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फैक्स

संख्या-70 जीआई/छ:-पु0-2-2015

प्रेषक,

अतुल कुमार,  
उप सचिव,  
उ0प्र0 शासन।

सेवा में,

पुलिस महानिदेशक,  
उत्तर प्रदेश, लखनऊ।

गृह (पुलिस) अनुभाग-2

लखनऊ : दिनांक 16 अप्रैल, 2015

विषय: एसियन डायजेस्टर रिडक्शन सेन्टर (एडीआरसी) कोब जापान में विजिटिंग रिसर्चर प्रोग्राम 2015 का आयोजन होने के संबंध में।

महोदय,

15(K)

उपर्युक्त विषयक श्री सुरेन्द्र ठाकुर, अवर सचिव, भारत सरकार, गृह मंत्रालय (डायजेस्टर मैनेजमेन्ट डिवीजन) का पत्र सं0-50-07/2015-डीएम-111/437-472, दिनांक 13.03.2015 की प्रति मय संलग्नक सहित संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि पत्र में उल्लिखित बिन्दुओं के आलोक में आख्या/प्रस्ताव शासन को तत्काल उपलब्ध कराने का कष्ट करें।

संलग्नक-यथोपरि।

भवदीय,

(अतुल कुमार)  
उप सचिव।

18/4/15

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पुलिस महानिदेशक (पुलिस)  
उत्तर प्रदेश 19/4

ACT  
21/4/15



No. 50-07/2015-DM-III / 437-472  
 Government of India  
 Ministry of Home Affairs  
 (Disaster Management Division)  
 \*\*\*\*\*

3rd Floor, B-Wing, NDCC-II Building,  
 Jai Singh Road, New Delhi-110001  
 Dated the 13<sup>th</sup> March, 2015

To, (आलोक रंजन)  
 मुख्य सचिव  
 उत्तर प्रदेश/UTs  
 Chief Secretary of All States/UTs

Subject: Asian Disaster Reduction Center (ADRC) Visiting Researcher Programme 2015: Call for applications

Sir,

I am directed to say that Asian Disaster Reduction Center (ADRC), Kobe, Japan has called for the applications from member countries to implement the Visiting Researcher Programme in 2015 by inviting experienced professionals who wish to further upgrade their knowledge and skills on disaster risk management by participating in various types of activities to be facilitated by ADRC.

2. The objective of the programme is promotion of multilateral cooperation for disaster risk reduction in Asia. ADRC Visiting Researcher Programme are separated two in terms: (i) 1<sup>st</sup> Term: August through November, 2015 and (ii) 2<sup>nd</sup> Term: January through April, 2016.

3. The eligibility for the programme is as under:

- (i) Applicants must be an experienced professional\* who has engaged in activities related to disaster risk management and will continue to do so far after their return to home countries;
- (ii) Applicants must possess sufficient command of English to be able to undertake their assignments during their stay in Japan.

\*Not only the personnel who belong to the ADRC counterpart organizations, but also those who are members of the DRR-related organizations, such as research institutes and NGOs in the ADRC member countries, can apply for the Program if the head of the ADRC counterpart organizations recommend them.

4. The application for the research programme is to be submitted in the prescribed format. The medical certificates, academic qualification, employment certificate alongwith research plan during the term of assignment are also to be sent to ADRC. The selection will be made by screening application documents, in particular taking into account the level of contribution that proposed research activities can be relevant to the activities of ADRC. A copy of ADRC letter with enclosures in enclosed for reference.

5. In view of the above, it is requested to send nomination to this Ministry by 15<sup>th</sup> April, 2015 alongwith recommendation letter of cadre controlling authority, so that the same may be forwarded to ADRC, alongwith desired documents for their consideration. The material may also be submitted by e. mail to send the information by stipulated date.

Encls: As above.

Yours faithfully,

(S Surendra Thakur)

Under Secretary to the Government of India  
 Telefax: 23438144  
 e. mail: usdm3-mha@nic.in



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## Asian Disaster Reduction Center

Higashikan 5F., 1-5-2 Wakino Hamakaidan-dori Chuo-ku, Kobe 651-0073  
TEL: (+81) 78-262-5540 FAX: (+81) 78-262-5546 • Email: rep@adrc.asia

11 March 2015

Dear ADRC partners,

### Call for Application: ADRC Visiting Researcher Program FY2015

I have the pleasure to inform you that the ADRC calls for applications for the ADRC Visiting Researcher Program from our member countries.

