

PROJECT MANAGEMENT UNIT
Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)

5th Floor, USDMA Building, 36 IT Park, Sahasradhara Road, Dehradun, Uttarakhand, PIN: 248001
Email – recruitmentuprep@ gmail.com

Reference No: 821 /U-PREPARE//HR/2024/79

Date- 30-11-2024

UTTARAKHAND DISASTER PREPAREDNESS AND RESILIENCE PROJECT (U-PREPARE) – (World Bank Assisted) invites applications from the suitable candidates for the various positions under PMU & different PIUs. For further details and form visit www.usdma.uk.gov.in from dated 01-12-24. The engagement of services will be purely on temporary basis for a period of 1 year (extendable). The last date of submission of application is 21-12-24 till 5:00 pm through **speed post or by hand** on the above-mentioned address or through E-mail (recruitmentuprep@ gmail.com). Applications received after the due date and time will not be accepted/entertained.

Guidelines for submission of application form through Email:-

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- Application forms once submitted cannot be cancelled/ withdrawn.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

Terms and Conditions:

- The engagement of services will be purely on temporary basis for a period of 1 year (extendable) that may be further increased with increment as per projects policy and based on individual performance.
- That jurisdiction of courts at Dehradun shall have absolute jurisdiction. Parties shall not pursue the matter in any other courts.
- The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part, without assigning any reason or giving notice.
- The selection process will be based on academic/ professional qualifications, experience and may also include test of writing skills & interview as may be decided by the competent authority.
- Number of posts can be varied as per the requirement of the project.
- **The candidate shall mark the name of the position & Unit (PMU/PIU/FPIU) he/she is applying for in bold letters on the top of the envelope clearly.**
- **Candidates applying for more than one post should submit separate application(s) for each post.**
- After shortlisting the candidates will be informed separately for interview, the shortlisted candidates shall be informed through e-mail Id's provided by the candidates in their application form, candidates are advised to provide correct email address and regularly check their e-mails.
- Only shortlisted candidate shall be called for interview. The selection of the candidates shall be based on the interview. No TA/DA will be paid for attending the interview.
- The engagement under above does not confer any right/claim whatsoever either or implicitly for any regular appointment in U-PREPARE.
- Interested candidate may apply on the prescribed application form along with CV and a passport size latest photograph with self-attested copies of all the certificates and testimonials.
- After selection joining date will be given separately to the candidates.
- Interested candidates are advised to regularly visit the website www.usdma.uk.gov.in for any addendum (if there is any).
- The applications received after deadline 21-12-24 till 5:00 pm shall not be entertained.



Sl.	Name of Post	No of Post	Consolidate remuneration per month	Qualification/Experience	Engagement type
Project Management Unit (PMU)-U-PREPARE					
1	Manager Account	01	70,000	CA or Master's in Commerce / Accounts/Finance or equivalent. Experience: At least 07 years of related experience of computerized accounting with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP) / Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
2	Manager Human Resource	01	80,000	Master's in Human Resource Management or equivalent. Experience: At least 07 years or related experience in HR Management with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/ Multilateral Organizations/International NGOs/Reputed Corporate Organizations	Contract
3	IT Expert	01	50,000	Bachelor's in Computer Science/IT/Computer Application /Networking / Data Base Management / Program Data Management or equivalent. Experience: At least 05 years or related experience in IT software and hardware support with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/ Multilateral Organizations/International NGOs/Reputed Corporate Organizations	Contract
4	Quality Control Specialist	01	70,000	Bachelor's In Technology or Engineering or Science (Quality Management or equivalent) Experience: At least 07 years of related experience (supervision of civil works/ Quality Control, Laboratory Test (Distractive / Non Distractive Techniques) Sampling analysis / Chemical Analysis) with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/multilateral Organizations/International NGOs/Reputed Corporate Organizations	Contract
5	Bio Engineering Expert	01	90,000	Master's in Environment Science/ Forestry and Bachelor's in Civil Engineering or related field. Experience: At least 07 years of related experience in nature based solution development with Central Govt./State Govt./ Public Sector Organizations / Externally Aided Project (EAP) Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
6	Monitoring & Evaluation Expert	01	70,000	Master's in Science or Engineering or Technology or Management or equivalent. Experience: At least 07 years or related experience in monitoring of project/program, impact assessments with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
7	Stenographer	01	30,000	Graduate in any discipline knowledge of MS Office Tools, Shorthand 80 to 100 WPM in English, 80 WPM in Hindi, Typing speed minimum 5000 KDPH in English and 4000 KDPII in Hindi. Experience: At least 03 years of experience with Central Govt. /State Govt./Public Sector Organizations /Externally Aided Project (EAP)/ Multilateral Organization /International NGOs/ Reputed Corporate Organizations.	Contract

