

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

VACANCY ANNOUNCEMENT

Applications along with Prescribed Application Form, 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, 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)	16 Nos.

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before 31-03-2017 and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority,
Assam Secretariat Campus (Opp. SBI Sectt. Branch),
Dispur, Guwahati – 781006,
Assam.**

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.

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



**State Project Coordinator,
Assam State Disaster Management Authority.**

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

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The applicant should clearly mention the name of the post applied for on top of the envelope containing the application.

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

No. of posts : 16 (sixteen) Nos.

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 42 years on 01/01/2017.
- 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.



**Chief Executive Officer
Assam State Disaster
Management Authority
Dispur, Guwahati-6**

- 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 Officers shall be placed at the State Headquarters of the Departments concerned. Name of the Departments, Project Officers are to be placed in:

- 1 Soil Conservation.
- 2 PHED.
- 3 AH & Veterinary.
- 4 Health & Family Welfare.
- 5 Irrigation.
- 6 Water Resource Department.
- 7 PWD Roads.
- 8 Social Welfare.
- 9 P & RD.
- 10 UDD.
- 11 PWD Building & NH.
- 12 Power.
- 13 Industry.
- 14 Education.
- 15 Agriculture.
- 16 Environment & Forest.

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

Detailed Terms of Reference is at **Annexure-1**.

(P.K. Tiwari),

Chief Executive Officer,

Assam State Disaster Management Authority

Chief Executive Office
Assam State Disaster
Management Authority
 Dispur, Guwahati-6

Terms of Reference for the post of Project Officer (Disaster Management).

1. Post Title: Project Officer (Disaster Management)

2. 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 42 years on 1/01/2016
- 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

3. Duty Station: Guwahati, Assam

4. Recruitment and Placement

- 4.1. Project Officer (Disaster Management) shall be selected on the basis of a selection procedure to be conducted by the Assam State Disaster Management Authority (ASDMA).
- 4.2. He/she shall be placed in any of the Departments of the State Government as decided by ASDMA.
- 4.3. He/she shall work under the administrative control and guidance of the senior most Secretary of the Department concerned subject to the norms and standards laid down by ASDMA with regard to his/her duties and responsibilities.

5. Duration of the Contract

- 5.1. The contract will be for a period of one year, subject to renewal on the basis of the performance of the Project Officer (Disaster Management) and if, ASDMA decides to continue the support to the department and subject to availability of fund for the same under SDRF.
- 5.2. The engagement shall be purely on a contract basis and he/she shall not be entitled to any claims, rights, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post under the State Government or in any of its offices.
- 5.3. The services of the Project Officer (Disaster Management) shall stand automatically terminated at the expiry of the contract period.
- 5.4. Notwithstanding anything contained herein above, the services of the Project Officer (Disaster Management) may be terminated at any time if he/she is found to be guilty of indiscipline, insubordination, intemperance, breach of any of the terms and conditions incorporated in this agreement or unsatisfactory performance.
- 5.5. Either party may terminate this contract at any time, upon 15 working days written notice to the other party.
- 5.6. After notice of termination, the Project Officer (Disaster Management) shall cooperate with the ASDMA, as reasonably requested by the Authority, to effect a transition of the former's



responsibilities and ensure that the Authority as well as the concerned Department is aware of all matters being handled by the Project Officer.

- 5.7. Upon termination of the Project Officer's engagement with ASDMA for any reason, the Project Officer shall promptly return material or other property belonging to the Authority/Department concerned, and return all written documents, files, records, correspondence, notebooks, notes including confidential documents. For the loss of any property of the Authority in possession by the Project Officer, the Authority will have a right to assess on its own basis and recover the damages of all such materials from the Project Officer and to take such other action as it deems proper in the event of the latter's failure to account for such material or property to its satisfaction. Also, the Authority reserves the right not to relieve the Project Officer of his/her engagement in the event that all the Authority's/Department's documents / property / confidential information in the custody of the Project Officer have not been properly handed over by him/her to an authorised representative of ASDMA/concerned Department.
- 5.8. The Tribunals and Courts at Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to contractual agreement between both parties.

6. Roles & Responsibilities

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

7. Conditions of Travel

- 7.1. The Project Officer (Disaster Management) can under no circumstances be drafted for any other work or responsibility other than Disaster Management related works and responsibilities and he/she shall not obey any direction received from any authority assigning him/her on other work and shall refer the matter immediately to ASDMA for direction.
- 7.2. In case of official travel, outside the Duty Station, the Project Officer (Disaster Management) will be paid his Travel Allowance/Dearness Allowance and any other entitlements by the Department concerned, as decided by them.



8. Compensation Sheet

- 8.1. The Project Officer (Disaster Management)'s compensation on a total cost to ASDMA will be Rs.27,400/- per month.
- 8.2. The Project Officer (Disaster Management)'s compensation is subject to Income Tax and Assam Professional Tax deductions as per the prevalent Income Tax Laws/ rules and Government rules for Assam Professional Tax deduction.
- 8.3. The indicative breakup of the Project Officer (Disaster Management)'s cost to ASDMA will be the following:

Sl. No.	Components	In INR per month	In INR per annum
1	Core Salary	20,400.00	2,44,800.00
2	Mobility Allowance	6,000.00	72,000.00
3	Telephone charges	1,000.00	12,000.00
TOTAL =		27,400.00	3,28,800.00

- 8.4. The compensation to be paid to the Project Officer (Disaster Management) has been assessed taking into consideration the status and responsibilities of the engagement and as such, he/she will not be entitled to any other payment by way of overtime or any other allowance.

9. Working Hours

- 9.1. The Project Officer (Disaster Management) is expected to follow the working hours as laid down for the employees of the Government of Assam.
- 9.2. The Project Officer (Disaster Management) may be required to work beyond official timings due to exigencies of work.

10. Leave Entitlement

The Project Officer (Disaster Management) will be entitled to 12 days Casual Leave and other leave as decided by ASDMA specifically for the incumbent.

11. Conflict of Interest

The Project Officer (Disaster Management) shall not, during the term of their employment, except with the written permission of the Authority, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the ASDMA's interests. The Project Officer shall use the office of the Authority only for rendering such service for which they have been engaged.

12. Others

- 12.1. The Project Officer (Disaster Management) shall inform the Authority as soon as possible about any change in their residential address and other contact details.
- 12.2. A condition of accepting this engagement is that in the Project Officer's initial and subsequent positions, they are bound by ASDMA's operating policy, including any amendment made from time to time.



ASSAM STATE DISASTER MANAGEMENT AUTHORITY

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

Post applied for: **Project Officer (Disaster Management)** [Sixteen nos.]
[Please put (✓) mark 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:

2. Sex : Male Female

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

Date Month Year

4. Complete Age as on (01-01-2016) 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:

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

13. Experience (Please give details thereof):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

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:

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

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.