



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::GOALPARA (ASSAM)
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

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JOB ADVERTISEMENT

In pursuance of the Govt. Letter ASDMA ECF No. 69294/595 dated 31-08-2023 received from the Deputy secretary & State Project Coordinator, Assam State Disaster Management Authority, Dispur, Guwahati, applications are invited from the intending candidates for recruitment to the post of Field Officer (Disaster Management) on contractual basis to be posted at Balijana and Rongjuli Revenue Circle of Goalpara District.

- o **Name of the Post:** Field Officer (Disaster Management) for Balijana and Rongjuli Revenue Circle on purely contractual basis.
- o **Number of Post:** 02 (Two) nos.
- o **Essential Qualification:** Bachelors' degree in science or with statistics, Geography, Environmental science or Geology as a subject or Diploma in civil Engineering or Agriculture from a recognized university/institution.
- o **Age:** Should not be below 21 years & above 35 years as on 1st January 2024, relaxation in case of SC/ ST candidates as per rules.
- o **Other Qualification:** Computer skills specially MS word/Excel/PowerPoint/Internet & use of e-mails having minimum six months of Diploma in Computer Application. Preference will be given to candidates having BCA or equivalent course on computer science.
- o **Duty Station:** He/she will be stationed at Balijana and Rongjuli Revenue Circle and will work under the direct control and supervision of the Circle Officer concerned who will be the authority to sanction leave and reporting officer in respect of performance appraisal.
- o **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 and as per Govt. instructions further.
- o **Remuneration:** An amount of Rs. 20,000/- (Twenty Thousand) only 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/-
- o **Interview will be for 100 marks with the following break-up:**

(a) Marks obtained in Graduation/Diploma 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

I/156790/2024
Note:

1. Applicants are advised to submit the applications in standard form along with self-attested photocopies of documents & two (02) copies of recent coloured passport size photographs of the applicant. The candidates are requested to submit their application form to District Commissioner's Office Building, District Disaster Management Authority (DDMA) 2nd Floor through post or by hand.
2. **Last date of submission of the application is 08-02-2024 till 5.00 PM.**
3. Incomplete application will be summarily rejected.
4. Applicant must have enrolled their name in the Employment Exchange online registration process.
5. Candidates who will be called for interview must produce their original documents/testimonials for verification.
6. Canvassing directly or indirectly will be liable for disqualification from the selection process.
7. Candidates will have to appear for interview at their own expenses and no TA/DA will be given for the said purpose.
8. **The dates of interview will be informed / communicated through District Administration, Goalpara website. Candidates are advised to visit the District Administration website regularly for up to date information @ <https://goalpara.assam.gov.in>.**
9. The recruitment process can be cancelled/suspended/terminated by the District Authority due to any administrative or other reasons and without stating any reason thereof.

District Commissioner
& Chairman, DDMA
Goalpara

Copy to:

1. The Chief Executive Officer, ASDMA, Dispur, Ghy-06, for favour of kind information.
2. The Circle Officer Balijana & Rongjuli Revenue Circle, Goalpara for information and necessary action.
3. The District Informatics Officer, Goalpara for information & necessary action. He is requested to upload the advertisement in the Goalpara District Administration official website.
4. The DI&PRO, Goalpara for information & necessary action. He is requested to make necessary arrangement for publication of the advertisement in at least 2 (two) local newspapers.
5. The District Employment Exchange officer, Goalpara for wide publicity of the advertisement and sponsor candidates as per norms.
6. Notice Board, Office of the District Commissioner, Goalpara.

(e-sign)
District Commissioner
& Chairman, DDMA
Goalpara