GOVERNMENT OF MANIPUR
SECRETARIAT: RELIEF & DISASTER MANAGEMENT

NOTICE
Imphal, the 11th August 2020

No. 25/4/2016-R&DM (Pt.): In pursuance of the letter No. 1/12/19-RR/DP dated 24/4/2019, Department of DP, Government of Manipur, the Department of Relief & Disaster Management, Government of Manipur published/uploaded the proposed Recruitment Rules of (i) 9(nine) post of District Coordinator(ii) 1(one) post of State Nodal Officer/SEOC in Charge in the Government website “manipur.gov.in”.

All stake holders/ General public are invited to furnish feedback/comments/views/modifications at the enclosed RR of the said posts positively within 30 days from the date of publication of the notice.

[Signature]
(A. Shivadas Sharma)
Deputy Secretary(R&DM)
Government of Manipur

Copy to:

1. The Special Secretary(IT), Government of Manipur
2. The Webmaster(DIT)- with a request to upload the above notice at the earliest.
3. Guard/Relevant File.
<table>
<thead>
<tr>
<th>Designation of</th>
<th>No. of</th>
<th>Classification</th>
<th>Scale of Pay</th>
<th>Whether selection or non selection post</th>
<th>Age for Direct recruits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post</td>
<td>Post</td>
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<tr>
<td>District Coordinator</td>
<td>NA</td>
<td>GCS/Grad e-III Non- Gazetted</td>
<td>Pay Band of Rs. 5200-20,200+2800 (GP)</td>
<td>As per MS(RP) Rules, 2019</td>
<td>NA</td>
</tr>
</tbody>
</table>

38 (thirty eight) years & below/upper age limit is relaxable for Govt. servant appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/services and 5 years for SC/ST candidates and by 3 (three) years for OBC candidates and a Govt. servant who belong to SC/ST will get the facility admissible to the Govt. servant in addition to the relaxable admissible to SC/ST candidate.

1. Degree of a recognized university in any discipline
2. Knowledge in Computer such as MS WORD/EXCEL/Internet, DBMS
3. Desirable
   1. Additional qualification in the field of Disaster Management, Earth Science, GIS and Remote Sensing etc.

- Educational and other qualification required for direct recruits
- Whether age & educational qualification prescribed for direct recruits will apply in the case of promoter s
- Period of probation of any
- Method of recruitment whether by direct recruit or by promotion or by deputation, transfer and percentage of the vacancies to be filled by various methods in case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made
- If a DPC exists what is its composition
- Circumstances in which MIPSC is to be consulted in making recruitment
FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY HEAD OF DEPARTMENTS WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL & ADMINISTRATIVE REFORMS (PERSONNAL DIVISION) AND THE MANIPUR PUBLIC SERVICE COMMISION FOR FRAMING OF RECRUITMENT RULES.

1. (a) Name of the posts : District Coordinator
   (b) Name of the department : Relief & Disaster Management, Manipur
   (c) Number of Posts : 9 (Nine)
   (d) Scale of Pay : 5200-20,200+2800(GP)
   (e) Class & service to which the post belongs: G.C S-Class-III(Non-Gazetted)
   (f) Ministerial or Non-Ministerial: Non-Ministerial

2. Appointing Authority : With State Govt.'s approval

3. Duties of the posts in details : As per Annexure-A

4. Describe briefly the methods adopted for filling the post thereto: By Direct Recruit

5. Method of recruitment proposed : By Direct Recruit.

6. If promotion is proposed as a method of recruitment:
   a) Designation and number of the posts proposed to include in the field of promotion.
   b) Number of years of qualifying service proposed to the fixed before persons in the field become eligible for promotion.
   c) Percentage of vacancies in the grade proposed to be filled by promotion.
   d) Reason for proposing the percentage in (c) above.
   e) Have recruitment rules been framed for the post proposed in the field of promotion if framed in consultation with the commission, please quotes Commission's reference number. If consultation with the commission was not required please attach a copy of rules framed.
   f) If Recruitment Rules were not framed for the post in the field of promotion:
i. Please indicate briefly the method or recruitment actually adopted for filling the posts. Please also state percentage filled by each of the methods.

ii. Please state briefly the educational qualification possessed by the persons in the field of promotion.

