

**GUJARAT INSTITUTE OF DISASTER MANAGEMENT**

**Advertisement for Contractual Appointment**

Gujarat Institute of Disaster Management (GIDM), B/h. Pandit Deendayal Petroleum University, Raisan Village, Gandhinagar (Gujarat) 382007. Invites applications from eligible candidates for contractual appointment of below mentioned Academic post ;

#	Name of the Post	No. of Post
(1)	<b>Training Specialist Cum Programme Manager</b>	1
(2)	<b>Executive Assistant cum Asst. Prog. Manager</b>	1

Prescribed **Application Forms** and all **Other Important Details can be downloaded from our website [www.gidm.gujarat.gov.in](http://www.gidm.gujarat.gov.in)** Candidates will have to send the filled application forms with his/ her signature by Registered Post A.D./Speed Post only. Application form should reach the above mentioned office address on or **before 11/12/2019.**

**Gujarat Institute of Disaster Management**

**ગુજરાત ઈન્સ્ટીટ્યુટ ઓફ ડીઝાસ્ટર મેનેજમેન્ટ, ગાંધીનગર**

**કરાર આધારીત નિમણૂક માટેની જાહેરાત**

ગુજરાત ઈન્સ્ટીટ્યુટ ઓફ ડીઝાસ્ટર મેનેજમેન્ટ(જીઆઈડીએમ), પંડીત દીનદયાલ પેટ્રોલીયમ યુનિવર્સીટી પાછળ, રાયસણ, ગાંધીનગર- ૩૮૨૦૦૭ ખાતે કરાર આધારીત નિમણૂક આપવા માટે નીચે મુજબની જગ્યાઓ માટે અરજીઓ મંગાવવામાં આવે છે :

અનુ. નં.	જગ્યાનું નામ	જગ્યાની સંખ્યા
(૧)	ટ્રેનીંગ સ્પેશ્યાલીસ્ટ કમ પ્રોગ્રામ મેનેજર	૧
(૨)	એક્ઝીક્યુટીવ આસીસ્ટન્ટ કમ આસી. પ્રોગ્રામ મેનેજર	૧

સદરહું જગ્યાઓ માટે લાયકાત, માસિક મહેનતાણું તથા અરજીફોર્મ વિગેરે જરૂરી તમામ વિગતો વેબસાઈટ [www.gidm.gujarat.gov.in](http://www.gidm.gujarat.gov.in) ઉપર ઉપલબ્ધ છે. ઉમેદવારોએ વેબસાઈટ ઉપરથી અરજીપત્ર ડાઉનલોડ કરી **વેબસાઈટ ઉપર અલગથી આપેલ જરૂરી સુચનાઓ પ્રમાણે** સ્વ હસ્તાક્ષરે સંપૂર્ણ માહિતી ભરીને પોતાની સહીકરી જરૂરી તમામ દસ્તાવેજો/ પ્રમાણપત્રોની નકલો સહિત આર.પી.એ.ડી.અથવા સ્પીડપોસ્ટથી ઉપરોક્ત સરનામે તા.૧૧.૧૨.૨૦૧૯ સુધીમાં મળે તે રીતે મોકલવાની રહેશે.

**ગુજરાત ઈન્સ્ટીટ્યુટ ઓફ ડીઝાસ્ટર મેનેજમેન્ટ**

# Gujarat Institute of Disaster Management, Raisan, Dist. Gandhinagar

## Important Information for Application

Gujarat Institute of Disaster Management invites applications for the **Academics Posts** on contract basis;

Sr. No.	Designation	No. of Post	Eligibility/ Qualification	Method of Recruitment	Consolidated Remuneration
<b>ACADEMIC STAFF - (A)</b>					
1.	Training Specialist Cum Programme Manager (Age limit 40)	1	<ul style="list-style-type: none"><li>Masters in Disaster Management, Geography, Environmental Science, Engineering, Social Sciences or allied subjects, and</li><li>At least three (3) years of experience in working with Institutes/Authorities working in the field of Disaster Management Or</li><li>less than three years of experience</li></ul>	On Contract	Rs. 50,000/-p.m.  Rs. 40,000/-p.m.
2.	Executive Assistant cum Assistant Programme Manager (Age limit 40)	1	<ul style="list-style-type: none"><li>Post Graduate in any discipline with basic knowledge of computers is essential. Education in Disaster Management or allied subject is essential.</li></ul>	On Contract	Rs.30,000/- p.m.
	<b>Total</b>	<b>2</b>			

