

**Terms of References
For**

Chief Consultant

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Chief Consultant, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Systematic Documentation of all ULMMC activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The centre will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

The state of Uttarakhand is one of the fast growing/developing states and have a huge tourist and pilgrims' influx. Therefore, good road connectivity, safe travel, parking, stay arrangements for tourists, solid waste management, black & grey water management/drainage are some key aspects to be addressed properly. Also, as a result of increasing urbanization in hilly terrains, slopes are being disturbed due to various construction activities particularly the road and building construction that facilitate the landslide activities.

It is utmost important to carefully coop up with the development activities without harming our environment, life(s) & property(s). Hence, there is a need to establish a center for Landslide Mitigation and Management to conduct landslide related research and investigations for landslide risk reduction through hazard/risk estimation, modelling, instrumentation and cost-effective mitigation measures integrated with long term solution comprising of various control measures that may suitable for a particular site. The main concerns under landslide disaster mitigation are spatial prediction of landslide hazard & risk assessment, modelling of landslide dynamics for efficient mitigation measures and development of early warning system along with sustainable slope stabilization works.

Person Specification:

- **The minimum qualification required is “PG in Geotechnical Engineering/Soil Mechanics& Foundation Engineering with minimum 15+ years of experience in slope stabilization and landslide mitigation /Flood Protection Measures”.**
- Work experience in hilly terrain is preferable.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:** as per departmental scale (on deputation)/ Rs.250000 Consolidated (Contractual)

Roles & Responsibilities:

- Setting up long and short-term project goals under ULMMC objectives.
- End to end Supervision and monitoring of projects and progress review.
- Ensure timely completion of projects.
- Evaluation of mitigation measures schemes under ULMMC
- Preparation and Review of DPRs
- Bringing external projects on consulting mode
- Negotiating with vendors and clients
- Guiding the staff to achieve organizational goals.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Principal Consultant

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Principal Consultant, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Engineering, technical consultation for all ULMMC projects and activities.

Background:

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Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

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Person Specification:

- **The minimum qualification required is PG in Geotechnical Engineering/Soil Mechanics & Foundation engineering/ Structural Engineering with minimum 10 years+ relevant experience in landslide mitigation.**
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- Work experience in Landslide mitigation and Slope Stabilization work in Himalayan terrain, worked as Team Leader/Project Leader in Projects of Govt. or reputed organizations or equivalents
- **Age limit:**<60 years
- **Salary:** as per departmental scale (on deputation)/ Rs.200000 Consolidated (Contractual)

Roles and Responsibilities:

- Assigning tasks to engineers and drafting and preparing DPR alongwith subject experts
- Project report preparation and review of technical reports
- Coordinating implementation of mitigation measures at landslide sites.
- Analysis and recommendation of mitigation measures at landslide sites.
- Coordinate project activities with site Engineers.
- Any other work assigned as per direction of Competent Authority.

Terms of References
For
Superintending Engineer

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Superintending Engineer, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Engineering, technical consultation for all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The centre will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

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Person Specification:

- **The minimum qualification required is Superintending engineer level officer Graduation in Civil Engineering with minimum 15 years of experience in slope stabilization/ protection work.**
- Worked in the post of Superintending Engineer in Govt. or reputed organizations or equivalent.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:** as per departmental scale (on deputation)

Roles and Responsibilities:

- Supervise and manage the planning, design, and implementation of ULMMC projects.
- Ensure that the projects are completed on time, within budget, and according to specified quality standards.
- Ensure the coordination with contractors, vendors, and other stakeholders to ensure smooth project execution.
- Heading the supervision for mitigation works.
- Monitor progress and resolve issues or delays in the project timeline
- Evaluation of project costs
- Review technical designs, specifications, and drawings to ensure compliance with industry standards.
- Provide technical solutions for complex engineering problems and project challenges.
- Conduct site inspections to verify compliance with safety and quality standards.
- Assigning tasks to quality engineers for monitoring the construction activities at site and report preparation.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For
Executive Engineer**

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Executive Engineer, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	2
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Engineering, technical consultation for all ULMMC projects and activities.