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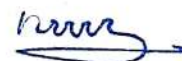
8	Data Entry Operator	01	20,000	Graduate in any discipline. Knowledge of MS Office, Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 years of experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs /Reputed Corporate Organizations	Contract
Project Implementation Unit-Uttarakhand State Disaster Management Authority (PIU-USDMA) U-PREPARE					
9	Senior Disaster Risk Management Specialist /Dy. Program Manager	01	1,30,000	Masters of PG in Science /Technology /Engineering /Earth Sciences/Atmospheric Science /Environment Science /Disaster Climate Risk or related field with Ph.D in Science/Technology. Experience: At least 10 years of related experience in IT Central Govt./State Govt./Public Sector Organizations /Externally NGOs/Reputed Corporate Organization.	Contract
10	Climate Change Adaptation Expert	01	80,000	Masters in Climate Science /Environment Science of equivalent. Experience: At least 07 years (05 years for PhD candidates) of related experience in climate change, carbon mitigation, climate modeling , carbon sequestration, green Technology or related field with Central Govt./State Govt./ Public Sector Organizations/Externally Aided Project (EAP) Multilateral Organizations/ International NGOs /Reputed corporate Organizations.	Contract
11	GIS & Remote Sensing Expert	01	60,000	Masters in GIS /Remote Sensing or equivalent. Experience: At least 05 years of related experience in management of GIS and Remote sensing with Central Govt./State Govt./ Public Sector Organizations/Externally Aided Project (EAP) Multilateral Organizations/ International NGOs /Reputed corporate Organizations.	Contract
12	Junior Manager (Electrical)	01	35,000	Deputation : Not below the rank of Junior Engineer (Mechanical) Contract: Diploma in Electrical Engineering or equivalent. Experience: At least 05 years of related Experience in implementation of Electrical works with Central Govt./State Govt./ Public Sector Organizations/Externally Aided Project (EAP) Multilateral Organizations/ International NGOs /Reputed corporate Organizations.	Deputation/ Contract
13	Account Expert	01	50,000	Bachelors in Commerce /Accounts /Finance or equivalent Experience: At least 05 years of related experience of computerized accounting with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP) /Multilateral Organizations/ International NGOs /Reputed Corporate Organizations.	Contract
14	IT Expert	01	50,000	Bachelors in Computer Science/IT/Computer Application /Networking / Data Base Management / Program Data Management or equivalent. Experience: At least 05 years or related experience in IT software and hardware support with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP)/ Multilateral Organizations/International NGOs/Reputed Corporate Organizations.	Contract
15	Hazard Analyst (Civil)	01	40,000	Bachelor's in Technology/Engineering in Civil Engineering or equivalent. Experience: At least 03 years of related experience in civil aspect of hazard identification, analysis, mitigation and prevention with Central Govt./State Govt./Public Sector organizations/ Externally Aided Project (EAP) / Multilateral Organizations/ international NGEs/Reputed corporate organizations.	Contract

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16	Hazard Analyst (Disaster Management)	01	40,000	Master's in Disaster Management / Environment Science / Earth Systems/ Forestry or equivalent. Experience: At least 03 years of related experience in civil aspect of hazard identification, analysis, mitigation and prevention with Central Govt./State Govt./Public Sector organizations/ Externally Aided Project (EAP) / Multilateral Organizations/ international NGEs/Reputed corporate organizations.	Contract
17	IRS Expert	01	70,000	Master's or PG in Science /Technology/Engineering/ Earth Science /Atmospheric Science/ Environment Science/ Disaster Climate Risk or related field. Experience: At least 07 years of related experience in IT based Incident Response Management (IRS) with Central Govt./State Govt./Public Sector organizations/ Externally Aided Project (EAP) / Multilateral Organizations/ international NGEs/Reputed corporate organizations.	Contract
18	Junior Manager (Civil)	01	35,000	Deputation : Not below the rank of Junior Engineer (Civil) Contract: Diploma in Civil Engineering or equivalent. Experience: At least 05 years of related experience in implementation of Civil Works with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organization/ International NGOs /Reputed Corporate Organization.	Deputation/ Contract
19	Junior Assistant	01	20,000	Graduate in any discipline. Knowledge of MS office Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 Years of related experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organization/ International NGOs /Reputed Corporate Organizations	Contract

