

Assam State Disaster Management Authority

Vacancy Announcement

Applications along with Prescribed Application Form, attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates 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 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 (Disaster Management)	1 (one) No.
2.	Information Assistants for State Emergency Operations Centre (SEOC)	4 (four)

The application, complete in all respects **in the prescribed application form** and along with testimonials should be submitted on or before **04-06-2019 / 3.00 PM** and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) 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 and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/>,



**Joint Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

Name of the Post : Project Officer (Disaster Management).

No. of posts : 1 (one) No.

Duration of Engagement: The contract will be for a period of one year. ASDMA may decide to continue the support to the department, subject to availability of fund for the same under SDRF if required, to achieve the objective. No incumbent can claim any regularisation of the post.

Essential Qualification:

- Graduate degree in any discipline from a recognised University or Institute or equivalent. Preference will be given to candidates having degree/diploma in Disaster Management.
- Minimum 2 (two) years working experience as a full time paid employee in an organisation of repute dealing with Disaster Management.
- Should not be below 21 years and above 43 years on 01/01/2019.
- Should have knowledge of Disaster Risk Reduction.
- Should have computer skills, specially MS Word / Excel / PowerPoint / use of Internet, etc.
- Excellent communication skills in Assamese and English.

Duties and Responsibilities:

- Assist the Department concerned in preparation and updation of Departmental Disaster Management Plans.
- Assist the Department in designing and conducting capacity building activities and awareness generation programmes for Departmental functionaries.
- Assist the Department in preparation of SOPs.
- Assist the Departments in documentation of critical departmental level challenges and practices concerning Disaster Management.
- Submit Progress reports in the formats and as per the time-lines decided by the Authority.
- Any other duties & responsibilities that may be assigned to the Project Officer in regard to Disaster Management from time to time.

Department and Duty Station: Department shall be assigned by the Authority and the Project Officer shall be placed at the State Headquarters of the Department concerned. Name of the Department, the Project Officer is to be placed in:

- 1 Industry Department.

Fixed Remuneration: Lump sum Rs. 27,400/- per month.



**Joint Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

Name of the Post: Information Assistant for State Emergency Operations Centre (SEOC)

No of Posts: - 04 (four) Nos.

Essential Qualification:

1. Higher Secondary passed or equivalent from a recognized Board or Educational Institution.
2. Necessary skills in Computer Application (MS Word, Excel, Power Point, Internet Surfing, etc.).
3. Fluency in spoken Assamese, English & Hindi.
4. At least 2 (two) years' experience in the relevant field.
5. Age of the applicant should not be below 21 years and above 43 years as on 01.01.2019.

Duties and responsibilities:-

1. Information Assistants will ensure that all equipment are functioning and if repairs are required, it has to be brought to the notice of In-Charge (IC) immediately.
2. Information Assistants will collect Telephone Bills and give the same to the IC for necessary payments every month to avoid disconnection of the same.
3. Any Information received form Revenue Circles/Police Control Room /News Channel or any other sources is to be noted down in Logbook/Register.
4. The Information will need to be verified or crosschecked with SDO (Civil)/CO/DPO, ASDMA/Police Control Room/ Police Station/ Fire Services of concerned area.
5. After verification by the above mentioned authorities Information will be disseminated to the designated Contacts through SMS/Phone. Detail reports once received will be disseminated through Email after approval of IC.
6. Concerned contact details available in EOC will need to be updated periodically by the Information Assistants every month or as and when necessary.
7. 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 WT Msg.).
8. Reports on Rainfall in the last 24 hours will be collected from IMD & reports on water level will be collected from Water Resources/ CWC by the Information Assistant deployed in the morning shift (6 AM to 2 PM) at 10 AM every day during the flood season.
9. Information Assistant deployed in the Morning shift (6 AM to 2 PM) will call ADC concerned/ DPO, ASDMA & CO of all Revenue Circles for flood report of the last 24 hours, every day between 8-10 AM during flood season. COs of all Circles will be requested to send the Flood report by Fax or Email before 12 Noon positively during flood season.
10. Report collected from the Revenue Circles will be compiled in prescribed formats by 12 Noon positively during flood season & Reports signed by IC will be sent to designated contacts over email and to designated faxed numbers.
11. FLEWS (Flood Early Warning System) information & any other information received will be disseminated to concerned Revenue Circles immediately after approval of the IC by the Information Assistant on duty during flood season.
12. 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: Assam State Disaster Management Authority, Janata Bhawan, Dispur-6.

Salary: Rs. 10,350/- approx.



**Joint Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

