



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



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No. DDMA.06/2017/Pt./32

Date: 21-06-2018

JOB ADVERTISEMENT

In pursuance of the Govt. letter No.ASDMA.100/2017/103 dated 13th June, 2018 from the Joint Secretary & State Project Coordinator, Assam State Disaster Management Authority, Dispur, Guwahati, Assam, 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 Revenue Circle and Rongjuli Revenue Circle of Goalpara District.

Name of the Post: Field Officer (Disaster Management) for Balijana Revenue Circle and Rongjuli Revenue Circle on Purely Contractual basis

Number of Post: 2 (Two) nos.

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

Age: Should not be below 21 years & 35 years as on 1st January, 2018, relaxable in case of SC/ST candidates as per rules

Other Qualification: Computer skills specially MS Word/Excel/Powerpoint/Internet use/ e-mails. Preference will be given to candidates having BCA or equivalent course on computer science

Duty Station: He/She will be stationed in Balijana Revenue Circle & 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

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

Remuneration: An amount of Rs.20000/- will be paid as fixed consolidated monthly remuneration

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 |

Note:

1. **Last date of submission** of application form in standard format (enclosed with the advertisement) along with self-attested photocopies of testimonials & 2 copies of coloured photographs of the applicant is on **2nd July, 2018**. The candidates are requested to submit their application forms to Deputy Commissioners' Office building, District Disaster Management Authority (DDMA) Cell, 2nd Floor through post or by hand.
2. Incomplete application will be summarily rejected
3. Candidates who will be called for interview must produce their original testimonials for verification
4. Canvassing directly or indirectly will be liable for disqualification from the selection process
5. Candidates will have to appear for Interview at their own expenses and no T.A/DA will be paid for the said purpose
6. The dates of **interview** will be intimated through **District Administration website**. Candidates are advised to visit the District Administration website regularly for up to date information @ www.goalpara.gov.in or www.goalpara.nic.in
7. 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

Deputy Commissioner

& Chairman, DDMA, Goalpara

Date: 21-06-2018

Memo No. DDMA.06/2017/Pt./32-A

Copy to:

1. The Chief Executive Officer, ASDMA, Dispur, Ghy-06, for favour of kind information
2. The Circle Officer (Balijana & Rongjuli) Revenue Circles for information and necessary action.
3. The DIPRO, Goalpara for information & necessary action. She is requested to make necessary arrangement for publication of the advertisement in the English Daily "The Assam Tribune", 2 (two) vernacular and 2 (two) regional newspapers
4. The District Informatics Officer, Goalpara for information & necessary action. He is requested to upload the advertisement in the Goalpara District Administration website.
5. The District Employment Exchange Officer, Goalpara for wide publicity of the advertisement and sponsor candidates as per norms
6. NOTICE BOARD, O/O The Deputy Commissioner, Goalpara

Addl. Deputy Commissioner
& CEO, DDMA, Goalpara

STANDARD FORM OF APPLICATION
(ASSAM GAZETTE PART - IX)

Photo

To

The _____

For the post of _____

1. Name in full (Block letter) _____

2. Present address _____

3. Father's Name and Address _____

4. Place of birth including Police Station and District _____

5. Are you a citizen of India and if so how? (Copy of Citizenship Certificate should be enclosed where necessary) _____

6. Educational Qualification and also the name & full address of educational institution in which read last (Copies of certificate should be enclosed) _____

7. Other qualifications _____

8. Community _____

(a) State your religion _____

(b) Are you a member of Scheduled Cast/ Scheduled Tribe (Answer) 'Yes' 'No' _____

(If Yes- give particulars supported by a copy of which should be enclosed).

9. Age on the 1st January _____

(According to Matriculation Certificate copy of which should be enclosed).

10. Present occupation if any _____

11. Previous appointment held if any _____

12. Are you a temporary or retrenched personal of a temporary Department of the Government of Assam? ("Yes" or "No" if "Yes" state Particulars) _____

13. Are you a trainee in or a member of the National Cadet Corps of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars _____

14. Employment Registration No. _____

15. Whether there is any Govt./ Semi Govt. employees in your family if any, particulars of such family member like relationship, name of the job, pay drawn place of posting permanent/ temporary etc. should be furnished _____

16. Family's income certificate from the Gaon Panchayat/ DC/SDO Circle officer to be furnished _____

17. Examination Center _____ I am

a candidate for the post of _____ and the fact stated above are true to the best of my knowledge and behalf. In case of any false statement I am liable to any action the Government deem fit and proper.

A treasury challan of Rs. _____ is attached herewith.

Date _____

18. (To be filled in by the Candidate)

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SIGNATURE OF THE APPLICANT