Background:

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Person Specification:

- **The minimum qualification required is Executive engineer level officer Graduation in Civil Engineering with minimum 10 years of experience in slope stabilization/ protection work.**
- Worked in the post of Superintending Engineer in Govt. or reputed organizations or equivalent.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years (on deputation)
- **Salary:** as per departmental scale (on deputation)

Roles and Responsibilities:

- Landslide site visits and report preparation for mitigation plan
- Lead a team of engineers, supervisors, and support staff, providing guidance and mentorship.
- Delegate tasks to subordinates and monitor their performance. Manage and supervise engineering teams.
- Ensure all engineering activities comply with local regulations, standards, and policies.
- Conduct regular audits and inspections to monitor the quality of work and adherence to specifications.
- Prepare and maintain reports on project status, budget, and any changes in scope or timeline
- Conduct site inspections and monitor progress report.
- Review specifications of estimates.
- Implement quality control processes.
- Prepare and submit progress reports to senior management.
- Conduct performance evaluations and provide feedback.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Hydrologist

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Hydrologist, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Hydrological modeling and studies for all ULMMC projects and activities.

Background:

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Person Specification:

- **The minimum qualification required is PG in Hydrology with minimum 10 years of experience in river Training and Flood Control.**
- Experience in hydrology/ river & stream training.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:**Rs.1,20,000/- Consolidated (Departmental/Contractual)

Roles and Responsibilities:

- Drainage basin analysis.
- Hydrological modeling using versatile software.
- Evaluation and design of drainage systems.
- Analyze rainfall patterns and intensity to predict potential landslide triggers.
- Conduct field studies to collect hydrological data for landslide study.
- Work closely with engineers and other specialists to integrate hydrological data for landslide risk assessments and engineering solutions.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Procurement Expert

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Procurement Expert, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Contracts and Procurement activities for all the projects and works of ULMMC.

Background:

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Person Specification:

- **The minimum qualification required is BE/B.Tech/Master's Degree with minimum 10 years of experience in Contracts and Procurement Functions.**
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:** Rs. 80,000 Consolidated (Contract)/ As per scale (Departmental)

Roles and Responsibilities:

- Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contract processes.
- Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
- Assist ULMMC in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
- Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
- Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the senior management of ULMMC give any approval/instruction which may substantially increase the cost of the project.
- Supervising the commissioning of the ULMMC activities and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- To collect data on contracts from different project implementing agencies and contribute to periodic progress reports to be submitted to Director General/ Additional Director General/Director.
- Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
- Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the ULMMC.
- Participate in periodic training of the ULMMC staff on Contracts and Procurements
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For
IT Expert**

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	IT Expert, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Managing and optimizing the technology infrastructure and operations to support all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The Center will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

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Person Specification:

- **The minimum qualification required is B.Tech (IT/Comp Sc.)/MCA with minimum 4 years of experience in handling servers and website management.**
- Managing IT issues of the department/ ULMMCcenter
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:Salary:** Rs.60000/- consolidated(contractual)/as per departmental scale (on deputation)

Roles and Responsibilities:

- Develop, implement, and maintain robust IT and MIS system aligned with ULMMC requirement.
- Ensure optimal management of databases to enhance performance and reliability.
- Ensure seamless integration of IT and MIS with existing systems and databases.
- Oversee IT infrastructure, including hardware, software, and network components, to ensure seamless operations.
- Perform regular servicing and maintenance of IT requirements.
- Maintain comprehensive documentation of the MIS, including technical specifications, user guides, and training materials, Ensuring computer systems, servers, and networks run smoothly and efficiently.
- Providing technical support to employees by solving issues related to software, hardware, or network.
- Conduct online meeting, Management of website.
- Providing real-time troubleshooting for connectivity, audio, video, and software issues during the meeting.
- Development of information database related to landslides
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For
Geologist**

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Geologist, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Geological study of landslides sites for all ULMMC projects and activities.

