

PROJECT MANAGEMENT UNIT

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)

5th Floor, USDMA Building, 36 IT Park, Sahastradhara Road, Dehradun, Uttarakhand, PIN: 248001

Email – recruitmentuprepare@gmail.com

Reference No: 1064 /U-PREPARE//HR/2024/79

Date : 20-03-2025

UTTARAKHAND DISASTER PREPAREDNESS AND RESILIENCE PROJECT (U-PREPARE) (World Bank Assisted) invites applications from the suitable candidates for the various positions under PMU & PIU. For further details and application form please visit www.usdma.uk.gov.in & www.u-prepare.com from dated 21-03-2025 . The engagement of services is purely on temporary basis for a period of 1 year (extendable). The last date of submission of application is 10-04-2025 till 5:00 pm through **speed post or by hand** on the above-mentioned address **or through E-mail (recruitmentuprepare@gmail.com)**. Applications received after the due date and time will not be accepted/entertained.

Terms and Conditions:

- The engagement of services will be purely on temporary basis for a period of 1 year that may be further extended with increment as per projects policy and based on individual performance.
- **Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.**
- **Notice Period to be served by the employee will be 03 months' notice period in the 1st year of appointment, 02 months' notice period in the 2nd year of appointment and 01 month notice period in the 3rd year and onwards.**
- 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.
- After shortlisting, the candidates will be informed separately for interview, the shortlisted candidates shall be informed through only on the 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. After selection joining date will be given separately to the candidates.
- **Interested candidate may apply on the prescribed application form along with CV and a latest passport size photograph with self-attested copies of all the certificates and testimonials.**
- **The candidate shall mark the name of the position & Unit (PMU/PIU) he/she is applying for in bold letters on the top of the envelope clearly. Please sent complete form in A4 Size Envelope only.**
- Interested candidates are advised to regularly visit the website www.usdma.uk.gov.in & www.u-prepare.com for any addendum (if there is any).
- The applications received after **deadline 10-04-2025 till 5:00 pm** shall not be entertained.
- **How to apply:** Applications only on the prescribed form should be sent by SPEED POST or by Hand or Email to the office of the **PROGRAM DIRECTOR, U-PREPARE, 5th Floor, USDMA Building, 36 IT Park, Sahastradhara Road, Dehradun Pin -248001.**

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 uploading 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 postal delays.
- Keep a copy of your application form and attachments for your records.

SI.	Name of Post	No of Post	Category	Consolidate remuneration per month	Qualification/Experience	Engagement type
Project Management Unit (PMU)-U-PREPARE						
1	Social Community Development & Gender Specialist	01	UR	80,000	Master's in Development Studies/Gender Studies/Sociology/Social Work/Anthropology or equivalent. Experience: At least 07 years of 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 Work Department (PIU-RWD)						
2	Multi-Purpose Worker	01	UR	18,000	Intermediate (10+2) with at least 01 years work experience in related field.	Contract
PROGRAM DIRECTOR U-PREPARE						