



## GOVT. OF ASSAM



### OFFICE OF THE CIRCLE OFFICER:::KATIGORAH REVENUE CIRCLE:::KATIGORAH

Dated Katigora, the 6<sup>th</sup> February, 2023

#### ADVERTISEMENT

In pursuance of Govt. letter No.ASDMA.13/2021/; Dated: 05/01/2023 & DDMA letter No.007(CB)/CHR/2022-23/51, Dated-10/01/2023 applications are invited from the intending candidates for constitution of Circle Quick Response Team (CQRT) for Katigora Revenue Circle with following terms and conditions:

1. **Job details:** Enrolment as a member of the Circle Quick Response Team (CQRT) as first responder in Revenue Circle as a part of the "Scheme for strengthening Circle Disaster Management Committees", an initiative of Assam State Disaster Management Authority & District Disaster Management Authority, Cachar.
2. **No. of CQRT members required:** 8 (Eight) Nos. (Only for Katigora Revenue Circle)
3. **How to Apply:** The application must be submitted as per prescribed Application Form-A. "Application for enrolment as a member of the Circle Quick Response Team (CQRT)" which may be downloaded from [www.cachar.gov.in](http://www.cachar.gov.in). The applicants are required to submit prescribed application form along with self attested photo copies of all documents (Educational qualification / Sports/ Physical fitness/ any certificates related to Disaster Management Training/Civil Defense/NCC/NSS/any other documents related to Disaster Management) and two copies of recent passport size photographs. The Applicants are requested to submit applications to the Office of the Circle Officer, Katigora Revenue Circle, Cachar addressing to the Circle Officer, Katigora Revenue Circle, Cachar.
4. **Last Date of submission of Application:** Applications will be received in Office of the Circle Officer, Katigora Revenue Circle, Cachar on or before 15/02/2023 up to 5:00 pm (excluding Govt. Holidays). Application received after last date & time shall be liable to be summarily rejected.
5. **Details of Screening Test:** The list of short listed candidates fulfilling the eligibility criteria and any other update/information etc. or date of screening test will be available only on the official website: [www.cachar.gov.in](http://www.cachar.gov.in) and Circle Office/BDO Office Notice Board. The rejected list of candidates will also be displayed in the official website [www.cachar.gov.in](http://www.cachar.gov.in) and Circle Office notice board along with reason for rejection. Circle Disaster Management Committee (CDMC) or Circle level Selection Committee (CLSC) will hold basic screening test like cognitive test which will include general problem solving tests, memory tests, general intelligence test etc. and notified selection committee or CDMC will hold Physical test which will include swimming, rowing, tree climbing, boat raft making, running etc. No TA/DA will be given to the candidates for appearing in the Screening Test.
6. **Duration of engagement:** The engagement of members under this initiative will initially be for a period of one year.
7. **Selection Criteria for CQRT members:**
  - a) Every CQRT will comprise an 8 member team.
  - b) Out of the 8 members, 2 members will be female and member can be transgender.
  - c) In case no female member/transgender member is willing to join the team, the same will be filled by male members.
  - d) The persons willing to join the team should be available to undergo rigorous training on Disaster Management in the Circle itself or elsewhere within/outside the State.
  - e) The persons should also commit to be available under any emergency/ crisis situation.
  - f) Community volunteers, Aapda Mitra, Pratirodhi Bondhus, and Civil Defense Volunteers eligible to join the team provided they fulfill the parameters under selection criteria.
8. **Selection to Circle Quick Response Team (CQRT) will depend on the following Criteria:**
  - a) He/ She shall be a citizen of India and permanent resident of Assam and a resident of the Katigora Revenue Circle will be eligible to apply CQRT of that Revenue Circle.
  - b) He/ She shall have completed the age of 18 years. A person should not have attained 55 years for enrolment into the CQRT.
  - c) He/ She shall have passed at least the primary standard, that is to say, the fourth class.
  - d) Men/women/transgender shall be eligible for enrolment into the team.
  - e) A person shall not be entitled to be enrolled into the team, unless he/she is found to be physically fit and mentally alert.
  - f) Any service in the National Volunteer Team and in the Armed Teams of the Union, Ex-servicemen shall be a special qualification.
  - g) He/she should have interest in sports/NCC/ NSS etc. having valid certificates of achievement in relevant field will draw extra credits.

- h) Knowledge of swimming is an essential criteria.
- i) He/she should have interest in disaster management activities. He/she should be willing to render services to the community.
- j) Any person in regular service/ salaried jobs will not be eligible to enroll under CQRT unless he/she is able to produce a certificate from his employer agreeing to spare his service for CQRT training and duty, when so require.

