

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::KARBI ANGLONG::DIPHU
(DISTRICT DISASTER MANAGEMENT AUTHORITY: KARBI ANGLONG)

No.KGRR/DDMA/09/2017/203

Dated: 25/06/2019

ADVERTISEMENT

In pursuance of Govt. Letter No.ASDMA.30/2019/27, Dated 20/06/2019 application in standard form with attested copies of all certificates, testimonials, mark sheets, recent passport size photo etc. are invited from intending candidates of Indian Nationality for engagement on purely contractual basis under the District Disaster Management Authority, Karbi Anglong, O/O The Deputy Commissioner, Karbi Anglong, Diphu for the under mentioned post

1. **Name of Post:** Field Officer (Disaster Management) for Revenue Circle.

2. **No. of Post:** Total 1 (One) no. (For Silonijan Revenue Circle)

3. **Essential Qualification:**

(i) Bachelor degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject or diploma in Civil Engineering or Architecture from a recognized University/Institution

(ii) Computer skills specially MS Word/Excel/Powerpoint/Internet usage/Emails. Preference will be given to candidates having done BCA or equivalent course on computer science.

4. **Age:** Should not be below 21 years and above 35 years as on 1st day of month/ year (as decided) relaxable in case of SC/ST candidates as per rules

5. **Duration of the contract:**

(i) The contract will be initially for 1 (One) year subject to annual renewal on the basis of performance appraisal

(ii) The appointment will be purely on contract basis and the selected candidates will be not entitled to any claim, right, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post

(iii) The services of the candidate can be terminated at any time if the candidate is found to be guilty of insubordination, misconduct or non- performance

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

Pay: Rs. 15,000/-

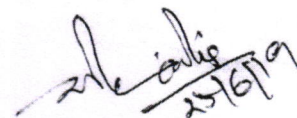
Mobility Allowance: Rs. 4,000/-

Telephone charges: Rs.1,000/-

7. **Last Date of Submission:** Applications complete in all respect in the standard form along with testimonials should be submitted at District Disaster Management Branch Drop Box, O/O Deputy Commissioner's Office, Diphu, Karbi Anglong on or before 15th July 2019. Application received after 5.00 P.M on 15th July 2019 will be summarily rejected. No applications will be received through email or fax.

8. The applicants have to appear for written test and/or interview at the venue, date and time, which will be notified in due course of time on the website of the District Administration (www.karbianglong.nic.in) and Deputy Commissioner's Office Notice Board. No T.A./D.A. shall be paid for the purpose

(For detailed guidelines please visit District Administration website www.karbianglong.nic.in)

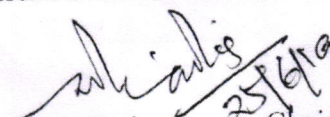

Deputy Commissioner cum Chairman
District Disaster Management Authority (DDMA),
Diphu, Karbi Anglong

Dated: 25/06/2019

Memo.No.KGRR/DDMA/09/2017/203

Copy to:

1. The Principal Secretary to the Govt. of Assam, Revenue & Disaster Management, Assam Secretariat, Dispur, Guwahati – 6 for kind information.
2. The CEO, ASDMA, Ancillary Block, Assam Secretariat, Dispur, Guwahati – 6 for kind information.
3. The Principal Secretary, Karbi Anglong Autonomous Council, Diphu, Karbi Anglong for kind information
4. The DIPRO, Diphu, Karbi Anglong. He is requested to publish it as news item in local dailies i.e. The Assam Tribune, Asomiya Pratidin, etc.
5. The Deputy Director, Employment Exchange, Diphu, Karbi Anglong. He is requested to put the Advertisement in the office Notice Board.
6. The DIO, NIC, Diphu for publishing the advertisement and detailed guidelines on the district website.


Deputy Commissioner cum Chairman
District Disaster Management Authority (DDMA),
Diphu, Karbi Anglong

Terms of Reference for the post of Field Officer(Disaster Management) for Revenue Circle

1. Post Title : Field Officer (Disaster Management) for Revenue Circle

2. Essential Qualification :

- 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 recognized University/Institution
- Should not be below 21 years and above 35 years as on the 1st day of month/year (as decided), relaxable in case of SC/ST candidates as per rules
- Computer skills specially MS Word / Excel / PowerPoint / Internet usage / Emails
 - Preference will be given to candidates having done BCA or equivalent course on Computer Science.

3. 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, who will be the authority to sanction leave and Reporting Officer in respect of Performance appraisal.

4. Duration of the Contract :

- The Contract will initially be for a period of one year subject to annual renewal on the basis of performance appraisal.
- The appointment will be purely on contract basis and the party would not be entitled to any claim, right, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.
- The services of the party can be terminated at any time if the party is found to be guilty of insubordination, misconduct or non-performance.
- Either party may terminate this contract at any time upon 15 working days written notice to the other party.
- Only the Tribunals & Civil Courts in Guwahati will have the exclusive jurisdiction in respect of matters pertaining to contractual agreement between the Authority and the Party.
- During the contract period, all Rules & Regulations of the State Government will be applicable to the contractual employees as decided by the Authority.

5. 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 charges – Rs. 1,000/-

- In case of official travel, outside the jurisdiction (Revenue Circle area), he/she will be guided by the Rules of Entitlement as laid down in the Delegation of Administration & Financial Rules of ASDMA

6. Duties and Responsibilities

The Field Officer (Disaster Management) stationed at the Revenue Circle Headquarter will have 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.

7. Leave

- The party will be entitled to Casual Leave of 12 days in a year and Earned leave, Medical leave will be applicable as per the Assam Leave Rules.

8. Tax

- Income Tax/Assam Professional tax, etc. as applicable as per rules will be deducted from salary/remuneration at source.

9. (I) Field Officers will be selected on the basis of interview conducted by the District Level Selection Committee consisting of the following :

- Deputy Commissioner ----- Chairperson
- CEO,DDMA ----- Member
- D.I.O,NIC ----- Member
- D.F.O. ----- Member
- Representative of ASDMA ----- Member

(II) 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