OFFICE OF THE DEPUTY COMMISSIONER: SIVASAGAR
(District Disaster Management Authority)
E-Mail: ddmasivasagar@gmail.com

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In pursuance of Govt. letter no. RGR/83/2012/Pt-II/16 Dtd.13/12/2016 and ASDMA.30/2019/27.Dtd.20th June, 2019 applications are invited from the Intending candidates for recruitment to the post of 1(one) no. of Field Officer (Disaster Management) for Revenue Circle on contract basis under District Disaster Management Authority, Sivasagar with following terms & conditions:

Name of Post: Field Officer (Disaster Management) for Revenue Circle.
No. of Post: 1 (One) no.

How to Apply: The application must be submitted in Standard Form (ASSAM GAZETTE PART -IX) along with self - attested photo copies of all supporting documents and two copies of recent passport size photographs. Application should be addressed to- The Deputy Commissioner & Chairman, District Disaster Management Authority, O/o the Deputy Commissioner, Sivasagar, Pin-785640, Assam

Last Date of Submission of Application: Application will be received in all working days from 10 AM to 5 PM in Office Chamber of District Project Officer, District Disaster Management Authority, O/o the Deputy Commissioner, Sivasagar. Last Date of Submission of application: is 16/08/2019 Time: 5.00 P.M. Application received thereafter will be rejected.

Date of Interview: Interview will be held on 20/08/2019. Only short listed candidates shall report in the Conference Hall of O/o the Deputy Commissioner, Sivasagar from 10.00 AM onwards with all original supporting documents. The list of the short listed candidates and any other update/ information etc. will be available only in the official website www.sivasagar.nic.in and Notice Board of DC Office, Sivasagar on 18/07/2019. Candidates reporting after 11.30 AM shall not be allowed for interview. No TA/DA shall be given to the candidates for appearing in the interview.

Duration of engagement: The contract will initially be upto 31st March, 2020 and subject to annual renewal on the basis of performance appraisal and availability of fund. The application will be purely on contract basis and the candidates would not be entitled to any claim, right, interest or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.

Essential Qualification:
A. Bachelor’s Degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject, or Diploma in Civil Engineering or Architecture from a recognised University/Institution.
B. Should not be below 21 years and above 35 years as on the 1st day of January 2019, relaxation in case of SC/ST candidates as per Govt. of Assam rules.
C. Computer skills specially MS Word / Excel / Power Point / Internet usage / Emails etc.(Preference will be given to candidates having done BCA or equivalent course on Computer Science).

Remuneration:
An amount of Rs. 20,000/- will be paid as fixed and consolidated monthly remuneration which includes: Pay-Rs. 15,000/-, Mobility allowance-Rs.4,000/-, Telephone charge Rs. 1000/-.
Duties and Responsibilities:
The Field Officer (Disaster Management) stationed at the Revenue Circle Headquarter will have the following duties and responsibilities:

- Assist the District Disaster Management Authority (DDMA) in preparation and updation of Village, Gaon Panchayat and Circle Level Disaster Management Plans.
- Assist the DDMA in organizing and conducting capacity-building and awareness generation programmes for Circle, Gaon Panchayat and village level functionaries.
- Maintain the database including minutes, reports, etc. pertaining to Village Land Management and Conservation Committees.
- Assist DDMA in managing and running the communication systems put in place at the Circle Level.
- Assist Circle Officer in coordinating with other departments on Disaster Management issues at Circle Level and maintain records pertaining to Circle Level Land Management and Conservation Committees.
- Assist DDMA in documentation of critical Circle level challenges and practices concerning Disaster Management.
- He/ She will submit Progress Reports in the formats and as per the time-lines decided by the Authority.
- Any other duties & responsibilities assigned to him by ASDMA from time to time.

Duty Station:
He/ She will be stationed in the Revenue Circle Office and will work under the direct control and supervision of the Circle Officer.

Selection Procedure:
Field Officers will be selected on the basis of interview conducted by the District Level Selection Committee which will be for 100 marks with the following break-up:-

Interview will be for 100 marks with the following break-up:

- Marks obtained in Graduation / Diploma level exam : 50 marks
- Knowledge of DM related issues : 20 marks
- Knowledge of computer : 20 marks
- Attitude & personality traits : 10 marks

Memo No. SVDM/Recruitment/Field Officer/2016/156 (A) Dated: 31/07/2019

Copy to:

1) The Joint Secretary & State Project Coordinator, Assam State Disaster Management Authority, Dispur, Ghy-6 for favour of kind information.
2) The ADC & I/C, SDO (C), Nazira for information and wide publicity.
3) All Members of the selection committee for information and necessary action.
4) All Revenue Circle Officers of Sivasagar district for information and wide publicity.
5) The DIO, NIC, Sivasagar for information. He is requested to upload the advertisement in the district web page.
6) The Di&PRO, Sivasagar for information. He/ She is requested to publish the said advertisement in at least two daily local newspapers.
7) Notice Board, D.C's Office, Sivasagar.

Deputy Commissioner & Chairman
DDMA, Sivasagar