



**OSDMA**

**ODISHA STATE DISASTER MANAGEMENT AUTHORITY**

(A Govt. of Odisha Agency)

9<sup>th</sup> Floor, Rajiv Bhawan, Unit-5, Bhubaneswar-751015

Website: [www.osdma.org](http://www.osdma.org)

Letter No. 1536 /OSDMA

Dated 25<sup>th</sup> May, 2026

**WALK-IN-INTERVIEW**

OSDMA intends to engage dynamic and experienced professionals on contractual basis for the position of Climate Risk Specialist for enabling climate-resilient development and effective disaster risk management.

Detailed information regarding the educational qualifications, experience, eligibility criteria, terms of engagement, and the prescribed application format are available on the official website of OSDMA: [www.osdma.org](http://www.osdma.org) from 25.05.2026 to 31.05.2026 (5:00 PM).

Interested and eligible candidates are requested to submit their applications in the prescribed format duly filled via e-mail to **ed@osdma.org** from 25.05.2026 to 31.05.2026 (5:00 PM). Applications received beyond the stipulated date and time or not submitted in the prescribed format shall not be entertained.

The applications will be scrutinized by the competent authority, and only shortlisted candidates will be informed separately through e-mail and over telephone to attend the Walk-In-Interview on 01.06.2026 during 03.00-05.00 PM at OSDMA.

OSDMA reserves the right to accept or reject any application without assigning any reason thereof.

Sd/-

**General Manager (P&A), OSDMA**

**Terms of Reference (ToR) for Engagement of Climate Risk Specialist in Odisha State**  
**Disaster Management Authority**

**I. Educational Qualification & Experience:**

- Bachelor's Degree in Agriculture/Forestry/Environmental Science /Disaster Management / Geography / Equivalent degree from a recognized university/institution.
- Minimum of 10 years of cumulative experience in Climate Change Risk Reduction /Ecological Expertise.
- Retired / Retiring Government / PSUs employees, retired / retiring on superannuation or voluntary retirement in the rank equivalent to Deputy Secretary and above, with a clear service record with minimum 10 years of experience in Disaster Management /working in / close association with such Department associated with risk informed planning, policy and resilience building.
- Proficiency in relevant GIS based data Analysis.

**II. Age Limit:**

- The maximum age limit will be 65 years.
- Relaxation in age may be considered in exceptional cases for candidates possessing outstanding expertise and experience, subject to approval of the competent authority.

**III. Remuneration:**

- The Climate Risk Specialist shall be paid a monthly consolidated remuneration of Rs.75,000/- (Rupees seventy-five thousand) only.

**IV. Period of engagement and other conditions:**

- The Climate Risk Specialist shall be engaged in OSDMA on a purely contractual basis.
- The period of engagement of the Climate Risk Specialist will be initially for a period of one year and may be extended further, subject to satisfactory performance and the requirements of the organisation.
- He / She shall not claim / request / urge for permanent absorption in the OSDMA or Government.
- The engagement will not accrue any right on the part of the candidate or any obligation on the part of the employer for permanent engagement.
- Authority reserves the right to shorten the duration for unsatisfactory performance.
- In case service of the Climate Risk Specialist is not required by OSDMA, he / she can be removed by the Authority at any time by giving one month's notice / one

month's remuneration in advance or if the Climate Risk Specialist wants to leave the assignment, one-month prior notice shall be given or one month's remuneration in lieu thereof shall be paid by him/her to OSDMA.

- The Climate Risk Specialist shall work efficiently and diligently and to the best of his/her ability, to achieve the objectives/deliverables/outcomes and tasks as assigned to him/her.
- Further, the Climate Risk Specialist shall not take any other work, whether remunerated or not, including private practice, consultancy, training, publishing an article, etc. without obtaining prior permission from OSDMA.
- Managing Director, OSDMA / Executive Director, OSDMA / Officer in charge of the subject will have the authority to review and monitor the progress and performance of the Climate Risk Specialist periodically.
- The Climate Risk Specialist will not act, speak or assure anything to anybody that can be construed as detrimental to the interest and image of Odisha State Disaster Management Authority.
- Climate Risk Specialist cannot receive or give any gift to anybody and cannot assure or assume any benefit from any third party during the period of his/her engagement in OSDMA.
- Climate Risk Specialist will be entitled to avail a maximum of 12 days Casual Leave in a calendar year.

