

**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

**VACANCY ANNOUNCEMENT**

Applications along with Prescribed Application Form, attested copies of all Certificates, Marks Sheets, 02 copies of recent passport size photos, etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA / DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised to ensure that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl.No.	Name of the Post	No. of posts
1	Project Officer, District Disaster Management Authority	1 No.
2	Computer Operator	2 Nos.

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before **20<sup>th</sup> February, 2016** and addressed to:

**The Chief Executive Officer,  
Assam State Disaster Management Authority,  
Assam Secretariat Campus (Opp. SBI Sectt. Branch),  
Dispur, Guwahati – 781006,  
Assam.**

Applications received at Assam State Disaster Management Authority after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

Further details may be seen at ASDMA website <http://www.asdma.gov.in>

  
(P.K. Tiwari)

**Chief Executive Officer  
Assam State Disaster Management Authority**

*Chief Executive Officer  
Assam State Disaster  
Management Authority  
Dispur, Guwahati-6*

**Name of the Post : Project Officer, District Disaster Management Authority**

**No. of post- 1 No.**

**Essential Qualification:**

- Bachelor's degree in any discipline from a recognised University or Institute or equivalent
- Should not be below 21 years and above 38 years as on 1st January 2016. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Should have minimum 2 years working experience as a full time paid employee in an organisation of repute dealing with Disaster Management or in the Development and Social sector
- Should have excellent communication skills in Assamese and English
- Should have good skills on computer operation especially in MS Word, Excel, PowerPoint, use of internet, etc.
- Candidate must be Indian Citizen and should be a permanent resident of Assam.

**Duties and Responsibilities:**

- Facilitate and coordinate for preparation of multi-hazard Disaster Management plans of the Districts, Blocks, GPs and Villages along with government functionaries.
- Help the District administration/ Block for selection of partners for the CBDP work.
- Contribute in the development of an awareness campaign strategy and awareness generation activities like street plays, rallies, painting and drawing competitions amongst school children on disaster preparedness.
- Coordinating and facilitating training programmes for disaster management task forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of early warning equipment/ HAM radio operation etc.
- Establishing linkages with Civil Society Response group at various levels for emergency response plan development.
- Networking with NGOs/CBOs/NCC/NSS and other agencies working in the field of Disaster Management for unification of the strategy and process.
- Assisting the Deputy Commissioner in performing all activities related to disaster management.
- Facilitating establishment of effective communication systems for early tracking and dissemination of warnings at the district level.
- Facilitating establishment of control rooms at District and block levels for Disaster Management Information dissemination.

**Duty Station:** Any district within Assam

**Fixed Remuneration:** Rs. 25,200/- per month (inclusive of other allowances).

**2. Name of the Post : Computer Operator**

**No. of post- 2 Nos.**

**Essential Qualification:**

- Candidates must have passed PU/HSSLC or an equivalent examination from a recognized University or Board. Preference will be given to graduate candidates in any stream.

*Pramod*  
**Chief Executive Officer**  
**Assam State Disaster**  
**Management Authority**  
**Dispur, Guwahati**



- Should have minimum stenography speed of 120 (one hundred & twenty) words per minute (W.P.M.) in English.
- Should have good reading and writing skills in English.
- Should have MS Office proficiency (Word, Excel, PowerPoint). Candidate should have one year certificate in computer application from Govt. recognized Institute.
- Should not be below 21 years and above 38 years as on 1<sup>st</sup> January, 2016. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Should have minimum of two years' experience in relevant field.
- Candidate must be Indian citizen and preferably permanent resident of Assam.

**Duties and Responsibilities:**

The Computer Operators will be posted at Guwahati to work with the State Disaster Management Authority under the direct supervision of the Chief Executive Officer, ASDMA in the Chief Minister's Special Scheme Cell and perform the following duties:

- Collection, collation and processing of information, mainly relating to implementation of Chief Minister's Special Scheme for Rehabilitation of Erosion Affected families but not confined to it alone.
- Provide assistance in MIS support coordination.
- Odd technical jobs in the course of operation of the computer system.
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** Guwahati, Assam or as maybe decided by the Authority, within Assam.

**Fixed Remuneration:** Rs. 15,000/- per month (inclusive of other allowances).

*Pramod*

(P.K. Tiwari)

Chief Executive Officer,  
Assam State Disaster Management Authority  
*Chief Executive Officer*  
*Assam State Disaster*  
*Management Authority*  
*Dispur, Guwahati-6*

