



GOVT OF ASSAM



OFFICE OF THE DEPUTY COMMISSIONER
No.BRR.21/2016/431-432

BONGAIGAON
Date: 10/07/2019

ADVERTISEMENT

In pursuance of Govt. Letter No ASDMA.30/2019/27 dated 20/06/2019, application in standard form (available in district website <http://bongaigaon.gov.in>) with attested copies of all Certificates, Testimonials, Mark sheets, recent passport size photographs etc are invited from intending candidates of Indian Nationality for engagement on purely contractual basis under the District Disaster Management Authority, Bongaigaon, O/O Deputy Commissioner, Bongaigaon for the under mentioned post.

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

2. No of Post: Total 2 (Two) Nos (For Dingtal and Boitamari 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/Power point/ Internet usage/Emails.(Preference will be given to candidates having done BCA or equivalent course on Computer Science)

4. Age: Age should not be below 21 years and above 35 years as on the 1st day of 2019, relaxable in case of SC/ST candidates as per rules.

5. Duration of the Contract:

(i) The contract will initially be for a period of 1(one) year subject to annual renewal on the basis of performance appraisal subject to Govt. instruction in this regards.

(ii) 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.

(iii) The Service of the party can be terminated at any time if the party is found to be guilty of insubordination, misconduct or non performance.

6. Remuneration: An amount of Rs. 20000/- will be paid as Fixed and consolidates monthly remuneration which includes:

(a) Pay	:	Rs. 15000/-
(b) Mobility Allowance:		Rs. 4000/-
(c) Telephone Charge:		Rs. 1000/-

7. Duties and Responsibilities: The Field Officer(Disaster Management) stationed at the Revenue circle headquarter will have following duties and Responsibilities.

- (i) Assist the District Disaster Management (DDMA) in preparation and updation of Village, Gaon Panchyat and Circle level Disaster management plan.
- (ii) Assist the DDMA in organizing and conducting capacity building and awareness generation programmes for circle level Disaster management Plans.
- (iii) Maintenance of database including minutes, report, etc, pertaining to village Land Management and Conservation Committees.
- (iv) Assist DDMA in managing and running the communication systems put in place at the circle level.
- (v) Assist Circle Officer in coordinating with other departments on Disaster management issues at circle level and maintain record pertaining to circle level Land Management and Conservation committees.



(vi) Assist. DDMA in documentation of critical Circle level challenges and practices concerning Disaster Management.

(vii) He/She will submit Progress report in the formats and as per the time line decided by the Authority.

(viii) Any other duties & responsibilities assigned to him by ASDMA from time to time.

8. Leave: The party will be entitled to Casual Leave and earned leave, Medical Leave will be applicable as per the Assam level Rules.

9. Tax: Income Tax/Assam professional tax etc. Applicable as per rules will be deducted from salary/ remuneration at source.

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

a. Marks obtained in Graduation/ Diploma level exam	:	50 marks.
b. Knowledge of DM related issues	:	20 marks
c. Knowledge of Computer	:	20 marks
d. Attitude & Personality test	:	10 marks

11. Last Date of Submission: Applications completed in all respect in the standard form along with testimonials should be submitted at District Disaster Management Branch Drop Box, O/O deputy Commissioner, Bongaigaon on or before **15/07/2019 up to 5.00 P.M.** No application will be accepted through email and fax.


12. Applicants will be short listed on the basis of aggregate of **HSLC and HSSLC** percentage, which will be uploaded in district website. No separate call letter will be issued to short listed candidates. Only short listed candidates will have to appear for interview at the venue, date and time which will be notified in due course of time on the website of the District Administration (<http://bongaigaon.gov.in>) and Deputy Commissioner's Office Notice Board. No TA/DA will be paid for the purpose.


Deputy Commissioner & Chairman,
District Disaster Management Authority,
Bongaigaon
Date: 10/07/2019

Memo No.BRR.21/2016/431-432

Copy forwarded for favour of information etc to:

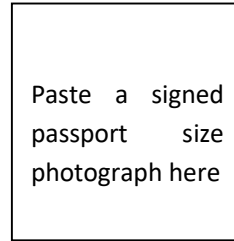
1. The Chief Executive Officer, ASDMA, Dispur, Guwahati-6
2. The CEO DDMA, Bongaigaon
- ✓ 3. The DIO NIC, Bongaigaon for information and necessary action. He is requested for uploading the advertisement along with standard form in district website.
4. The DFO, Aie Valley, Bongaigaon for information
5. The Project Officer, DDMA, Bongaigaon
6. The DIPRO, Bongaigaon for information. She is requested to take necessary action for wide publicity of the advertisement.
7. Nazir D.C's Office Bongaigaon, he is requested for providing Drop box along with lock & key to ADC (DM), Bongaigaon accordingly.
8. Notice board


Deputy Commissioner & Chairman,
District Disaster Management Authority,
Bongaigaon

STANDARD FORM OF APPLICATION

To

*The Deputy Commissioner
Bongaigaon*



Sub:- Application for the post of

Ref:- Your Advertisement

Sir

In response to your advertisement quoted above on the subject, I have the honour to offer myself as a candidate for the same with the particulars furnished in the prescribed form.

1. Name in full(block letters) :

2. Fathers Name :

3. Date of Birth (dd/mm/yyyy) :

4. Age on the 1st January'2019 :

5. Present Address :

Name of the Village /Ward No :

Post Office :

Police Station :

District :

PIN:

6. e-mail and Mobile No :

7. Educational qualifications (attach self attested copies of testimonials) :

Sl No	Qualifications (from HSLC onward)	Board/University	Total Marks	Marks obtained	Percentage of marks

8. Other Qualifications :

**9. Category of the applicant (SC/ST/OBC/Gen)
(Answer 'yes' or 'No' if yes state the particulars about your cast along with
a copy of the certificate) :**

10. Present occupation, if any :

11. Previous experience , if any :

12. Name of Employment Exchange & Regd. No :

I am a candidate for the post of _____
____ and the facts stated above are true to the best of my knowledge and belief. In case of
false statement or any discrepancy in the testimonials , I shall be liable to any action,
Government may deem fit for the purpose.

Date.....

Signature of the Applicant