(g) (i) Is the promotion to be made on Selection or Non-Selection basis?
(ii) Reason for the proposal in (i) above.

h) If a D.P.C. exists, what is the composition?

Class-III(DPC)

7. If promotion is not proposed as method, please state why it is not considered desirable/possible/necessary.

For want of well qualified Candidate from an open advertisement.

8. If direct recruitment is proposed as a method of recruitment please state:

(a) The percentage of vacancies proposed to be filled by direct recruitment.

100% By Direct Recruit

(b) (i) Age for direct recruits:

As per Govt. Norm.

(ii) Is age relaxable for Government Servants?

Educational & other qualifications required for direct recruitments, it may please be noted that essential qualifications/prescribed are relaxable at Commission’s discretion in case of candidates otherwise well qualified.

ESSENTIAL: Degree from Recognised University with Computer Knowledge

DESIRABLE: 1(one) year experience in Disaster Management

9. If direct Recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary?

NA

10. (i) If promotion & direct recruitment are both proposed as methods of rectt., will the Educational qualifications proposed for direct recruit will apply in the case of promotees.

NA

(ii) If not, to what extent are the educational

NA
11. (a) If deputation or transfer proposed as a method of recruitment? If so, please state the reason for proposal. Please state clear whether deputation or transfer or both are proposed:
(b) The percentage of vacancies proposed to be filled by this method:
(c) The period of which deputation will be limited.
(d) The names of the posts of grades or services etc. from which deputation/transfer is proposed:

12. If any of the method proposed fails, by what method, are such vacancies proposed to be filled.

13. Special circumstances, if any other that those covered by the Rules, in which the commission may be required to be consulted.

14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc.

15. Name, address & tel.numbers of the department's Representatives with whom these proposal may be discussed, if necessary for clarification early decision:

K.H. Leiaphy Rita
Director
Relief & DM, Manipur

DATE: 11/08/2020
PLACE: Imphal

Signature of the Officer
Sending the proposals.
Tel. No 9402862539
Job Chart for the post of District Coordinator, Relief & Disaster Management, Manipur

A. Name of Post: District Coordinator
B. Pay Scale: 5200-20,200+2800 (GP)

Job Chart:

1. Carry out HRVA in the district.
2. Creation/Updation of District Disaster Management Plan as per NDMA guidelines.
3. Obtaining approval of the SDMA for the DDMP
4. Organising Mock Drills
5. Facilitate Community training and awareness and organizing various capacity building & training programme.
6. Assist in preparing and reviewing developmental plans of the Govt. Departments at the District Level.
7. Carrying out other task assigned by the Deputy Commissioner concerned of the District
### Recruitment Rules for the Post of State Nodal Officer/SEOC in Charge

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<th>Designation of Post</th>
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<th>Classification</th>
<th>Scale of Pay</th>
<th>Whether selection or non selection post</th>
<th>Age for Direct recruits</th>
<th>Educational and other qualification required for direct recruits</th>
<th>Whether age &amp; educational qualification prescribed for direct recruits will apply in the case of promotions</th>
<th>Period of probation of any</th>
<th>Method of recruitment whether by direct recruit or by promotion or by deputation/transfers from which promotion/deputation/transfer to be made</th>
<th>In case of recruitment by promotion/deputation/transfers for grades from which promotion/deputation/transfer to be made</th>
<th>If a DPC exists, what is its composition</th>
<th>Circumstances in which MPSC is to be consulted in making recruitment</th>
</tr>
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<tbody>
<tr>
<td>State Nodal Officer/SEOC in charge</td>
<td>1</td>
<td>GCS(Grade-III) Non-Gazetted</td>
<td>Pay Band of Rs. 5200 20,200-2800 (GP) (As per MS(RP) Rules, 2019)</td>
<td>NA</td>
<td>38(thirty eight) years &amp; below/upper age limit is relaxable for Govt. servant appointed under the Govt of Manipur to the extent of the period of continuous service put in the post/services and 5 years for SC/ST candidates and by 3(three) years for OBC candidates and a Govt. servant who belong to SC/ST will get the facility admissible to the Govt. servant in addition to the relaxable admissible to SC/ST candidate.</td>
<td>Degree of a recognized university in any discipline</td>
<td>2(two) years</td>
<td>By Direct Recruit</td>
<td></td>
<td></td>
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1. **1**
   1. Degree of a recognized university in any discipline
   2. Knowledge in Computer such as MS WORD/EXCEL/Internet/DBMS

