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**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

**VACANCY ANNOUNCEMENT**

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, 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	07 Nos.

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before 22-02-2017 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.

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*

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

No. of posts – 7 (seven) Nos.

**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 2017.
- 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 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 to him /her from time to time.

**Duty Station:** Any district within Assam

**Fixed Remuneration:** Rs. 27,120/- per month (inclusive of other allowances).

  
(P.K Tiwari),

Chief Executive Officer,  
Assam State Disaster Management Authority

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



**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**  
**ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.**

Post applied for: **Project Officer (District Disaster Management Authority)**   
[Please put (✓) mark against the post]   
**Finance Officer**

**Please read the instructions given below carefully:**

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 copies of mark-sheets of all Board/ University Examinations.
- Please enclose copies of work experience certificates, if any.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- Employment Exchange Registration Card.
- 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:  SC  ST  OBC  Gen Please specify \_\_\_\_\_ (In case of SC/ST 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:



