



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER :::: CHARAIDEO**  
 (District Disaster Management Authority)

E-mail: dc-charaideo@gov.in/charaideodeoc@gmail.com

No. ECF No-13243

Dated:- 09/03/2023

**ADV E RTISEMENT**

The applicants may have to appear for walk in interview for recruitment to the post of 1 (one) no. of Information Assistant in District Emergency Operation Centre, Charaideo on contract basis under District Disaster Management Authority, Charaideo with following terms and conditions:

**How to Apply:** Applicant will have to bring application in Standard Form (ASSAM GAZETTE PART –IX) along with self-attested photocopies of all documents and two copies of recent passport size photograph. Application should be address to The Deputy Commissioner & Chairman, District Disaster Management Authority, O/o the Deputy Commissioner, Charaideo, Pin 785690, Assam.

**Date of Interview:** 01-04-2023. Candidates shall report in the Conference Room of District Emergency Operation Centre, District Disaster Management Authority, O/o the Deputy Commissioner, Charaideo from 10.00 AM onwards with all documents. Candidates reporting after 10.30 AM shall not be entertained for interview, No TA/DA shall be given to the candidates for appearing in the interview.

**Name of the Post: Information Assistant for District Emergency Operation Centre (DEOC)**

**No of Posts: 01 (one)**

**Essential qualification:**

- Graduate or equivalent degree.
- At least six months Certificate/Diploma course in Computer Application. Skills in Computer Application (MS Word, Excel, Power Point, Internet Surfing, etc).
- Fluency in spoken Assamese, English & Hindi.
- Preference will be given to registered Protirudhi Bandhu Volunteers of the district.
- Age of the applicant should not be below 21 years and above 43 years as on 01-01-2023.

**Duties and responsibilities of the Information Assistants of DEOCS:**

1. DEOC functions 24 x 7 and no on-duty Information Assistant will leave EOC after his/her duty hour, without handing over duty to Information Assistant/personnel of the next shift. On duty Information Assistants should brief/summaries the activities of the past shift to next shift personnel before handing over his/her duty.
2. Information Assistants will ensure that all equipment in DEOCS are functioning and if repairs are required, it has to be brought to the notice of In-Charge (IC), DEOC/DPO immediately.
3. Information Assistants will collect Telephone Bills and give the same to the IC for necessary payments every month to avoid disconnection of the same.
4. Any Information received form Revenue Circles/Police Control Room /News Channel or any other sources is to be noted down in Logbook/Register in DEOC and update the DEOC (U/C)
5. The Information will need to be verified or crosschecked with SDO (Civil)/RCO/DPO, DDMA/Field Officer, DDMA/Police Control Room/ Police Station/ Fire & Emergency Service station of concerned area.
6. After verification by the above-mentioned authorities Information will be disseminated to the designated contacts through SMS/Phone. Detail reports once received will be

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- disseminated through E-mail after approval of IC.
7. Concerned contact details available in EOC will need to be updated periodically by the Information Assistants every month or as and when necessary.
  8. Verified Information will be disseminated to concerned Agencies i.e. Fire incident to Fire Services, Accident to 108/Medical, law & order situation to Police Control room with the help of APRO personnel when necessary (through W T Msg.) or other means of communication.
  9. Reports on Rainfall and water levels in every 24 hours will be collected from designated stations of Water Resource Deptt./CWC/ IMD/ Agriculture Deptt. etc. by the Information Assistants (deployed in the morning shift) at 10 AM every day during the flood season.
  10. Information Assistant deployed in the Morning shift will call CO of all Revenue Circles/Field Officers, DDMAS for flood report of the last 24 hours, every day between 8-10 AM during flood season. They will also ensure the timely preparation of the daily report submission of the same to SEOC by 2 PM every day.
  11. FRIMS and other reports collected from the Revenue Circles will be compiled in prescribed formats by 12 Noon positively during flood season & Reports signed by the concern officer will be sent to SEOC through email/fax latest by 2 PM every day.
  12. FLEWS (Flood Early Warning System) information & any other information received from SEOC/NESAC will be disseminated to concerned Revenue Circle Officer/Field Officers immediately after approval of the IC by the Information Assistant on duty during flood season.
  13. Reports on any other incident like earthquake, etc. will have to be collected from IMD/USGS report and disseminated to all concerned officials after approval of the IC

**Duty Station:** District Emergency Operation Centre (DEOC).

**Salary:** Rs. 13,863/-

**Signed by Paul Barua**

**Date: 14-03-2023 17:33:45**

Deputy Commissioner & Chairman,  
District Disaster Management Authority,  
Charaideo

Memo No. ECF No-13243/

Copy to :

Dated:- 09-03-2023

1. The Chief Executive Officer, ASDMA, Dispur, Guwahati for kind information.
2. All Revenue Circle Officers under, Charaideo District for information.
- ✓ 3. The DIO, NIC, Charaideo for information. He is requested to upload the advertisement in the District Website.
4. The DIPRO, Charaideo for information. He is requested to publish the said advertisement in at least two daily local newspapers.
5. All members of the selection committee for information and necessary action.

e-Signed/-

Deputy Commissioner & Chairman  
District Disaster Management Authority,  
Charaideo