

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.	Senior Consultant (Disaster Management)	1 (one) No.
2.	Consultant (Disaster Management)	7 (seven) Nos.
3.	Technical Assistant (Information Technology)	1 (one) No.

The application, complete in all respects **in the prescribed application form** and along with testimonials should be submitted on or before **26-08-2019 / 3.00 PM** and addressed to:

**The State Project Coordinator,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006,
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.**

**Joint Secretary & S.P.C.
Assam State Disaster
Management Authority
Dispur, Guwahati - 06.**

1. Name of Post: Senior Consultant (Disaster Management).

Number of Posts: 1 no. (One)

Essential Qualification:

- Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).
- Candidates should have minimum experience of 15 (fifteen) years in the fields related to Disaster Management – Post Qualification.
- Candidates having M. Phil Degree in the relevant field are required to have minimum experience of 12 (twelve) years.
- Candidates having Ph. D Degree in the relevant field are required to have minimum experience of 10 (ten) years.
- Candidates must have proven experience in the field of preparation of Disaster Management Plans, Guidelines, SOPs' working in the area related to Disaster Management.
- Preference will be given to candidates who have exclusive experience of working with Central / State Government Departments.

Age limit:

- The maximum age limit will be 65 (sixty-five) years.

Duration:

- For a period of 12 (twelve) months Annual extension can be granted till the completion of the project subject to satisfactory performance.
- The Senior Consultant can be removed at any time by giving one month's notice by the appointing authority or the Consultant can also resign from the assignment by giving one month's notice to the competent authority. If the performance of the Senior consultant is not satisfactory, NDMA may recommend ASDMA for termination of the contract.

Duty Station:

- Assam State Disaster Management Authority, Janata Bhawan, Dispur-6.

Remuneration:

- An amount of ₹ 1,00,000/- (One lakh) per month will be paid as fixed and consolidated monthly remuneration.

Duties and Responsibilities:

The Senior Consultant (DM) shall report to appropriate authority in State and shall maintain coordination with NDMA and will have following duties and responsibilities:

- Preparation of the Hazard Risk vulnerability Atlas for the state covering all districts.
- Alignment of State and District plans in accordance with the Sendai Framework, Community based Disaster Management.


 Joint Secretary & S.P.O.
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- Facilitating State Government Departments in preparation of their Departmental Disaster Management Plans.
- Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States.
- Compiling and timely furnishing of data information to NDMA on disaster aspects, implementation of NDMA Schemes and Sendai Framework monitoring indicators.
- Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.
- Helping in setting up Disaster Data Base at the State & District level.
- Collection of reports about lessons learnt and best practices from the State and exchange / sharing of these amongst the states and NDMA.
- Assisting ASDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- Any other task assigned by ASDMA/NDMA.

2. Name of Post: Consultant (Disaster Management).

Number of Posts: 7 nos. (Seven)

Essential Qualification:


- Master's Degree in any discipline (preferably in disaster management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).
- Candidates should have minimum post qualification experience of 15 (fifteen) years in the fields related to Disaster Management.
- Candidates having Ph. D Degree in the relevant field are required to have minimum post qualification experience of 10 (ten) years.
- Candidates must also have proven experience in the field of preparation of Disaster Management Plans, Guidelines and SOPs related to Disaster Management.
- Candidates must have at least 5 (five) years exclusive working experience with Government departments in the field of Social Development/ Project Management / Disaster Management.

Age limit:

- The maximum age limit will be 65 (sixty-five) years.

Duration:

- For a period of 12 (twelve) months Annual extension can be granted till the completion of the project subject to satisfactory performance.
- The Consultant can be removed at any time by giving one month's notice by the appointing authority or the Consultant can also resign from the assignment by giving one month's notice to the appointing authority. If the performance of the consultant is not satisfactory, NDMA may recommend ASDMA for termination of the contract.


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Work Station:

- Office of the Deputy Commissioner-cum-Chairman, District Disaster Management Authority (DDMA), Goalpara / Darrang / Barpeta / Baksa / Udalguri / Hailakandi / Dhubri Districts.

Remuneration:

- An amount of ₹ 70,000/- (seventy thousand) per month will be paid as fixed and consolidated monthly remuneration.

Duties and Responsibilities:

The Consultant (DM) shall report to appropriate authority in State and shall maintain co-ordination with NDMA & ASDMA and will have following duties and responsibilities:

- Alignment of District plans in accordance with the provisions of the Disaster Management Act., Sendai Framework and State Plan.
- Coordination of Mock Exercise at Various locations in the districts.
- Training of Officials for capacity building for better preparedness and effective response measures.
- Creation of Awareness about Disaster Risk Management.
- Compiling and timely furnishing of data and information to ASDMA on disaster aspects and Sendai Framework monitoring indicators.
- Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures.
- Help in setting up of the Disaster Data Base at District Level.
- Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. Any other task assigned by ASDMA/DDMA.

3. Name of Post: Technical Assistant (Information Technology).


Number of Posts: 1 no. (One)

Essential Qualification:

- Graduate in any discipline.
- Typing Speed of 40 wpm.
- Diploma/Certificate Course (1 Year) in Computers.
- Knowledge of MS Office Suite (Word, Excel, PowerPoint etc.), Adobe Reader, Internet, E-mail, etc.
- Candidates should have minimum experience of 3 years in similar position.
- Should have experience of working with Government department / agency.

Age limit:

- The maximum age limit will be 35 (thirty-five) years.


**Joint Secretary & S.P.C.
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uration:

- For a period of 12 (twelve) months may be extendable up to 24 (twenty-four) months based on satisfactory performance.
- The NDMA/ASDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA/ASDMA.

Duty Station:

- Assam State Disaster Management Authority, Janata Bhawan, Dispur-6.

Remuneration:

- An amount of ₹ 22,000/- (twenty-two thousand) per month will be paid as fixed and consolidated monthly remuneration.

Duties and Responsibilities:

The Technical Assistant (Information Assistant) shall report to appropriate authority in State and will have following duties and responsibilities:

- Data Entry work using computer and appropriate software: entering, updating, verifying and/or retrieving data onto/from various sources and ensuring the accuracy and confidentiality of information recorded.
- To keep record of incoming/outgoing dak, files registers etc., to keep filing up-to date, collect information desired by the Senior Consultant/NDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy.
- To perform such other duties as may be assigned to him by Senior Consultant / NDMA / ASDMA from time to time in relation to the implementation of the Scheme.

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Dispur, Guwahati - 06.**



ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

Senior Consultant (Disaster Management)

Consultant (Disaster Management)

Technical Assistant (Information Technology)

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.
- Employment Exchange Registration Card, if available.
- 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 of the applicant as recorded in HSLC or Equivalent Certificate:

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2. Sex : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):
Date Month Year

4. Complete Age as on (01-01-2019) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

7. Name of Mother:

8. Name of Spouse (if applicable):

9. Present Occupation, if any:

18. Email ID, if any:

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

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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, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. 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.