- Proficiency in Information and Communication Technology as relevant to Disaster Risk Management (DRM) and Data Base Management (DBM) is highly desirable for all the above mentioned posts.
- Candidates with GIS and Remote Sensing Technology working knowledge would be preferred for all the above mentioned posts.
- Working knowledge of Gujarati Language is desirable for all the above mentioned posts.
- The candidates with prior experience of working with the Authorities/ Institutes working in the field of Disaster Management would be preferred.
- For the post of Sr. No. **(1) Training Specialist Cum Programme Manager-1 and (2) Executive Assistant cum Assistant Programme Manager- please download and apply as per** Application form **(A)** can be downloaded from the website [www.gidm.gujarat.gov.in](http://www.gidm.gujarat.gov.in) Candidates will have to send the filled application form with his/her signature by **Registered Post A.D./Speed Post of Indian Postal Service only**. The copies of necessary documents should be enclosed with the application form and reach the GIDM office addressed to **Director General, Gujarat Institute of Disaster Management, B/h. Pandit Deendayal Petroleum University, Raisan village, Gandhinagar – 382007 before : 11/12/2019.**
- Envelop of the application must clearly state the post for which application is made.
- Separate application should be made if the candidate is applying for more than one position.
- The application form should be filled completely with NO blank spaces. If the section is not applicable to the candidate or information is missing, the applicant may write N.A. Applicants failing to provide complete information in the application form may be rejected.
- The candidates would be recruitment on a contract basis with initial probationary period of six months.
- Due to high volume of submissions, only shortlisted candidates will be contacted. They will be invited for the personal interview. The candidates invited for the interview will not be entitled for any allowance.
- The original certificates/ mark sheets must be produced at the time of interview.
- The decision of the recruitment committee shall be final.

# Gujarat Institute of Disaster Management, Raisan, Dist. Gandhinagar

## Application Form (A)

Important Note : Applicants must provide the complete information in the prescribed format. Incomplete application forms may be rejected. The applicant MUST fill the entire application in his/her own hand writing.

Affix here  
recent Color  
Passport size  
Photograph  
(Self-attested)

1. Name of Post : \_\_\_\_\_

2. Name of the Applicant : \_\_\_\_\_  
(Surname) (First Name) (Middle Name)

3. Sex : Male / Female (Please Tick)

4. Present Address (with Pin Code) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Permanent Address (with Pin Code) :

\_\_\_\_\_  
\_\_\_\_\_

6. Mobile No. : \_\_\_\_\_

7. Telephone No. : \_\_\_\_\_

8. Email Address : \_\_\_\_\_

9. Date of Birth (dd/mm/yyyy) format : \_\_\_\_\_ Place of Birth : \_\_\_\_\_

10. Educational Qualification :

Qualification	Degree/ Field of Study	Name of the University/ Board	Year of Passing	Percentage/ Grade
1. SSC				
2. HSC				
3. Graduation				
4. Post-Graduation or Master Degree				
5. Ph. D				
6. Others, if any				

**11. Work Experience Record (Please start with Present/Last Organization)**

Name of Organization (with Contact Number)	Designation	Duration		Total Experience in Months/ Year	Salary in Months/ Year
		From	To		

**12. Training Programs Attended**

Sr. No.	Theme/ Subject/ Topic	Month & Year	Duration	Place	Organized by/ Funded By

**13. Presentations (List most recent/ Relevant presentations)**

Sr. No.	Theme/ Subject/ Topic	Event	Organizers/ Funded by	Month & Year	Place

**14. Publications (List most recent/ Relevant publications)**

Sr. No.	Topic	Journal/Book/Working Paper	Published By	Year

**15. Courses taught at the Graduate/ Post-Graduate Level (if applicable)**

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**16. Number of Doctoral Students Guided (Applicable for Professors only)**

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**17. Membership of Societies/Advisory Committee**

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**18. Awards/ Recognition**

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**19. Additional Information/Skills**

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**20. Languages Known**

Sr. No.	Language	Speak	Read	Write
1				
2				
3				
4				

**Attachments**

1. A copy of (self attested) L.C., Mark sheets/Certificates
2. Experience Certificate/ References of previous jobs, if any (Only self attested Photo Copies)
3. A copy of ID Proof (self attested) : Voter ID Card/ Driving License/ Passport etc.

**N.B:** (1) Original Mark sheets and certificates will have to be produced at the time of interview.  
(2) For additional information a separate sheet may be attached

**DECLARATION**

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/incorrect or I do not satisfy the eligibility criteria, my candidature/appointment will be cancelled/terminated, without assigning any reason thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant

Name of the Applicant : \_\_\_\_\_