**9. Process of enrolment into Circle Quick Response Team (CQRT) will be as below:**

- a) Only resident of the Katigorah Revenue circle will be eligible to apply for CQRT.
- b) The applicant will fill up an enrolment form as available at Form-A and submit details to the Office of The Circle Officer, Katigorah Revenue Circle.
- c) The Circle office will scrutinize the applications received from applicants and shortlist candidates fulfilling the eligibility criteria and accord points to the candidates based on credits earned.
- d) Extra Credits/Points can be given to applicants fulfilling the following selection criteria:
  - Any service in the National Volunteer Team like AAPDA MITRA etc. and in the Armed Teams of the Union', Ex-servicemen.
  - Valid certificates of achievement in sports/ NCC/NSS etc.
  - Knowledge of Swimming/Rescue Techniques (essential criteria).
- e) The accepted and rejected list of candidates will be displayed in the Circle office notice board and [www.cachar.gov.in](http://www.cachar.gov.in) along with reason for rejection. CLSC/CDMC will screen all the applications and prepare a list of valid application.
- f) CDMC/CLSC will shortlist and prepare a list adhering to 1:2 ratio norm.
- g) The list will be sent to DDMA for final selection. 8 members will be selected out of 16 member list and rest members will be on standby. The members who join the team will submit the filled membership Form-B to Circle Officer and Circle officer will issue ID card.
- h) A CQRT member will be retained in the team based on his/her performance. In case of irregularity in duties, unauthorized leave of absence or resignation from membership, the position will be filled from the rest of the members in standby list.
- i) The members in the standby list will be eligible to undergo training at the cost of State Govt. and the State Govt. will bear the expenses of members in standby list.

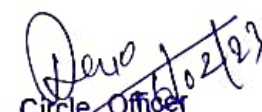
**10. Remuneration:** An amount upto Rs.3000/- will be paid as Outcome Based Incentive to each CQRT Members as per the rates fixed by the Government.

**11. Duties and Responsibilities:**

**Roles and responsibility of CQRT members:**

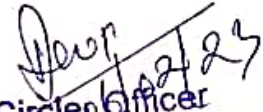
- a) When any disaster happens in the locality, CQRT members will be on alert and should respond as per the direction of Circle Officer/Field Officer (Disaster Management).
- b) CQRT members will be mobilized to the incident site at the command of the Circle Officer/Field Officer (Disaster Management).
- c) CQRT members will be responsible for safe-keeping and maintenance of equipment in stockpile and report to Circle Officer/Field Officer (Disaster Management) in case of replacement required.
- d) CQRT members will be trained by ASDMA/ DDMA/Response teams on regular basis to improve response skills.
- e) CQRT members will actively participate in local level drills conducted by the Circle Office.
- f) In peace times, CQRT will be mobilized by Circle Officer/Field Officer (Disaster Management) to attend the Panchayat Level meetings like Gram Sabha to create awareness on Disaster Preparedness and to promote Disaster Education in schools by conducting regular drills etc.
- g) CQRT members will work under close supervision of the Field Officer (Disaster Management) and will report to the Circle Officer/Field Officer (Disaster Management) time to time.
- h) CQRT members will be dedicated to the disaster management works only in the Revenue Circle.
- i) CQRT members will create awareness generation in the community during the normal time under the guidance of the Circle Officer/Field Officer (Disaster Management).

**NB:** Any changes in the selection procedure will be notified later on by issuing corrigendum/addendum, if required considering the status of applications received.

  
 Circle Officer  
 Katigorah Revenue Circle  
 Cachar, Assam

Copy to:

1. The Addl. Deputy Commissioner cum CEO, District Disaster Management Authority (DDMA), Cachar for favour of kind information.
2. The DDIPR, BV Region with a request to publish the Advertisement in all Print Media of the region as a news item. He is also requested to share the News Clip of the Advertisement to the undersigned/Field Officer (DM) for record keeping purpose.
3. The BDO, Katigorah/Kalain/Salchapra Development Block to display the Advertisement in the Office Notice Board till the last date of application as well as in the GP office notice board under his/her respective Block's and share the photograph of the same to the undersigned/ Field Officer (DM) for record keeping purpose.
4. The OC Katigorah PS/Kalain PS to display the Advertisement in the Office Notice Board till the last date of application and share the photograph of the same to the undersigned/ Field Officer (DM) for record keeping purpose
5. CA/PA to the Deputy Commissioner, Cachar for kind appraisal of the Deputy Commissioner, Cachar.

  
Circled Officer  
Katigorah Revenue Circle  
Cachar, Assam