Since this program started in 1999, eighty-seven officials from ADRC member countries have joined the VR program so far. Through the program, they achieved their research goals and made contribution to the objectives of ADRC. We hope that they gained experience and developed good relationships with colleagues from other countries, ADRC and relevant agencies. I would like to take this opportunity to express my great appreciation to former visiting researchers and those who helped them participate in the program,

This year we would like to invite visiting researchers in two separate batches, namely the term A from August through November 2015 and the term B from January through April 2016, for three months respectively. More details and the relevant forms are attached to this letter.

I hope that you will find this program useful for your organization and your country and look forward to applications.

For more details of this program, please contact the person below who is in charge of this program:

Ms. SHIOMI Yumi (adrcvrp@adrc.asia)

Again, thank you very much for your kind attention and cooperation.

Yours sincerely,

Kiyoshi Natori  
Executive Director  
Asian Disaster Reduction Center

Enclosures:

- Guidelines and Application Forms of the ADRC Visiting Researcher Program





11 March 2015

## Guidelines

### Application to ADRC Visiting Researcher Program FY2015

#### 1. Objectives

Toward the promotion of multilateral cooperation for disaster risk reduction in Asia, the Asian Disaster Reduction Center (hereinafter "ADRC") continues to implement the Visiting Researcher Program in FY2015 by inviting experienced professionals from the ADRC member countries who wish to further upgrade their knowledge and skills on disaster risk management by participating in various types of activities to be facilitated by ADRC.

#### 2. Qualifications

- (1) Applicants must be an experienced professional\* who has engaged in activities related to disaster risk management and will continue to do so after their return to home countries;
- (2) Applicants must possess sufficient command of English to be able to undertake their assignments during their stay in Japan.

\*Not only the personnel who belong to the ADRC counterpart organizations, but also those who are members of the DRR-related organizations, such as research institutes and NGOs in the ADRC member countries, can apply for the Program if the head of the ADRC counterpart organizations recommend them.

#### 3. Period of Research

ADRC Visiting Researcher Program has separated two terms:

- 1st term: August through November 2015
- 2nd term: January through April 2016

During the above periods, visiting researchers are expected to be engaged in research activities for three months at ADRC in Kobe, Japan.

#### 4. Duties and Responsibilities

- (1) Visiting researchers shall:
  - a. be engaged in research activities based on their own research plan and according to assistance by ADRC;
  - b. participate in training courses, e.g. visits to various organizations and sites in Japan, a series of lectures, to be facilitated by ADRC;
  - c. also participate in ADRC activities as appropriate, e.g. information compilation on natural disasters and governments' activities of their own countries, seminars and meetings organized by ADRC;
- (2) During their terms of assignment, visiting researchers are not allowed to be engaged in no other than ADRC's activities without a prior agreement between the government of the country and ADRC. Also, they are not allowed to leave their duty station (ADRC in Kobe, Japan) during their terms of assignment without a prior agreement between the government and ADRC.

#### 5. Stipend and Expenses

- (1) ADRC will provide each visiting researcher a single guest room and daily allowance (JPY3,500 per day) during the term of assignment. The cost of heating, lighting, water and communication at their guest rooms will be borne by visiting researchers and deducted from the above-said allowance;
- (2) ADRC will cover the most economical round-trip air ticket from home country to Kobe, Japan;
- (3) ADRC does not cover visa application fees or the costs related to visa application;
- (4) ADRC will cover half of traveler's Insurance during staying in Japan. ADRC does-not cover visiting researcher's insurance for round-trip between home country and Kobe, Japan.





