

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 Post |
|---------|---|-------------|
| 1. | Project Officer, Awareness Generation | 1 |
| 2. | Project Officer, District Disaster Management Authority | 1 |

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before29/9/18..... 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.

Further details may be seen at ASDMA website <http://asdma.gov.in/>,



**(Rajesh Prasad)
Chief Executive Officer
Assam State Disaster Management Authority**

Name of the Post: Project Officer (Awareness Generation)

No of Post: -1 No.

Essential Qualification:

1. Candidate should have full time Master Degree in Mass Communication from a reputed University.
2. Age of the applicant should not be below 21 years and above 43 years as on 01.01.2018.
3. Should have 5 years working experience in areas related to mass communication/development sector as a full time employee in an organization of repute preferably in Govt./PSU/Autonomous body.
4. Should have experience in Disaster Risk Reduction/climate change and cross cutting issues thereon.
5. Should have expertise in development of IEC materials, documentation including expertise in translation.
6. Should have excellent verbal and written communication skills in English and Assamese.
7. Should have working experience in handling Photoshop and Audio video documentary/ development/editing skill.
8. Should have good computer skill specially MS Office.

Duties and responsibilities:-

1. Review existing literature and development materials on awareness generation on disaster management.
2. Identify key media experts and facilitate effective awareness generation initiatives.
3. Disseminate information about the different initiatives/activities under taken by the ASDMA on disaster management.
4. Develop and execute media plan for the organization.
5. Document best practises in the field of disaster management.
6. Process documentation of the different initiatives/project for future reference.
9. Maintain the repository of documentation, document, IEC material etc. on development sector.
10. Handle both print and media including ability for demonstration of information from media on short notice.

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

Salary: Rs. 32, 827/- approx.

(Rajesh Prasad)

Chief Executive Officer

Assam State Disaster Management Authority

Name of the post: Project Officer, District Disaster Management Authority

No. of Post- 1 No.

Essential Qualification:

- Bachelor's degree in any discipline from a recognised University or Institute or equivalent.
- Should not be below 21 years and above 43 years as on 1st January 2018.
- Should have minimum 3 years working experience as a full time paid employee in an organisation of repute dealing with Disaster management in Govt. /PSU/Autonomous Body.
- Should have excellent verbal and written communication skill in Assamese and English.
- Should have good skill in computer operation especially in MS Office.
- Candidate must be Indian Citizen and should be a permanent resident of Assam.

Duties and Responsibilities:

1. Facilitate and coordinate for preparation of multi-hazard Disaster Management plans of the District, Blocks, GPs and Villages along with Government functionaries.
2. Help the District Administration/ Block for selection of partner of the CBDP work.
3. Contribute in the development of an awareness campaign strategy and awareness generation activities like street play, rallies, painting and drawing competitions amongst school children on disaster preparedness.
4. Coordinating and facilitating training programmes for disaster management task forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of early warning equipment/ HAM radio operation etc.
5. Establishing linkages with Civil Society Response group at various levels for emergency response plan development.
6. Networking with NGOs/CBOs/NCC/NSS and other agencies working in the field of Disaster Management for unification of the strategy and process.
7. Assisting the Deputy Commissioner in performing all activities related to disaster management.
8. Facilitating establishment of effective communication systems for early tracking and dissemination of warnings at the district level.
9. Facilitating establishment of control rooms at District and block levels for Disaster Management Information dissemination.

Duty Station: Any district within Assam

Salary: 30, 246/- approx...

(Rajesh Prasad)

Chief Executive Officer

Assam State Disaster Management Authority



ASSAM STATE DISASTER MANAGEMENT AUTHORITY
JANATA BHAWAN :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for: **Project Officer (Awareness Generation)**
[Please put (✓) mark **Project Officer (District Disaster Management Authority)**
against the post]

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 (01-01-2018) 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:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

10. Educational Qualifications (HSLC/ HS onwards):

| Name of Examination | Name of School/ College with full Address | Board/ Council/ University | Year of Passing | Class/ Div./ Grade | % of Marks obtained |
|----------------------|---|----------------------------|-----------------|--------------------|---------------------|
| (HSLC or Equivalent) | | | | | |
| (Higher Secondary) | | | | | |
| (Degree) | | | | | |

11. Other Qualifications, if any:

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12. Computer Proficiency (Minimum 6 months course) (Yes/No):

13. Work Experience (Please submit a separate annexure as a part of this application, duly signed by you, mentioning in detail, the job responsibilities against each work experience claimed):

| Name of Office / Organization | Designation | Period of service rendered | | | Pay drawn per month |
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| | | From | To | Total period (YY-MM-DD) | |
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14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

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Pin Code:

17. Permanent Address of the Applicant:

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Pin Code:

18. Email ID, if any (Please mention Email ID very clearly):

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19. Telephone/ Mobile No.(s):

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

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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, JANATA BHAWAN, 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.