Desirable:
1. One year experience in database management
FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY HEAD OF DEPARTMENTS WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL & ADMINISTRATIVE REFORMS (PERSONNAL DEVISION) AND THE MANIPUR PUBLIC SERVICE COMMISION FOR FRAMING OF RECRUITMENT RULES.

1. (a) Name of the posts : State Nodal Officer/SEOC in Charge
   (b) Name of the department : Relief & Disaster Management, Manipur
   (c) Number of Posts : 9 (Nine)
   (d) Scale of Pay : 5200-20,200+2800 GP
   (e) Class & service to which the post belongs: G.C.S-Class-III(Non-Gazetted)
   (f) Ministerial or Non-Ministerial: Non-Ministerial

2. Appointing Authority : With State Govt.'s approval

3. Duties of the posts in details : As per Annexure-A

4. Describe briefly the methods adopted for filling the post thereto: By Direct Recruit

5. Method of recruitment proposed : By Direct Recruit.

6. If promotion is proposed as a method of recruitment:
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h) If a D.P.C. exists, what is the composition?

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7. If promotion is not proposed as method, please state why it is not considered desirable/possible/necessary.

| For want of well qualified Candidate from an open advertisement. |

8. If direct recruitment is proposed as a method of recruitment please state:-

(a) The percentage of vacancies proposed to be filled by direct recruitment.

(b) (i) Age for direct recruits:
(ii) Is age relaxable for Government Servants?

| Educational & other qualifications required for direct recruitments, it may please be noted that essential qualifications/prescribed are relaxable at Commission’s discretion in case of candidates otherwise well qualified. |

**ESSENTIAL:** Master’s Degree in Computer Science/ BE/B.Tech in Computer Engineering with specialization in Disaster Management.

**DESIRABLE:**

9. If direct Recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary?

| NA |

10. (i) If promotion & direct recruitment are both proposed as methods of rectt., will the Educational qualifications proposed for direct recruit will apply in the case of promotees.

| NA |
qualifications proposed to be relaxed in the case of promotes?

11. (a) If deputation or transfer proposed as a method of recruitment? If so, please state the reason for proposal. Please state clear whether deputation or transfer or both are proposed:
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   (c) The period of which deputation will be limited.
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15. Name, address & tel.numbers of the department's Representatives with whom these proposal may be discussed, if necessary for clarification early decision:

K.H. Leiaphy Rita
Director
Relief & DM, Manipur

DATE: 11/02/2020
PLACE: Imphal

Signature of the Officer
Sending the proposals.
Tel. No 9602881539
Job Chart for the post of State Nodal Officer/SEOC in Charge, Relief & Disaster Management, Manipur

A. Name of Post: District Coordinator
B. Pay Scale: 5200-20,200+2800 (GP)

Job Chart:

1. Gathering information, record keeping and accountability of the emergency functions.
2. Liaisoning with various stakeholder departments during emergency.
3. Activation of the Control Room/SEOC during Emergency.
4. Updation of IDRN data in the portal.
5. Maintaining Database of the resources available at the state.
6. Any other duties assigned by SDMA.