## 6. Application Procedures

Applicants must submit the following documents (1) to (6) through a recommending agency. Applicants from outside the ADRC counterpart organization must submit (5) as well. A complete set of documents must be submitted in both hard and soft copy to ADRC by due date. :

- (1) Application form (with a photo): **Form (A)**
- (2) Medical certificate: **Form (B)**
- (3) Academic certificate of the highest degree (photocopy or original)
- (4) Recommendation letter: **Form (C)**  
(to be signed by the head of the ADRC counterpart organization in each member country on its letterhead)
- (5) Recommendation letter: **Form (C)**  
\*for applicant from outside ADRC counterpart organization only  
(to be signed and sealed by the head of the applicant's own organization on its letterhead)
- (6) Employment certificate: **Form (D)**  
(to be signed and sealed by the head of the applicant's own organization on its letterhead)

## 7. Selection and Notification

- (1) Selection will be made by screening application documents, in particular taking into account the level of contribution that proposed research activities can be relevant to the activities of ADRC.
- (2) In selection, priority will be given to those countries which pay membership fee and which have not sent visiting researchers before;
- (3) If the number of visiting researchers to be accepted for one term exceeds the upper limit, the term of assignment may be altered after negotiation;
- (4) In case a selected visiting researcher is not able to arrive at ADRC during a designated term, the member country in question should notify ADRC without delay. In this case, ADRC may select a substitute from the list of candidates.
- (5) Selection results will be notified by the end of June 2015.

## 8. Submission

Mail to the following address due **11 May 2015**.

Asian Disaster Reduction Center (Visiting Researcher Program)  
1-5-2-5F Wakinohamakaigan-dori, Chuo-ku, Kobe 651-0073, Japan

## 9. For inquiries or further information:

Ms. SHIOMI Yumi

Phone: +81-78-262-5540 Fax: +81-78-262-5546 E-mail: [adrcvrp@adrc.asia](mailto:adrcvrp@adrc.asia)



APPLICATION FORM  
FOR  
THE ASIAN DISASTER REDUCTION CENTER VISITING RESEARCHER (2014)

To: Masanori Hamada  
Chairman of the Asian Disaster Reduction Center

I hereby apply for the Asian Disaster Reduction Center  
Visiting Researcher position with all the necessary  
relevant documents enclosed herewith.

I declare that the statement contained herein and in  
the enclosed papers is true and correct in every respect.

(PHOTO)  
\*Paste a recent  
(taken within 6  
months)  
full-faced  
photograph of  
the Applicant  
here.

• Date:

• Applicant Signature:

• Name:

(Family Name)

(Given Name)

(Middle Name)

• Present Home Address:

• Telephone No.:

• Facsimile No.:

• E-mail Address:

• Nationality:

• Gender:

( ) Male

( ) Female

• Date of Birth:

Day-Month-Year

• Marital Status:

( ) Single

( ) Married

• Place of Birth:

City-Province-Country

• Desired Term of Visiting Researcher (Please check a box with x):

( ) (1) Aug.-Nov. 2015

( ) (2) Jan.-Apr. 2016

If the above term is not available, which option is preferable for you?

( ) (1) I can change the term to another.

( ) (2) I cannot change my proposed term.



9 [Organization of the Applicant]

• Name of Organization: \_\_\_\_\_

• Address (Should be written correctly in English to prevent miss-delivery of notice on results of screening):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Telephone No.: \_\_\_\_\_

• Facsimile No.: \_\_\_\_\_

• E-mail Address: \_\_\_\_\_

• Name and Title of the Organization's Head: \_\_\_\_\_  
\_\_\_\_\_

• Activities of the Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Position and Detailed Assignments of the Applicant at the Organization:

Position: \_\_\_\_\_  
\_\_\_\_\_

Detailed Assignments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Family of the Applicant]

Relation	Name	Occupation	Address/Phone No./Fax.No./E-mail Address



**[Organization of the Applicant]**

- Name of Organization: \_\_\_\_\_
- Address (Should be written correctly in English to prevent miss-delivery of notice on results of screening):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Telephone No.: \_\_\_\_\_
- Facsimile No.: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_
- Name and Title of the Organization's Head: \_\_\_\_\_  
 \_\_\_\_\_
- Activities of the Organization:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Position and Detailed Assignments of the Applicant at the Organization:  
 Position: \_\_\_\_\_  
 \_\_\_\_\_  
 Detailed Assignments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**[Family of the Applicant]**

Relation	Name	Occupation	Address/Phone No./Fax.No./E-mail Address



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[Other contact persons other than the above mentioned (if any)]

Relation	Name	Occupation	Address/Phone No./Fax.No./E-mail Address

[Relation to Japan]

- Have you ever visited or stayed in Japan? (Information necessary for visa application)

( ) Yes ( ) No

If the answer is yes, how many times have you visited or stayed?

