

ASSAM STATE DISASTER MANAGEMENT AUTHORITY
ASSAM SECRETARIAT COMPLEX :: DISPUR :: GUWAHATI - 06

VACANCY ANNOUNCEMENT

Applications in prescribed format along with attested copies of all Certificates, Marks Sheets, etc. are invited from intending candidates, who are Indian Citizens for engagement on contractual basis initially for a period of one year, renewable annually, for the following posts under the Assam State Disaster Management Authority. The contract period could be extended beyond one year subject to satisfactory performance and availability of fund.

Sl. No.	Name of the Post	Place of Posting	No. of Post
1	District Project Officer (DPO)	Bajali	01 (One) Post
2	District Project Officer (DPO)	Tamulpur	01 (One) Post

3. Essential Qualification:-

- Bachelor's degree in any discipline from a recognized University or Institute or equivalent.
- Minimum 3 years working experience as a full time paid employee in an organization of repute dealing with Disaster Management in Govt./Semi-Govt./ Public sector Undertakings/ Autonomous Body.
- Proficiency in Computer Application is essential especially MS-WORD/MS-EXCEL/PowerPoint/use of Internet, etc.
- Should have excellent communication skill in English and Assamese (Bodo in case of Tamulpur posting will be preferable)
- The candidate should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.
- Candidate must be an Indian Citizen and should be a permanent resident of Assam.

4. Salary: 30000-110000, PB-4, GP-12700

Age as on 01-01-2025: Should not be below 21 years and above 43 years as on 1st January 2025. The applicants shortlisted on the basis of eligibility criteria may have to appear for a Written Test/ Computer Test / Interview for which no TA / DA shall be paid for the purpose. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

How to apply:

Last date for submission of application is **07-02-2025/5.00 PM** and should address to:

**The State Project Coordinator,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.**

Further details and prescribed application form may be seen downloaded at ASDMA website
<http://asdma.gov.in/> or <https://asdma.assam.gov.in>

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State Project Coordinator
Assam State Disaster Management Authority

Prescribed Application Form
(To be downloaded)

Recent Passport Size
Photograph

ASSAM STATE DISASTER MANAGEMENT AUTHORITY
ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

District Project Officer (DPO)

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board/ University Examinations.
- Please enclose copies of work experience certificates, if any.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- Employment Exchange Registration Card, if available.
- The LAST DATE of submission should be strictly adhered to.
- Candidates are liable to be disqualified for furnishing false or wrong information.
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FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Sex : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2025) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

10. Educational Qualifications (HSLC/ HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, If any:

12. Computer Proficiency (Minimum 6 months course) (Yes/No):

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13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

[illegible]

16. Address for Correspondence:

[illegible]

Pin Code:

17. Permanent Address of the Applicant:

[illegible]

Pin Code:

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

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20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.]
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.**

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE CHIEF EXECUTIVE OFFICER, ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. OF SBI, DISPUR, GUWAHATI-06**, ON OR BEFORE THE CLOSING DATE. APPLICATIONS NOT RECEIVED OR DELIVERED AT ASDMA OFFICE WITHIN THE FIXED DATE AND TIME FOR THE PURPOSE OR NOT SUBMITTED IN THE MANNER PRESCRIBED WILL NOT BE CONSIDERED. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.

Terms of Engagement of District Project Officer:

Your engagement is subject to the following general terms and conditions :

Duration of the Contract

- The contract will initially be for a period of one year, subject to annual renewal.
- The engagement will be purely on a contract basis and you will not be entitled to any claims, right, interests or further benefits in terms of regularisation or consideration of further appointment to the said post or any other post.
- Your services shall stand automatically terminated at the expiry of the contract period.
- Notwithstanding anything contained herein above, your service may be terminated at any time if you are found to be guilty of any insubordination, intemperance or other misconduct as per Assam Civil Service Discipline & Appeal Rules or of any breach or non-performance.
- Either party may terminate this contract at any time, upon 15 working days written notice to the other party.
- After notice of termination, you shall cooperate with the Authority, as reasonably requested by the Authority, to effect a transition of your responsibilities and ensure that the Authority is aware of all matters being handled by you.
- Upon termination of your engagement with the Authority for any reason, you shall promptly return to the Authority any keys, credit cards, passes, confidential documents or material, or other property belonging to the Authority and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including copies thereof) containing confidential information or relating to the business or proposed business of the Authority. For the loss of any property of the Authority in your possession, the Authority will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. Also, the Authority reserves the right not to relieve you of your engagement in the event that all the Authority's documents/property/confidential

information in your custody have not been properly handed over by you to an authorized representative of the Authority.

