



GOVT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER:::CHARAIDEO::: SONARI
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

No. CRR.21/2019-20/80

Dated Sonari the 3rd December-2022

ADVERTISEMENT

In pursuance of the Govt. letter No.ECF No. 203793/15, Dtd. 28/10/2022 from the State Project Coordinator, Assam State Disaster Management Authority, Dispur, Guwahati, Assam, **OFFLINE APPLICATIONS** are invited from the intending candidates, who are citizen of India as defined in article 5 to 8 of the Constitution of India, for filling up the following vacant post of Field Officer (DM) on contractual basis to be posted at District Hqs/Revenue Circle Office of the Charaideo District under Administrative Control of DDMA, Charaideo.

Name of Post :- Field Officer (Disaster Management)

Post :- 01 (One)

Essential Qualification:

1. Bachelor's degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject or Graduate in Civil Engineering from a recognized University/ Institution with minimum 50% marks in Graduation.
2. Must have proficiency in basic computer application, like MS windows, EXCEL, Power Point, DTP (English/Assamese), spreadsheet, presentation of graphics, concept of database, word processor, internet processing, email etc.
3. Must possess a minimum one year diploma/certificate in computer application from an institute recognized by the Govt.

Desirable Qualification.

Experience in Disaster Management would be given preference.

Age: Should not be below 21 years and above 35 years as on the 1st day of 2022, relaxable in case of SC/ST/OBC candidate as per rules.

Duty Station: He/ She will be stationed in the DDMA & Revenue Circle Office and will work under the direct control of CEO, DDMA and supervision of the DPO, DDMA/Circle Officer.

Duration of the contract: The contract will initially be for a period of 1 (One) year subject to annual renewal on the basis of performance appraisal and as per Govt. instruction further.

Remuneration: An amount of Rs. 20,000/- will be paid as fixed and consolidated monthly which includes —Pay : Rs. 15,000/-

Mobility Allowance : Rs. 4,000/-

Telephone Charges : Rs. 1,000/-

Interview will be for 125 marks with the following break-up:-

- a) Total Marks in written Examination =100 marks
- b) Marks obtained in Computer test = 15 marks
- c) Attitude & personality traits etc. (Personal interview) = 10 marks

How to apply:

- Candidates are required to apply in standard form through offline mode only. No other mode for submission of application will be allowed.
- Applications are to be submitted to the office of the undersigned with effect from 11.00 AM of 7/12/2022 to 4:00 PM of 20/12/2022. No application will be accepted after the expiry of the given time.
- No application fee is required.
- Candidates are required to the following documents:
 - i. One recent passport size coloured photograph with white back ground. The photograph must be on standard 3.5X4.5 cm print.
 - ii. Education Qualification Certificate and marksheet
 - iii. Age proof Certificate (i.e. Birth Certificate issued by the Competent authority or H.S.L.C. Admit card/ certificate issued by recognized Board/ Council)
 - iv. 1 year diploma Certificate in Computer proficiency from recognized institute.
 - v. Experience Certificate (if any).
- Candidates whose applications are accepted will be required to appear in a written examination to be followed by computer test and personal interview of qualified candidates only. Selection will be done strictly on merit basis. The written examination and personal Interview will be held in the office of the undersigned only on a date to be notified later on.
- Only shortlisted candidates will be called for written, personal Interview & computer test.

Mode of selection:

- Final selection list will be prepared on the basis of merit (Marks obtained in written exam + Computer Test + personal interview).
- The selection Committee shall have the right to accept or reject the candidature after proper scrutiny of the documents/testimonials etc. with regards to the modalities of selections. The decision of the selection committee shall be final and binding.
- The appointment will be made after necessary police verification etc. as per procedure.

- All information/announcement regarding the recruitment would be uploaded at the official website **charaideo.assam.gov.in** and no individual communication would be made and accordingly the candidates must follow/refer the website time to time/regularly.
- No. TA/DA will be provided to the candidates for appearing in written test or personal interview and computer test or any other such.
- Canvassing /lobbying directly or indirectly will lead to immediate disqualification of the candidature.
- The undersigned reserves the right to cancel the advertisement after any terms and conditions of the advertisement at any stage without assigning any reason thereof.

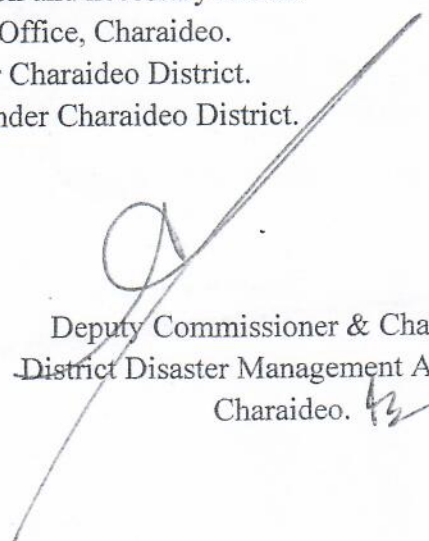
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Deputy Commissioner & Chairman,
District Disaster Management Authority,
Charaideo

Memo No. CRR.21/2019-20/80

Dated Sonari the 3rd December-2022

Copy to:

1. The CEO, ASDMA, Dispur Guwahati-6 for favour of kind information.
2. All Circle Officers for information and necessary action.
3. The DIPRO, Charaideo for information and necessary action. He is requested to make necessary arrangement for publication of the advertisement in all the local newspapers and electronic media as a news item.
- ✓ 4. The DIO, NIC, Charaideo for information and necessary action.
5. Notice Board of Deputy Commissioner Office, Charaideo.
6. Notice Board of all Circle Offices under Charaideo District.
7. Notice Board of All Municipal Board under Charaideo District.
8. Office File.


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