Background:

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Person Specification:

- **The minimum qualification required is PG in Geology with minimum 5 years of experience in slope stabilization works.**
- Working expertise in various geological issues.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:** <60 years
- **Salary:** Rs.80000/- (contractual)/as per departmental scale (on deputation)

Roles and Responsibilities:

- Study the Earth's physical materials and processes, including rocks, minerals, fossils, and the Earth's crust structure
- Planning and conduct geological field research and survey.
- Collect rock, soil, and water samples from various environments. This includes mapping geological features, taking measurements, and conducting surveys in both outdoor and sometimes hazardous locations
- Analyze laboratory samples, satellite data, and geological maps. Use computer modeling to predict geological phenomena and trends, Development of landslide database and maintain record of landslides in Uttarakhand Himalaya
- Evaluate mineral, water, and energy resources. Provide assessments to determine the feasibility of extraction projects such as mining or drilling.
- Engineering geological study of landslides sites, Prepare geological map at larger scale
- Study the effects of human activity on the environment, including mining, construction, and other industrial projects. Provide solutions to minimize environmental damage, Advises engineers on site selection for any constructional activity
- Any other work assigned by the direction of competent Authority.

Terms of References For

Structural Engineer

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Structural Engineer, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Design of structures using advanced software for all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The Center will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

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Person Specification:

- **The minimum qualification required is Masters in Structural Engineering with minimum 10 years' experience in designing retaining structures.**
- Working expertise in bridges and retaining structures.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:** Rs.1,20,000/-Consolidated(Contractual)

Roles and Responsibilities:

- Landslide site visits and report preparation for mitigation plan
- Landslide field investigation and DPR preparation
- Determination of geotechnical properties of soil/rocks in the laboratory
- Slope stability analysis using versatile software and design of landslide control measures
- Design of structures using advanced software
- Evaluation of project costs
- Assigning tasks to quality engineers for monitoring the construction activities at site and report preparation.
- Establishment and maintenance of Geotechnical laboratory
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Design Engineer

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Design Engineer, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	3
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Design of structures using advanced software for all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The Center will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

The state of Uttarakhand is one of the fast growing/developing states and have a huge tourist and pilgrims' influx. Therefore, good road connectivity, safe travel, parking, stay arrangements for tourists, solid waste management, black & grey water management/drainage are some key aspects to be addressed properly. Also, as a result of increasing urbanization in hilly terrains, slopes are being disturbed due to various construction activities particularly the road and building construction that facilitate the landslide activities.

It is utmost important to carefully coop up with the development activities without harming our environment, life(s) & property(s). Hence, there is a need to establish a center for Landslide Mitigation and Management to conduct landslide related research and investigations for landslide risk reduction through hazard/risk estimation, modelling, instrumentation and cost-effective mitigation measures integrated with long term solution comprising of various control measures that may suitable for a particular site. The main concerns under landslide disaster mitigation are spatial prediction of landslide hazard & risk assessment, modelling of landslide dynamics for efficient mitigation measures and development of early warning system along with sustainable slope stabilization works.

Person Specification:

- **The minimum qualification required is PG in Geotechnical/Structural/Hydrology Engineering with minimum 5 years' of relevant experience.**
- Working experience assisting subject expert in design/detail/field work
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:** <60 years
- **Salary:** Rs.90000/- Consolidated(Contractual)

Roles and Responsibilities:

- Landslide site visits and report preparation for mitigation plan
- Landslide field investigation and DPR preparation
- Determination of geotechnical properties of soil/rocks in the laboratory
- Slope stability analysis using versatile software and design of landslide control measures
- Design of structures using advanced software.
- Evaluation of project costs.
- Assigning tasks to quality engineers for monitoring the construction activities at site and report preparation.
- Establishment and maintenance of Geotechnical laboratory.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Earthquake Engineer

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Earthquake Engineer, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Review/monitoring of Earthquake related projects for all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The Center will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

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Person Specification:

- **The minimum qualification required is PG in Earthquake engineering with minimum 10 years of relevant experience.**
- Working expertise in structural dynamics/ Soil dynamics
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:** Rs.120000/- Consolidated(Contractual)

Roles and Responsibilities:

- Review/monitoring of Earthquake related Projects.
- Analysis of geotechnical earthquake engineering data.
- Analysis and interpretation of seismic data in relation to landslide hazards.
- Seismic design of structures.
- Having working knowledge of Geophysical equipment like GPR, Resistivity, MASW etc.
- Geophysical Investigations of Landslide sites.
- Analysis and Interpretation of Geophysical data.
- Any other work assigned as per direction of Competent Authority.