Project Implementation Unit-Public Works Department (PIU-PWD) U-PREPARE

20	Procurement & Contract Management Expert	01	Deputation: As per Departmental Scale Contract: 60,000.00	Deputation : From State Services with at least 06 years of related experience (not below the rank of Executive Engineer) Contract: Bachelors in Engineering / Technology or Masters in any discipline. Experience: At least 05 years of related experience in contract management and procurement or works, goods and services with Central Govt./State Govt./ Public Sector Organization / externally Aided Project (EAP) / Multilateral Organizations/ International NGOs/Reputed corporate organizations.	Deputation/ Contract
21	Social Expert	01	50,000	Master's in Development Studies/ Gender Studies/ Sociology/ Social Work/Anthropology or equivalent. Experience: At least 05 years or related experience in implementation of social development programs and handling gender equality issues with Central Govt./State Govt./ Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs/Reputed Corporate Organizations.	Contract
22	Office Manager	01	35,000	Master's Degree or equivalent Experience: At least 03 years of relevant experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs /Reputed Corporate Organizations	Contract



Field Project Implementation Unit-Public Works Department (FPIU-PWD)					
23	Social Expert	01	50,000	Master's in Development Studies/ Gender Studies/ Sociology/ Social Work/Anthropology or equivalent. Experience: At least 05 years or related experience in implementation of social development programs and handling gender equality issues with Central Govt./State Govt./ Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs/Reputed Corporate Organizations.	Contract
Project Implementation Unit-Rural Works Department (PIU- RWD)					
24	Dy. Program Manager	01	Deputation : As per Departmental Scale	Superintending Engineer level officer from RWD.	Deputation
25	Environment Expert	01	50,000	Master's in Environment Science/ Climate Change & Energy/Earth Systems/Forestry or equivalent. Experience: At least 05 years or related experience in Environment Protection and Conservation with Central Govt./State Govt./Public Sector Organizations /Externally Aided Project (EAP)/Multilateral Organization/International NGOs//Reputed Corporate Organizations.	Contract
26	Account Expert	01	50,000	Bachelors in Commerce /Accounts /Finance or equivalent Experience: At least 05 years of related experience of computerized accounting with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP) /Multilateral Organizations/ International NGOs /Reputed Corporate Organizations.	Contract
27	Documentation Expert/M&E Expert	01	50,000	Master's degree or Equivalent Experience: At least 05 Years of related experience in Data Analysis, monitoring and assessments, note/presentation preparation, record management with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs /Reputed Corporate Organizations	Contract
28	Office Manager	01	35,000	Master's Degree or equivalent Experience: At least 03 years of relevant experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs /Reputed Corporate Organizations	Contract
29	Senior Manager (Civil)	01	45,000	Contract : Diploma/Engineering Graduate in Civil Engineering or Equivalent Experience: At least 07 years (05 years for B.Tech. holders) of related experience in implementation of civil works with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organization/ International NGOs /Reputed Corporate Organization.	Retired/ Contract
30	Junior Manager (Civil)	01	35,000	Contract: Diploma in Civil Engineering or equivalent. Experience: At least 05 years of related experience in implementation of Civil works with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organization/ International NGOs /Reputed Corporate Organization in bridge/Slope Protection works.	Contract

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31	Data Entry Operator	01	20,000	Graduate in any discipline. Knowledge of MS Office Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi. Experience: At least 02 years of experience with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs /Reputed Corporate Organizations	Contract
32	Multi-Purpose Worker	01	18,000	Intermediate (10+2) with at least 01 years work experience in related field.	Contract

Field Project Implementation Unit-Rural Works Department (FPIU- RWD)

33	Social Expert	01	50,000	Master's in Development Studies/ Gender Studies/ Sociology/ Social Work/Anthropology or equivalent. Experience: At least 05 years or related experience in implementation of social development programs and handling gender equality issues with Central Govt./State Govt./ Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs/Reputed Corporate Organizations.	Contract
34	Environment Expert	01	50,000	Master's in Environment Science/ Climate Change & Energy/Earth Systems/Forestry or equivalent. Experience: At least 05 years or related experience in Environment Protection and Conservation with Central Govt./State Govt./Public Sector Organizations /Externally Aided Project (EAP)/Multilateral Organization/International NGOs//Reputed Corporate Organizations.	Contract

Project Implementation Unit –Forest (PIU-Forest)

35	Account Expert	01	50,000	Bachelors in Commerce /Accounts /Finance or equivalent Experience: At least 05 years of related experience of computerized accounting with Central Govt. /State Govt. /Public Sector Organizations/Externally Aided Project (EAP) /Multilateral Organizations/ International NGOs /Reputed Corporate Organizations.	Contract
36	Forest Resource Management Expert	02	60,000	Master's in Science or Engineering or Technology in Natural Resource Management/Forestry/Environment Science/Climate Change or Equivalent. Experience: At least 05 Years of related experience in Forest Resource Management with Central Govt./State Govt./Public Sector Organization/Externally Aided Project (EAP)Multilateral Organization/ International NGOs /Reputed Corporate Organizations	Deputation/ Contract

Note:- Reservation will be applicable to only those permanent residents of Uttarakhand who have caste certificate issued by competent authority of Uttarakhand State.

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PROGRAM DIRECTOR,
U-PREPARE