

**PROJECT MANAGEMENT UNIT**  
**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)**  
5<sup>th</sup> Floor, USDMA Building, 36 IT Park, Sahastradhara Road, Dehradun, Uttarakhand, PIN: 248001  
Email – recruitmentupprepare@gmail.com

Reference No: 403/U-PREPARE/HR/2024/79

Date : 25 /10 /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.u-prepare.com](http://www.u-prepare.com) from dated **26 October 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 **15 November 2025 till 5:00 pm** through **speed post or by hand** on the above-mentioned address **or through E-mail (recruitmentupprepare@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](http://www.u-prepare.com) for any addendum (if there is any).
- The applications received after **deadline 15 November 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.

Sl	Name of Post	No of Post & Category	Consolidate remuneration per month	Qualification/Experience	Engagement type
<b>Project Management Unit (PMU)</b>					
1	Manager Procurement & Contract Management	01 (SC)	1,00,000/-	Bachelors in Engineering/Technology or Masters in any discipline. <b>Experience:</b> 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.	Contract
<b>Project Implementation Unit – Rural Works Department (PIU-RWD)</b>					
2	Procurement & Contract Management Expert	01 (UR)	60,000/-	<b>Deputation:</b> From State Services with at least 6 years of experience (Not below the rank of Executive Engineer) <b>Contract:</b> Bachelor's in Engineering/ Technology or Master's in any discipline. <b>Experience-</b> At least 05 years of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.	Deputation/ Contract
<b>Project Implementation Unit – Public Works Department (PIU-PWD)</b>					
3	Senior Manager (Civil),	01(SC)	45,000/-	<b>Deputation:</b> Not below the rank of Assistant engineer (Civil). <b>Contract:</b> Engineering Graduate in Civil engineering OR Equivalent At Least 5 Years of relevant work experience with Central Govt/State Govt/Public sector Organizations /EAP (Externally Aided Projects) Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations in bridge/ Slope protection work.	Deputation/ Contract
<b>Project Management Unit – Uttarakhand State Disaster Management Authority (PIU-USDMA)</b>					
4	Procurement & Contract Management Expert	01 (UR)	60,000/-	Bachelor's in Engineering/ Technology or Master's in any discipline. <b>Experience-</b> At least <b>05</b> years of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.	Contract
5	Multi-Purpose Worker	01 (UR)	18,000/-	Intermediate (10+2) with at least 01 years work experience in related field.	Contract
<b>PROGRAM DIRECTOR, U-PREPARE</b>					