



GOVERNMENT OF ASSAM
DISTRICT DISASTER MANAGEMENT AUTHORITY
SILCHAR:::CACHAR

No.CRR.14/2018/DDMA/38

Date: 13/09/2018

JOB ADVERTISEMENT

In pursuance of the Govt. letter No. RGR/83/2012/Pt-II/16, Dtd. 13/12/2016, letter No. RGR.83/2012/Pt-II/27, Dtd. 03/06/2017 and letter No. ASDMA. 100/2017/80, Dtd. 18/05/2018 from Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahati, Assam, intending candidates are invited to appear in Walk-in Interview on 20th September 2018 at 11.00 AM in the Conference Hall of Deputy Commissioner Office, Cachar for recruitment to the post of Field Officer (Disaster Management) on contractual basis to be posted at Revenue Circle of Cachar District under DDMA, Cachar.

Name of Post : - Field Officer (Disaster Management) under DDMA on purely Contractual Basis.

Number of Post : - 01 (One)

Essential Qualification: Bachelor's degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject, from a recognized University / Institution with minimum 55% marks in Graduation.

Age: Should not be below 21 Years and above 35 years as on the 1st day of 2018, relaxable in case of SC/ST candidate as per rules.

Other Qualification: Computer Skills specially MS word / Excel / Power point / Internet usage / E-mails. Preference will be given to candidates having done BCA or equivalent course on Computer Science.

Duty Station: He/ She will be stationed in the DDMA & Revenue Circle Office and will work under the direct control of ADC & CEO, DDMA and supervision of the Circle Officer, who will be the authority to sanction leave and Reporting Officer in respect of Performance appraisal.

Duration of the contract: The contract will initially be for a period of 6 (six) months subject to annual renewal on the basis of performance appraisal and as per Govt. instruction further.

Remuneration: An amount of Rs. 20,000/- will be paid as fixed and consolidated monthly which includes -

Pay	: Rs. 15,000/-
Mobility Allowance	: Rs. 4,000/-
Telephone Charges	: Rs. 1,000/-

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

- | | |
|--|------------|
| a) Marks obtained in Graduation level exam | = 50 marks |
| b) Knowledge of Disaster Management issues | = 20 marks |
| c) Knowledge of Computer | = 20 marks |
| d) Attitude & personality traits etc. | = 10 marks |

Note:

1. Candidates are requested to bring all original Education / Professional documents, Cast and Age proof certificates.
2. Canvassing directly or indirectly will be liable for disqualification from the selection process.
3. Candidates will have to appear for interview at their own expenses and no T.A/D.A will be paid for the said purpose.
4. The recruitment process can be cancelled / suspended / terminated by the District Authority due to any administrative or other reasons and without stating any reason therefore.
5. All intending candidates must report for Walk-in Interview within 9.00 A.M to 11.00 A.M on 20th September 2018 in the D.C's Conference Hall, Silchar and submit Bio-data/resume along with Photostat copies of all educational & professional documents and the Interview will start from 11.30 A.M onwards. No application will be received after 11.00 A.M. on the Interview date.

It is to be noted that such engagement will not confer any right to the selected candidates for claim-up permanent engagement in the Government.

(Dr. Lakshmanan. S, IAS)

Deputy Commissioner-cum-Chairman,
District Disaster Management Authority

Memo No.CRR.14/2018/DDMA/38-A.

Date: ..13/09/2018

Copy to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahati - 6 for favour of kind information.
2. All Circle Officers of Cachar District for information and necessary action.
3. The DDI & PRO, Cachar for information & necessary action. She is requested to make necessary arrangement for publication of the advertisement in the all local news papers and electronic media as a news item.
4. The District Employment Exchange Officer, Cachar for wide publicity of the advertisement and sponsor candidates as per norms.
- ✓ 5. The DIO, NIC, Cachar for information & necessary action. He is requested to upload the advertisement in the Cachar District Administration website.
6. Notice Board of Deputy Commissioner Office, Cachar.
7. Notice Board of All Circle Offices.

Dr. Lakshmanan.S, IAS)

Deputy Commissioner-cum-Chairman,
District Disaster Management Authority,
Cachar, Silchar.

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13/9/18

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