

**No.A-12011/1/2014-CDM**  
**Centre for Disaster Management**  
**LBS NAA, Mussoorie-248179**

**Employment Notice**

Applications are invited from suitable candidates for appointment on contractual basis for the following post for a period of one year (extendable based on performance). Application may be addressed to the undersigned along with supporting documents/testimonials so as to reach by 2 August, 2017.

**Research Officer : 1 post on contract basis**

**Pay : Rs. 56,100/- p.m. consolidated**

**Eligibility**

**Essential**

- i. Post graduation any discipline of Science/ Social Sciences/ Environment/Disaster Management with 5 years experience in designing and organizing training programmes. In case of retired persons from Government of India/ State Government, Graduation in any discipline with at least 10 years experience in designing and organising training programmes.
- ii. Should have adequate working knowledge of computers
- iii. Age would not be more than 45 years on 1.7.2017

**Desirable**

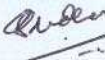
- i. Three to five years of experience in research, teaching and administrative work in the relevant field.
- ii. Should have ability of designing and organising training programmes.
- iii. Exposure in the field of Disaster Management.

**Job Description**

- i. Organisation of Training, Workshop etc. of the Centre.
- ii. Look after day-to-day administrative and financial affairs of the Centre.
- iii. Preparation of Annual Action Plan/ Budget/ Training Calendar/ Report etc.
- iv. Collecting data and compiling case studies including data field trips for research.

**How to Apply**

Apply with your latest CV including two references of academic repute by August 02, 2017. Provide contact details including skype id in the application form. Your application should be addressed to " The Centre Director, Centre for Disaster Management, LBS National Academy of Administration, Mussoorie - 248179, Uttarakhand by post or Email: [cdm.lbsnaa@nic.in](mailto:cdm.lbsnaa@nic.in). Only shortlisted candidates will be invited for the interview.

  
(C. Sridhar)  
Director, CDM  
LBSNAA