( ) times

When is the recent visit? What is the purpose for the visit?

From ( / / ) D/M/Y to ( / / ) D/M/Y

(Purpose: )

- Do you have any family members or relatives living in Japan?

( ) Yes ( ) No

If the answer is yes, please provide us the following information.

Relationship:		Age:	
Name:		Nationality:	
Occupation:			
Residing with applicant or not:			
Status of residence (period of stay)			

Relationship:		Age:	
Name:		Nationality:	
Occupation:			
Residing with applicant or not:			
Status of residence (period of stay)			

[Contact or Friend in Japan (if any)]

Relation	Name	Occupation	Address/Phone No./Fax.No./E-mail Address



**[Personal History]**

Start with the most recent professional careers and education.

Indicate names of firms of employment, schools attended and/or finished in details.

**Professional careers**

Month	Year	Details
(Current)	2014	

**Education**

Month	Year	Details

**Experiences of Living Outside the Applicant's Own Country (if any)**

Name of Country	Duration	Reason or Object

**[Language]**

• Native Language \_\_\_\_\_

• Language Ability: Describe specifically, e.g. "Excellent", "Good", "Fair", "Poor", "None"

	Speaking & Listening	Reading	Writing
English			
Japanese			



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[Research Plan during the Term of Assignment] (\*Use additional papers, if necessary.)

Desired Field(s) or Subject(s) of Research:

Background and Significance of the Research:

*(Sketch the background leading to your research plan. Clearly describe the problems and issues to be addressed in your area of concern. Identify gaps to be filled by your research.)*

Specific Aims:

*(Provide a clear, concise summary of the aims of the proposed research work during your stay in Japan and its relationship to your long-term goals.)*

Expected Results:

How the Research Results can be Applied to Your Country?



健康診断書

Form(B)

MEDICAL CERTIFICATE

氏名 Name :	
生年月日 Date of Birth :	性別 Sex :
現住所 Present Home Address :	

Weight 1. (体重)	kg	Eye Disease 4. (眼疾)	
Stature 2. (身長)	cm	Eyesight 5. (視力)	left Right
Internal Examination 3. (内診)		Color Blindness 6. (色神)	
		Blood Pressure 7. (血圧)	mm/TH
		Urine 8. (尿)	
		Ear Disease 9. (耳疾)	
		Sedimentation Rate 10. (血沈)	
		Tuberculin Test 11. (ツベルクリン反応)	
X-ray Photo 12. (X線撮影)		Medical History 13. (既往症)	
Indirect (間接撮影)	Direct (直接撮影)	Remarks 14. (特記事項)	
	A direct X-ray photo should be attached in case of abnormality. 異常ある場合は直接撮影写真を添付して下さい		

I hereby swear that all the above information is correct. (上記の記載事項に誤りがない事を証明いたします)

Name of hospital (病院名) :
Address (所在地) :
Date (年月日) :
Name of certifier (証明者名) :
Signature (署名) :



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Form(C)

# RECOMMENDATION LETTER FOR ADRC VISITING RESEARCHER PROGRAM 2015

To: Masanori Hamada  
Chairman of the Asian Disaster Reduction Center

Applicant's Name: \_\_\_\_\_

Acknowledged that all the statement given by the above-mentioned person in the application documents enclosed herein is true and correct, and that he/she is fully eligible for assignments of ADRC Visiting Researchers, I hereby recommend him/her for the above mentioned post.

Use the following space (and additional sheets as necessary) to enter our recommendation remarks, focusing on the significance of the applicant's proposed research activities, and the applicant's suitability for such activities)

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_



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Form(D)

EMPLOYMENT CERTIFICATE

FOR ADRC VISITING RESEARCHER PROGRAM 2015

Use the following space to certify the employment status, including the name, title, organization, employment period of the applicant.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_