies on Livelihood, and related aspects, in consultation with

experts from training Institutes / universities and arrange to provide training to the line department's staff, NGOs stakeholders local bodies.

6. Scrutinise the Disaster Management plans to include Livelihood Support, Risk Transfer

Emoluments

The remuneration will be Rs.7.20 lakhs per annum at the rate of Rs. 60,000/- month. TDS will apply

General information

Engagement of **RURAL DEVELOPMENT AND LIVELIHOOD EXPERT** will be on full time basis for a period of two years and the place of work will be the Tamil Nadu State Disaster Management Agency, Office of the Principal Secretary/Commissioner Revenue Administration, Chepauk, Chennai 600005. However, frequent traveling to all the districts and interior villages will be required.

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TERMS OF REFERENCE FOR WATERSHED MANAGEMENT
EXPERT (SOIL AND WATER CONSERVATION)

Back Ground:

Based on the approval accorded by the Government of Tamil Nadu, it is proposed to engage on contract basis one **WATERSHED MANAGEMENT EXPERT (SOIL AND WATER CONSERVATION)** to assist the Tamil Nadu State Disaster Management Agency in the implementation activities of Disaster Management / Risk Reduction strategies and provide advice on various aspects of Disaster Management.

Qualification & Experience

- Graduate in Soil and Water Conservation / Agricultural Engineering
- Preference will be given to candidates with at least 25 years proven experience in the Watershed Management, Soil and Water Conservation, Water Harvest Practices preferably in Tamil Nadu
- Knowledge & Experience in Watershed Management, Drought Proofing Dryland Farming Systems of Tamil Nadu
- Retired Superintending Engineers/ Chief Engineers from Agricultural Engineering Department of Tamil Nadu are eligible to apply

Age: 50 to 65 years

Emoluments

The Annual Emoluments will be Rs.7.20 lakh per annum at the rate of Rs. 60,000/- month. TDS will apply.

Reporting & Duration of contract

The **WATERSHED MANAGEMENT EXPERT (SOIL AND WATER CONSERVATION)** Consultant will be working in State Disaster Management Agency, Office of the Principal Secretary / Commissioner of Revenue Administration, Chepauk, Chennai 600005. The contract period will be initially for two years from the date of appointment. Contract may be extended every year based on the performance with the mutual consent of the Employer and Employee if necessary

Mode of Recruitment

Contractual employment of retired employees OR Deputation from Government Department / Agencies OR Outsourcing mode.

Roles and Responsibilities:

The **WATERSHED MANAGEMENT EXPERT(SOIL AND WATER CONSERVATION)** will assist in

1. Monitoring Floods & Drought situations periodically
2. Scrutinise the proposals received from various departments
3. Implementing Drought Mitigation Projects/Programmes,
4. Assist in the Co-ordination with various govt departments in collecting information such as NDVI,NDWI,SPI,MAI
5. Prepare Project briefs, Concept and Policy notes
6. Field Inspection of Projects and Programmes
7. Assist in Preparation of State Disaster Management Action Plans, Scrutinise Departmental Disaster Management Plans, Crisis /Contingency Management Plans
8. Assist in Preparation of Disaster Management Guidelines
9. Participate in all the discussions held with Scientific, Academic and research institutions and provide inputs.

General information

Engagement of **WATERSHED MANAGEMENT EXPERT (SOIL AND WATER CONSERVATION)** Consultant will be on full time basis for a period of two years and the place of work will be the Tamil

Nadu State Disaster Management Agency, Office of the Principal Secretary / Commissioner of Revenue Administration, Chepauk, Chennai 600005. However, frequent traveling to all the districts and interior villages will be required.

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TERMS OF REFERENCE FOR CAPACITY BUILDING / TRAINING
CONSULTANT

Back Ground:

Based on the approval accorded by the Government of Tamil Nadu, it is proposed to engage on contract basis, one **CAPACITY BUILDING/TRAINING CONSULTANT** to assist the Tamil Nadu State Disaster Management Agency in the implementation activities of Disaster Management / Risk Reduction strategies and provide advice on various aspects of Disaster Management Agency.

Qualification & Experience

- Post Graduate/Graduate in Engineering / Management Sociology / Urban / Rural planning / Social Science / Disaster Mitigation or relevant field.
- Preference will be given to candidates with at least 10 years proven experience in Training and Capacity building in Government Organisations
- Experience in planning/ social aspects / Rehabilitation aspects.
- Experience in developing training modules and providing training
- Capacity of developing and conducting training needs assessment
- Experience to strategize, plan and organize events such as Workshops, Training, etc.,

Age: 40 to 65 years

Reporting & Duration of contract

The Capacity building / Training Consultant will be working in State Disaster Management Agency, Office of the Principal

Secretary / Commissioner Revenue Administration, Chepauk, Chennai 600005. The contract period will every year based on the performance with initially for two years from the date of appointment. Contract may be extended by mutual consent of the Employer and Employee if necessary.

Mode of Recruitment

Contractual employment of retired employees OR Deputation from Government Department / Agencies OR Outsourcing mode.

Roles & Responsibilities

1. Provide Technical Strategic advice and guidance on Training and Capacity building of Departmental officials, Community, and various stakeholders
2. Translate hazard / risk information into simple guidance note for specific sectors /geographic area for appropriate use to address DRM/DRR.
3. Facilitate the State Disaster Management Agency for developing mass / context specific awareness programme in close consultation with relevant stakeholders (CSO, volunteers NGOs media and private sector) and facilitate rolling out awareness campaign in Disaster Management / Risk Reduction.
4. Identify resources in co-ordination with stakeholders, Local bodies, Government departments, NGOs, Academic Institution, Resource Agencies etc., and work with them in an organized manner to address the Disaster Risk Reduction.
5. Develop new training modules and methodologies, and related aspects, in consultation with experts from training Institutes / universities and arrange to provide training to the line department's staff, NGOs stakeholders local bodies.

