

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

VACANCY ANNOUNCEMENT

ASDMA invites applications for the posts of Disaster Professionals for the State and District levels respectively, under the scheme '**Strengthening of State Disaster Management Authority (SDMA) and District Disaster Management Authority (DDMA)**'. The duration of engagement would be for the project period as determined by NDMA, initially for 10 (ten) months.

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before 20th Sept 2016 and addressed to:

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

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



**(Dipak Kumar Sarma),
Chief Executive Officer,
Assam State Disaster Management Authority.**

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

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Applications along with Prescribed Application Form, attested copies of all Certificates, Marks Sheets, recent passport size photo, 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. 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.

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 clearly mention the name of the post applied for on top of the envelope containing the application.

1. **Name of the Post :** Disaster Professional for the Project 'Strengthening of State Disaster Management Authority (SDMA) and District Disaster Management Authority (DDMA)' for SDMA.

No. of posts : 3 Nos.

Duration of Engagement: For the project period as determined by NDMA, initially for 10 (ten) months.

Essential Qualification:

- Advanced university degree in social sciences or discipline relevant to disaster reduction.
- At least five years' experience in disaster risk reduction and early recovery activities and program management.
- Experience in development of risk reduction program through a framework on pre-hazard analysis, vulnerability analysis, will have added advantage.
- Strong managerial and administrative experience in project management, project monitoring and evaluation systems.
- Should be able to work capably in a challenging environment and ready to take on a wide range of tasks.
- Should not be below 21 years and above 38 years as on 1st January 2016.
- 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 preferably permanent resident of Assam.

Duties and Responsibilities:

- Design and formulate programme and project document in the thematic area of disaster risk reduction / management.
- Provide technical advice to SDMA on DRR, particularly pertaining to initiatives for DRR framework enhancement.
- Monitor projects substantively and financially through discussions on project work plans, progress and performance and conducting / commissioning evaluations as appropriate.
- Regularly visit project sites to monitor and assess implementation of planned activities, resolve problems in executions and implementation if any.
- Propose directions and solutions to address challenges.



- Identify catalytic areas where disaster risk reduction can be integrated and add value to other, ongoing government interventions.
- Collect, compile and update / complement existing information on hazards, vulnerabilities and capacities in the State and ensure that this information is taken into consideration in the formulation, negotiation and implementation of development programmes.
- Any other duties and responsibilities that may be assigned from time to time.

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

Fixed Remuneration: Lumpsum Rs. 50,000/- per month.

2. **Name of the Post :** Disaster Professional for the Project 'Strengthening of State Disaster Management Authority (SDMA) and District Disaster Management Authority (DDMA)' for DDMA.

No. of posts - 1 (one) each to be posted at the following 11 (eleven) districts:

- i. Kamrup (Metro)
- ii. Kamrup (Rural)
- iii. Barpeta
- iv. Dhubri
- v. Nagaon
- vi. Jorhat
- vii. Goalpara
- viii. Cachar
- ix. Dhemaji
- x. Dibrugarh
- xi. Sonitpur

Duration of Engagement: For the project period as determined by NDMA, initially for 10 (ten) months.

Essential Qualification:

- Bachelor's degree in any discipline from a recognised University or Institute or equivalent.
- Should have minimum 2 (two) years working experience as a full time paid employee in an organization of repute dealing with Disaster Management or in Development and Social sector.
- Should have excellent communication skills in Assamese and English.
- Should have computer skills, specially MS Word / Excel / PowerPoint / use of Internet, etc.
- Should not be below 21 years and above 38 years as on 1st January, 2016.
- Candidate must be Indian citizen and preferably 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.
- Any other duties and responsibilities that may be assigned from time to time.

Duty Station: Any district within Assam.

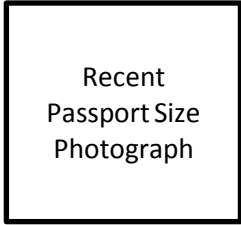
Fixed Remuneration: Lumpsum Rs. 40,000/- per month.



(Dipak Kumar Sarma)
Chief Executive Officer,
Assam State Disaster Management Authority

Prescribed Application Form

(To be downloaded)



ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for:
[Please put (✓) mark
against the post]

Disaster Professional for SDMA

Disaster Professional for DDMA

Please read the instructions given below carefully.

Instructions:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- **Incomplete applications will be rejected.**
- Please enclose attested copies of mark-sheets of all Board/ University Examinations.
- Please enclose attested copies of experience certificates, if any.
- Please enclose attested copies of relevant certificate relating to proficiency in Computer Application.
- Employment Exchange Registration Card, if any.
- The LAST DATE of submission should be strictly adhered to.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate

2. Sex : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate)

Date Month Year

4. Complete Age as on (01-01-2016) Years.

5. Caste: Please specify _____ [**SC / ST / OBC / Gen.**] (In case of SC/ST/OBC candidates, proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

10. Educational Qualifications (HSLC/ HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, If any:

12. Computer Proficiency (Minimum 6 months course/Certificate attached) (Yes/No):

13. Work Experience (Please give details thereof):

Name of Office/ Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No. (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

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20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed attested photocopies of certificates in support of my claim for Educational Qualification/ Computer Proficiency and Age.]
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed/ false or incorrect or ineligibility being detected before or after the recruitment, my candidature/ appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.
- PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES THE CHIEF EXECUTIVE OFFICER, ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. OF SBI, DISPUR, GUWAHATI-06, ON OR BEFORE THE CLOSING DATE. APPLICATIONS NOT RECEIVED OR DELIVERED AT ASDMA OFFICE WITHIN THE FIXED DATE AND TIME FOR THE PURPOSE OR NOT SUBMITTED IN THE MANNER PRESCRIBED WILL NOT BE CONSIDERED. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.