

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

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

Email – recruitmentuprepares@gmail.com

Date : 24/01/2026

Reference No: 705/U-PREPARE/HR/2024/79

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.u-prepare.com from dated 25.01.2026. The engagement of services is purely on temporary basis for a period of 1 year (extendable). The last date of submission of application is 14.02.2026 till 5:00 pm through speed post or by hand on the above-mentioned address or through E-mail (recruitmentuprepares@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.
- 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.
- Separate applications are required to be submitted if the same candidate is applying for different units.
- 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.u-prepare.com for any addendum (if there is any).
- The applications received after deadline 14.02.2026 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.

| Sl | Name of Post | No of Post & Category | Minimum remuneration per month | Qualification/Experience | Engagement type |
|---|---|-----------------------|--|---|---------------------|
| Project Management Unit (PMU) | | | | | |
| 1 | Manager Procurement & Contract Management | 01 (SC) | 1,00,000/- | <p>Bachelors in Engineering/Technology or Masters in any discipline</p> <p>Experience: At least 07 Years of related experience in contract management and procurement of works, goods and services with Central Govt./State Govt./Public Sector Organizations/ Externally Aided Project (EAP)/Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.</p> | Contract |
| Project Implementation Unit – Rural Works Department (PIU-RWD) | | | | | |
| 2 | Procurement & Contract Management Expert | 01 (UR) | <p>Deputation: as per departmental scale</p> <p>Contract: 60,000/-</p> | <p>Deputation: From State Services with at least 6 years of experience (Not below the rank of Executive Engineer)</p> <p>Contract: Bachelors in Engineering/Technology or Masters in any discipline.</p> <p>Experience: At least 05 Years of related experience in contract management and procurement of works, goods and services with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.</p> | Deputation/Contract |

**PROGRAM DIRECTOR,
U-PREPARE**