Terms of References
For
Quality Control Engineer

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Quality Control Engineer, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	2
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Quality control related activities and documents for all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The Center will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

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Person Specification:

- **The minimum qualification required is Diploma in Civil Engineering with minimum 8 years of experience in Quality Assurance and Testing.**
- Project Quality Monitoring
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:** Rs.50000/- Consolidated(Contractual)

Roles and Responsibilities:

- Accountable for the quality of every activity and engineering construction relating to Civil, Architectural and Structural Discipline interfacing the multidisciplinary interfaces
- Responsible for Quality control documents of every civil activity done under the complete project, including certificates, test results, inspection requests, non-compliance reports and site instructions/ observations, and other Quality control related documents.
- Verifying the implementations and operations of the quality control systems, by planning and conducting internal audits and inspections activities on Project sites.
- Onsite monitoring of landslide mitigation measures.
- Quality check of construction material
- Estimation of construction materials
- Laboratory testing
- Field survey of landslide sites
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Environmental Expert

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Environmental Expert, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Environmental studies and impact assessment for projects for all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The Center will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

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Person Specification:

- **The minimum qualification required is PG in Environment Sciences with minimum 8 years of experience in environment and forest land transfer activities**
- Working experience in Environment protection and sustainability
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:** Rs.80000/- Consolidated (Contractual)

Roles and Responsibilities:

- Prepare environmental screening and management plan
- Occupational health safety for field workers
- Environmental impact assessment for projects
- Environmental studies in and around site projects under ULMMC,
- Monitoring work quality, budget, schedule, and compliance with environmental specifications, rules, regulations, and laws in project site.
- Develop strategies to stabilize slopes considering environmental sustainability.
- Ensure use of policies and practices that promote land-use planning and sustainable development to reduce the risk of landslides.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Social/ Community Development Expert

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Social/ Community Development Expert, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Social impact assessment and studies for all ULMMC projects and activities.

Background:

ULMMC is an autonomous institution; registered under Societies Registration Act 1860. The Center will serve on PAN India basis as a Centre of Excellence to provide sustainable solutions for landslide mitigation and management.

Landslide occurrences are very common in the Himalayan region largely because of its complex geology, tectonic instability, continuous erosion by rivers and streams, and high-intensity rainfall substantiated by upcoming hill development activities. Though the loss of life and property due to earthquakes and floods in India are much more than landslides, however, landslide occurrence being more frequent is considered to be a major geological hazard that adversely impacted the society. The Himalayan mountain belt is quite dynamic and active towards subsidence, rock fall, debris flow, avalanches etc. and the means of mitigation and/or corrective measures are scarce.

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Person Specification:

- **The minimum qualification required is PG in Social Sciences/MSW with minimum 8 years of experience in the field of land acquisition and resettlement through RFCTLAR&R Act.**
- Working experience in Resettlement community engagement and Development
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:** <60 years
- **Salary:** Rs.80000/- Consolidated (Contractual)

Roles and Responsibilities:

- Prepare community development plan and documentation such as Social Impact Assessment including Socio- Economic surveys and Resettlement Action Plans, as required/indicated by social assessment.
- Prepare Environmental Social screening and management plan
- Social impact assessment
- Conduct social screening of ULMMC Project's activities.
- Work with local communities to raise awareness about landslide risks
- Prepare capacity building plans and training/IEC material
- Preparing resettlement plan (RAP)
- Conduct training for local residents, focusing on how to respond to early warning systems, evacuation procedures etc.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Documentation Expert

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Documentation Expert, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Systematic Documentation of all ULMMC activities.

