# **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.	Technical Consultant (Child-Centered Risk Informed	1 (one) No.
	Programming & Emergency Preparedness for Response)	

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.

Further details and prescribed application form may be seen / downloaded at ASDMA website <a href="http://asdma.gov.in/">http://asdma.gov.in/</a>,

Deputy Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.

## **ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

# VACANCY ANNOUNCEMENT

Applications along with Prescribed Application Form available in ASDMA website (<a href="www.asdma.gov.in">www.asdma.gov.in</a>) and 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.

Name of the Post: Technical Consultant (Child-Centered Risk Informed Programming & Emergency Preparedness for Response).

No. of post- 1 No.

**Duration of Engagement:** The consultancy assignment commences from the date of engagement till 31<sup>st</sup> December 2021.

## Qualification & Experience:

- A Postgraduate in Disaster Management / Environmental Sciences / Social Science and related subject with at least 55% and above percentile at PG level.
- Minimum 2-3 years of experience in disaster risk reduction including experience of providing technical assistance to state / national government on policy and planning related matters.
- Previous experience of drafting policy papers / plans / SoPs' for state governments will be added advantage.
- Should have experience in designing and implementing training & capacity building initiatives at state / national level.
- Should be technology savvy and possess technical skills for process documentation.
- Experience of working with state government/s in India will be added advantage.
- Should not be below 21 years and above 43 years on 1<sup>st</sup> January, 2021.

Page 1 of 2

Deputy Secretary & State Project Coordinato Assam State Disaster Management Authority Govt. of Assam, Dispur, Guwahati-6

## **Duties and Responsibilities:**

The Technical Consultant stationed at the ASDMA, Assam Secretariat will work with the State Disaster Management Authority under the direct supervision of State Project Coordinator, ASDMA and perform the following duties:

- Support finalization of DRR Roadmap document in coordination with stakeholders and its roll-out.
- Support analysis and understanding of child deaths, design and execution of targeted awareness generation campaign towards reduction of child deaths during floods.
- Support school safety and security related actions including streamlining school safety reporting and overall support in the functioning of State School Safety Advisory Committee.
- Support roll-out of relief camp management Standard Operating Procedure including capacity building of stakeholders.
- Support roll-out of flood reporting and information management system.
- Support in matters related to roll-out of State Disaster Risk Mitigation Fund.
- Support in matters related to non-medical response to COVID-19 including strengthening of volunteer management system.
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** ASDMA, Assam Secretariat, Dispur, Guwahati -6, Assam. Due to the ongoing COVID situation, the consultant may have to work in virtual mode by establishing remote contact with the duty station as and when required by the Authority.

Fixed Remuneration: ₹ 55,000/- per month.

Deputy Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.

Deputy Secretary & State Project Coordinator Assam State Disaster Management Authority Govt. of Assam, Dispur, Guwahati-6

Recent Passport Size Photograph

<u>Prescribed Application Form</u> (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 ( $\checkmark$ ) mark against the post. Separate application forms to be used for applying for multiple posts]:

Technical Consultant (Child-Centered Risk Informed Programming &	
Emergency Preparedness for Response)	

### 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.
- 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 o	of the	app	lican	t as r	ecor	ded i	n HS	LC or	Equi	ivaler	nt Ce	rtific	ate:						
						_						_								
2.	Gender	r:	Mal	e				Fei	nale											
3.	Date of	f Birth	n (as	reco	rded	in HS	SLC o	r equ	iivale	nt ce	ertific	ate):	:							
	Date	e		7		Мо	nth [				Yea	ar 🗀								
				_			L													
4.	Comple	ete A	ge as	on (	01-01	L-202	21) [			Year	s.									
						_														
5.	Caste:														of SC	ST o	andi	date	s pro	per
	caste c	ertific	cate f	rom	the (	Comp	oeter	ıt Au	thori	ty m	ust b	e fur	nishe	d.)						
6.	Name o	of Fat	her:																	
7.	Name o	of Mo	ther	:																
8.	Name o	of Spo	ouse	(if ap	plica	ble):														
9.	Present	t Occ	upati	on, i	f any	:														

10.	Educational C	ualifications	(HSLC.	/ HS onwards	١:

Name of	Nar	ne of				with	full	В	oard			il/	Ye	ar of		Class	/ Div	<i>ı.</i> /		Marks
Examination	<u>L</u>		A	ddres	S				Un	ivers	sity		Pa	ssing		Gr	ade		obt	ained
(HSLC or																				
Equivalent)																				
(Higher																				
Secondary)																				
(Degree)																				
(Degree)																				
11. Other	Quali	ficatio	ns, If	any:				•				•						•		
													<u> </u>					ı		
12. Comp	uter P	roficie	ency (	Yes/N	lo):															
13. Exper	ience	(Pleas	e give	deta	ils th	ereo	f and	Luse	extr	a she	ets.	if ne	cess	arv):						
			8.7.5			0.00			<u> </u>				ervic		dere	ed			D -	.1
Name of	Office	/		De	signa	ation									Т	otal p	nerio	Н	Pay	drawn
Organiz	ation				JIBITE	1011			Froi	n			To						per	month
															(Y	IM-Y	M-D[	)	•	
	( )																			
14. Langu	iage(s)	Know	vn:																	
15. Emplo	oymen	t Exch	nange	Regis	tratio	on No	o., if	any (	Prov	ide F	Phot	ocop	y of	Regis	trati	ion C	ard,	if an	y)	
																			7	
16. Addre	ess for	Corre	spon	dence	:															
Pir	n Code	<b>:</b> :		•	•	•							•		•					
17. Perma	anent .	Addre	ss of	the A	pplica	ant:														
	+ +																			
D:	Code																			

Pin Code:

10	Talanho	ne/Mo	bile No.(s)	if any:												
15.	Гетерис	They lylo		, 11 ally.				T						]		
20.	Distinc	tion/ Av	vard/ Spe	cial Acl	nieven	nents	/ Ext	ra Cu	rricu	ılar <i>ı</i>	Activ	ities	(att	ach a	sep	ar
	sheet i	f require	ed):													

### **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 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:

10 Email ID if any

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, Assam Secretariat, Opposite Secretariat Branch 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.