- The Tribunals and Courts at Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to contractual agreement between you and the Authority.

Roles & Responsibilities

The **Project Officer** stationed at the **District Headquarter** will work with the **District Disaster Management Authority** under the direct supervision of the Deputy Commissioner and perform the following duties:

- Facilitate and coordinate for preparation of multi-hazard Disaster Management Plans of the Districts, Blocks, GPs and Villages along with government functionaries.
- Help the District administration / Block for selection of partners for the CBDP work
- Contribute in the development of awareness campaign strategy and awareness generation activities like street plays, rallies, painting and drawing competitions amongst school children on disaster preparedness
- Supporting in the training and capacity building programmes of government officials / PRIs / NGOs / CBOs / Youth Clubs/SHGs/Teachers and others concerned on various aspects of disaster management.
- Facilitate the process of Community Based Disaster Preparedness exercises at Blocks, GP and village levels through active involvement of government officials , PRIs, NGOs, CBOs, Youth Clubs
- Coordinating and facilitating training programmes for disaster management task forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management , Carcass & Garbage Disposal, use of Early warning Equipment / HAM radio operation etc.
- Establishing linkage with Civil Society Response Group at various levels for emergency response plan development.
- Networking with NGOs / CBOs/ NCC / NSS and other agencies working in the field of Disaster Management for unification of strategy and process.
- Assisting the Deputy Commissioner in performing all activities related to disaster management.

- Helping District Administration in organising Mock Drill at various levels.
- Facilitating establishment of effective communication system for early tracking and dissemination of warnings at the district level.
- Facilitating establishment of control rooms at district and block levels for Disaster Management information dissemination.
- Any other duties & responsibilities that may be assigned to him from time to time

Relocation & Travel

- Although your engagement in ASDMA refers to the position detailed as above, your position, roles and responsibilities in the organization may change, all the terms and conditions of employment remaining the same.
- You may be required to perform work or be offered a position in location(s) other than your initial place of engagement. You can be transferred to any other location or office at any point of time.
- A condition of accepting this engagement is that you are prepared to perform other duties or undertake positions in other locations, as required.
- You may be required to travel from time to time in connection with the performance of your duties.
- In case of official travel, outside the duty station(district), you are guided by the Rules of entitlement as laid down in the Delegation of Administrative and Financial Rules of ASDMA

Working Hours

- You are expected to follow the working hours as laid down for the employees of the Government of Assam.
- You may be required to work beyond official timings due to exigencies of work.

Leave entitlement

- You will be entitled to a 12 days Casual leave and other leave as per Assam Leave Rules.

Conflict of Interest

- You shall not, during the term of your employment, except with the written permission of the Authority, engage yourself directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Authority's interests. You shall use the office of the Authority only for rendering such service for which you have been engaged.

Confidentiality & Secrecy

- You shall keep confidential all the information and material provided to you by the Authority in order to enable the Authority to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Authority. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

Authority's property

- You will be responsible for the safe keeping and return in good condition and order of all the properties of the Authority that may be in your use, custody, care or charge.

Others

- You shall inform the Authority as soon as possible about any change in your residential address and other contact details.
- You will be covered by the Assam Civil Service conduct Rules, Assam Civil Service Discipline & Appeal Rules, Assam Leave Rules and any other such rules and guidelines of the Government of Assam that is in force or may come in force from time to time
- A Condition of accepting this engagement is that in your initial and subsequent positions, you are bound by the Authority's operating policy, including any amendment made from time to time.