Background:

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Person Specification:

- **The minimum qualification required is Post Graduation/Masters in Management with 8 years of experience in Documentation activities.**
- Working experience in Documentation control.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management and with other units around results.
- **Age limit:** <60 years
- **Salary:** Rs.75000/- Consolidated (Contractual)

Roles and Responsibilities:

- Day to day management, upkeep and maintenance of office files, documents, and reports etc.
- Develop a long-term strategy for effective storage and retrieval of Center's Documents as and when necessary.
- Protect sensitive information, make teams more efficient and improve accessibility to Center's Documents for authorized personnel.
- Ensure preparation of Center Reports / Filing etc. as per ULMMC guidelines.
- Edit the reports and other documents as and when required by the ULMMC.
- Assist ULMMC in getting approval of various reports from various authorities like GB, EC etc.
- Participate in the meeting related to preparation of various reports and work packages and provide necessary inputs.
- Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the ULMMC.
- Participate in periodic trainings of the ULMMC staff on Documentation.
- Any other work assigned as per direction of Competent Authority.

Terms of References
For
Manager Office Management

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Manager Office Management, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	All the Office management activities of ULMMC projects and activities.

Background:

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Person Specification:

- **The minimum qualification required is Graduate with 8 years of experience in office management preference for good communication skill in English and Hindi.**
- Work experience in general day to day Admin
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent ULMMC, as well as to interact effectively with senior management.
- **Age limit:**<60 years
- **Salary:**Rs.75000/- Consolidated (Contractual)

Roles and Responsibilities:

- Day to day management, upkeep and maintenance of office equipment's and fulfilling requirements of various officials pertaining to office support staff.
- Help the ULMMC to prepare reimbursement documentation with respect to office expenses in the project implementation unit.
- Maintains office mail systems and other relevant documents for ULMMC.
- Event /training management, Office record keeping.
- Coordinate with procurement section to prepare document for advertising the quotation/notices or Collection of quotation for various shopping activities
- Coordinate with contractors and service providers for maintenance, cleaning, and other building services.
- Ensure compliance with safety regulations and manage office security systems
- Ensure effective use of office resources, including personnel, equipment and tools.
- Oversee and coordinate training / conferences/ meetings
- Identify and implement strategies to improve office efficiency and productivity.
- Address and resolve office interpersonal conflicts or issues and keep record of law related matters
- Ensure a safe working environment for all employees.
- Any other work assigned as per direction of Competent Authority.

**Terms of References
For**

Data Entry Operator

Uttarakhand Landslide Mitigation and Management Center – (ULMMC)

Job Title:	Data Entry Operator, Uttarakhand, Dehradun
Location:	ULMMC, Uttarakhand, Dehradun
Number of Post:	3
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Director General, Additional Director General, Director-ULMMC, Reporting Officer
Responsible for:	Systematic Documentation of all ULMMC activities.

Background:

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Person Specification:

- The minimum qualification required is **Graduate in any discipline, with Experience of At least 03 years of related experience in typing work(Good Hindi and English typing preferred)**
- Typing speed 5000 KDPH in English and 4000 KDPH in Hindi is good
- Can demonstrate Entry level IT skills including experience of MS Word, MS Excel, and MS PowerPoint.

Roles and Responsibilities:

- Support senior officials and executives and all other staff with data feeding and data entry tasks.
- Providing information based on data entry function to the right individuals, as well as composing and typing correspondence.
- Organize and maintain data entry records and files, including creating reports.
- Efficiency in Computer operating, Data entry, Data record keeping and Data entry operation.
- Management of official letters, incoming orders, and letters related to staff.
- Typing letters and reports in English and Hindi
- Provide assistance to administrative, Accounts, HR and technical sections in all the relevant activities, works of ULMMC.
- Coordinating with concern staff for any report preparation and typing work, other office related work.
- Any other work assigned as per direction of Competent Authority.