#### **V. Scope of the Work/Job Responsibility:**

The Climate Risk Specialist shall work in OSDMA office. He/she shall be responsible for the followings: -

- He / she shall be capable of supporting State and District Disaster Management Authorities for the smooth functioning of the offices of SDMA, SEOC, DDMA and DEOCs
- To ensure compliance with design specifications, safety standards, and environmental regulations.
- Prepare SOPs /Do's & Don'ts /Advisories for different Disasters.
- Prepare a Forest Fire Civilian response plan.
- Facilitate creating resilient and climate friendly homes.
- Liaison with Forest Department, Forest Research Institute and gather their inputs for incorporating into the State and District Disaster Management Plans
- Evaluate actionable methods for reducing climate change disaster impacts in forests and forest fringe areas.
- Develop an ISEA framework for assessing disaster impacts on forests and wildlife and develop corresponding training modules for forest officials in conducting such assessments

- Identify and develop possible mitigation projects for bio-shielding of landslide, flood and coastal erosion prone areas using native plant species and bio-degradable materials
- Collaborate with PR & DW Department in increasing the capacities of Local Government in Disaster Management and update the Local Disaster Management Plans.
- Contribute to the Heat Action Plan of the State
- Support Forest Department in preparing their Departmental Disaster Management Plan
- Support in developing specific disaster management training programmes for Scheduled Tribe Settlements
- To provide technical support and guidance on various matter.
- Awareness training to create green climate.
- Translating SDG/SFDRR into action.
- Any other assignment by M.D, OSDMA.

#### **VI. DUTY STATION**

The Head Quarter of Climate Risk Specialist is fixed at OSDMA office, Bhubaneswar.

#### **VII. SUPERVISOR**

Managing Director, OSDMA / Executive Director / Officer in-charge of the subject.

## APPLICATION FORM

To

The Managing Director,  
Odisha State Disaster Management Authority,  
9<sup>th</sup> Floor, Rajiv Bhawan, Unit-5, Bhubaneswar-751001,  
E-mail: osdma@osdma.org.

### 1. Post Applied For:

- Name of the Post: \_\_\_\_\_
- 

### 2. Personal Details

Particulars	Details
Name of Applicant	_____
Father's / Husband's Name	_____
Date of Birth	_____
Age	
Gender	
Category	
Aadhaar No.	

---

### 3. Address & Contact Details

Residential Address: (Temporary & Permanent)

---

---

- Mobile No
- Email ID

### 4. Educational Qualification

Qualification	Board/University	Year of Passing
_____	_____	_____
_____	_____	_____

### 5. Experience Details

Office/Department/ Organization	Designation/ Capacity	Period of Service	Nature of Duties
_____	_____	_____	_____
_____	_____	_____	_____

## 6. Specialized Skills if any

## 7. Service Particulars (For retired / retiring Government / PSU employees)

<b>Details</b>	<b>Information</b>
Name of Department Last Served	_____
Designation at Retirement	_____
Last Pay Drawn	_____
Pension Amount	_____

The retired / retiring employees are required to furnish the certificates in the format attached to this application as **Annexure -I**

---

## 8. Documents Attached

- PPO / Pension Certificate
  - Retirement Orders
  - Educational Certificate
  - Experience Certificate
  - Identity Proof
  - Passport-size Photograph
  - Other Documents: \_\_\_\_\_
- 

## Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of Applicant**

**ANNEXURE-I**

I Smt. / Shri----- certified as follows:

- I have retired / am retiring from Government service on attaining superannuation / voluntarily / premature.
- No departmental /vigilance case / criminal case is pending against me.

**Signature of Applicant**