6. Identify and facilitate development of new training tools, methodologies, for emerging fields in DM/DRR and incorporate innovative ways of training in to DM/DRR training.
7. All initial proposals related to State Institute for Disaster Management Training.
8. Preparing & taking steps for MoUs between TNSDM Agency / SIDM and selected institutions.

Emoluments

The remuneration will be Rs.7.20 lakhs per annum at the rate of Rs. 60,000/- month. TDS will apply

General information

Engagement of Capacity Building/Training Consultant, on contract basis, will be on full time basis for a period of two years and the place of work will be the Tamil Nadu State Disaster Management Agency, Office of the Principal Secretary/Commissioner Revenue Administration, Chepauk, Chennai 600005. However, frequent traveling to all the districts and interior villages will be required.

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Chennai – 600 005.

TERMS OF REFERENCE FOR DOCUMENTATION SPECIALIST

Back Ground:

Based on the approval accorded by the Government of Tamil Nadu, it is proposed to engage on contract basis, one **Documentation Specialist** to assist the Tamil Nadu State Disaster Management Agency in the implementation activities of Disaster Management / Risk Reduction strategies and provide advice on various aspects of Disaster Management Agency.

Qualification & Experience

Qualification

The consultant must have a minimum of Master Degree in Mass Media Communication, Journalism

Experience:

- Minimum 5 years of relevant professional experience in communication and media relations in reputed government or private either national or international.
- Relevant experience in Disaster Management in GovernmentorInternational organizations will be preferred.
- Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing Case Studies, Success Stories,press releases and articles/stories for print and electronic media.
- Knowledge of computers is essential.
- Fluency and Command in both oral and written Tamil and English languages are essential.

Age: 35 to 65 Years

Reporting & Duration of contract

The Documentation Specialist will be working in State Disaster Management Agency, Office of the Principal Secretary/Commissioner of Revenue Administration, Chepauk, Chennai 600005. The contract period will be initially for two years from the date of appointment. Contract may be extended every year based on the performance with mutual consent of the Employer and Employee if necessary

Mode of Recruitment

Contractual employment of retired employees OR Deputation from Government Department / Agencies OR Outsourcing mode.

Roles and responsibilities

1. Plan, prepare and implement an action plan on communication strategy for the project and prepare appropriate documentation
2. Carry out communication need assessment for different stakeholder groups and Develop IEC material based on the need assessment and ensure that, it reaches all the stake holders through different communication channels and ensure their participation
3. Documentation of the project progress reports, Annual Reports etc
4. Develop a communication strategy and action plan for the Disaster Management including information on objectives, audiences, messages, resources, timescales, tools and activities.
5. Develop user-friendly and high-quality Information, Education and Communication (IEC) material (such as handouts, posters, brochures, video documentary films and photo documentation, success stories booklet etc.) in English and Tamil for communication of the project activities to the public and stake holders.
6. Prepare bi-monthly newsletters on project progress and forthcoming activities.

7. Update the project website with the communication material and newsletters prepared.
8. To regularly monitor the mass media and put up reports/rejoinders.
9. Monitor the perception and sentiments expressed in Visual, Print, and Social media and develop messages and Campaign materials and publish them /host them with the approval of authorities to maintain a right image for the department

Emoluments

Emoluments will be a lumpsum of Rs6,00,000/- per annum at the rate of Rs. 50,000/- month. TDS will apply

General information

Engagement of Documentation Specialist on contract basis will be on full time basis for a period of two years and the place of work will be the Tamil Nadu State Disaster Management Agency, Office of the Principal Secretary/Commissioner of Revenue Administration, Chepauk, Chennai 600005. However, frequent traveling to all the districts and interior villages will be required.

Application for the post of _____

(To be filled, scanned and emailed to recruitment.tnsdma@gmail.com)

1. Name of the Applicant (BLOCK LETTERS): _____
2. Father's Name: _____
3. Date of Birth (with age in yrs): _____
4. Gender (Male/Female): _____
5. Nationality: _____
6. Marital Status: _____
7. Permanent Address: _____

8. Contact Address: _____

9. Mobile Number: _____
10. Alternate Mobile Number/Landline: _____
11. Email Address: _____

Passport size
Photograph may
be scanned and
uploaded as
attachment

12. Educational Qualifications * :

S. No	Educational Qualification	Year of Passing	University / Board	GRADE / CLASS Obtained	Marks in (%)
1	Post Doctoral				
2	Doctoral				
3	Post graduate				
4	Graduate				

13. Experience including Government service* (if any):

S. No	Name of the Organisation	Designation	Duration		Total Duration	Job Nature
			From	To		

* (Additional columns / rows may be added wherever necessary)

14. Trainings Undergone*

S. No	Training Subject	Duration		Institution	Remarks if any
		From	To		

15. Research Papers Presented in Conference/Published in Journals* (if any):

S. No	Name of the Paper	Specialisation	Name of Conference where Presented Name of Journal where published	Date

Declaration:

I _____, hereby declare that the particulars furnished by me in this application are true to the best of my knowledge and belief. In case any information is found to be incorrect, my candidature shall liable to be rejected.

Date:

Signature of the Applicant