

## Assam State Disaster Management Authority

### Vacancy Announcement

Application in Prescribed Form along with 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.

Sl. No.	Name of the Post	No. of posts
1	Information Assistant	1 (one) No.

Last date for submission of application is **08-06-2022 / 3.00 PM** and should address to:

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

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



**Deputy Secretary &  
Deputy Chief Executive Officer,  
Assam State Disaster Management Authority.**

### **INSTRUCTIONS:**

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.

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.

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

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

#### **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 01.01.2022.

#### **Duties and responsibilities:**

1. Information Assistants will ensure that all equipment are functional 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 from 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:** ₹14,571/- approx.



**Joint Secretary &  
Deputy Chief Executive Officer,  
Assam State Disaster Management Authority.**





18. Email ID, if any:


19. Telephone/ Mobile No.(s), if any:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):


**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:

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.