

Appointment of Operators for State Emergency Operations Centre

The State Emergency Operations Centre based at Mantraya is the central hub for the State for Disaster Management. The SEOC serves as a focal point for coordination between various stakeholders for response during disasters and ensuring that the response is swift and efficient. During times of peace it serves as a knowledge centre which is involved in gathering and analysing of data. Disaster related research and providing information to policy makers.

Currently the SEOC is manned by Mantralaya Staff on a rotational basis. However, there is a need to appoint full time dedicated specialised staff to man the SEOC.

It is proposed that 9 full time operators be taken on board on contractual basis for manning of the State Emergency Operations Centre on a 24/7, initially for a period of one year.

Scope of Job

The operators will be expected to man the SEOC on a 24x7 basis in shifts of two people for 8 hrs. The Operators will be expected to

- a. Take calls and collect information regarding disaster occurrences in different parts of the State on a continuous basis.
- b. Coordinate with various response agencies including Police, Armed Forces, NDRF etc. during times of disaster.
- c. Enabling smooth flow of information from the ground level to all the relevant stakeholders and decision makers at the State level and vice-a-versa.
- d. Ensuring optimum utilisation of all communication equipment in the SEOC to ensure fail safe and seamless communication with ground zero in times of a disaster.
- e. Maintaining immaculate records of communication made with the districts/ response agencies.
- f. Preparing concise reports of any occurrences and ensuring submission of the same to the relevant stakeholders in a timely manner.
- g. Ensuring that all the stakeholders are provided with real time data from the field during emergencies.

General Requirements

- Candidates served with the armed forces/ police/ NDRF/ paramilitary forces will be preferred
- Having experience of handling control rooms and experience of handling communication equipment will be given preference.
- Age limit of maximum 45 years (Not applicable for Defence Personnel)

Educational & other Requirements

- Minimum HSC in any stream
- Should have working knowledge of English (Oral and Written)
- Should be fluent in Marathi (Oral & Written)
- Should have working knowledge of Computer applications (MS Office etc.)
- Should be able to prepare reports in English and Marathi.
- Candidates having certification in Marathi typing will be preferred.
- For retired government employees, the salary will be according to the government norms.
- The Remuneration for the operators is Rs. 25,000/- per month.
- For retired Defence personnel a remuneration of Rs. 30,000/- will be paid per month.

Interested candidates are required to submit their detailed resume to the Director, Disaster Management Unit, 1st floor, Mantraya Main Building, Madam Cama Road, Mumbai. The selection procedure will be done through a written exam and interview.

The DMU reserves the right to amend any of the above mentioned conditions at any time. Any decisions taken by the Director in this regard will be final and irrevocable.
