

**GOVT. OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER::CACHAR::SILCHAR**  
**(DISTRICT DISASTER MANAGEMENT AUTHORITY)**

No.DDMA.21/CHR/2021/ 03

Dated: 21/11/2021

**ADVERTISEMENT**

In pursuance of the Govt. letter No.ASDMA. 14/2021/15, Dtd. 21/05/2021 from Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahati, Assam, ONLINE APPLICATION are invited from the intending candidates, who are citizen of India as defined in article 5 to 8 of the Constitution of India, for filling up the following vacant post of Field Officer (DM) on contractual basis to be posted at District Hqs. /Revenue Circle Office of Cachar District under Administrative Control of DDMA, Cachar.

Name of Post :- Field Officer (Disaster Management) under DDMA on Contractual Basis.

Number of Post :- 01 (One)

Essential Qualification:

1. Bachelor's degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject or Graduate in Civil Engineering from a recognized University / Institution with minimum 60% marks in Graduation.
2. Must have proficiency in basic computer application, like MS windows, Linux, MAC, EXCEL, Power Point, DTP (English/Bengali), spreadsheet, presentation of graphics, concept of database, word processor, internet processing, email etc.
3. Must possess a minimum 6 months diploma in computer application from an institute recognized by the Govt.

Age: Should not be below 21 Years and above 35 years as on the 1<sup>st</sup> day of 2021, relax able in case of SC/ST candidate as per rules.

Duty Station: He/ She will be stationed in the DDMA & Revenue Circle Office and will work under the direct control of CEO, DDMA and supervision of the DPO, DDMA/Circle Officer.

Duration of the contract: The contract will initially be for a period of 1 (One) year subject to annual renewal on the basis of performance appraisal and as per Govt. instruction further.

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

Pay	: Rs. 15,000/-
Mobility Allowance	: Rs. 4,000/-
Telephone Charges	: Rs. 1,000/-

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

- a) Marks obtained in Graduation 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

Written examination date & time will be announced in due course of time.

How to apply:

- o Candidates are required to apply in prescribed form through online mode only. No other mode for submission of application will be allowed.
- o Candidates are required to apply online only by visiting the website [www.cachar.gov.in](http://www.cachar.gov.in) with effect from 12.00 Noon of 23/11/2021 to 07/12/2021. No application will be filled up after the expiry of the given time as the link will be disabled.
- o No application fee is required.
- o Before applying online, candidates are advised to carefully go through the instructions provided in the website.
- o Candidates are required to upload the following documents:
  - i. One recent passport size coloured photograph with white back ground. The photograph must be on standard 3.5X4.5 cm print.
  - ii. The photograph must be in JPEG/JPG format and size not exceeding more than 50 KB.
  - iii. Admit Card, Pass Certificate and Mark-sheet of HSLC/HS/Graduation & other examination.
  - iv. Certificate and Mark-sheet of Graduation & other examination.
  - v. Other experiences Certificate if any.
  - vi. Scanned signature. Signature should be put with black or dark blue on a white paper in 3.5X1.5 cm (size) 50 KB JPEG/JPG format only.
- o Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However such candidates shall intimate their appropriate authorities about submission of application in writing.
- o The candidates already employed should note that the prerogative for according the permission to appear in written/personal interview/join in services on being selected by the committee shall rest solely upon appointing authority.
- o No manual application will be accepted.
- o Candidates whose applications are accepted will be required to appear in a written examination or personal interview to be followed by the computer test of qualified

*Handwritten signature and date: 21/11/21*

Candidates only. Selection will be done strictly on merit basis. The written examination or personal interview will be held in Silchar only (Dist. HQ of Cachar) on a date to be notified later on.

- Only shortlisted candidates will be called for written or personal interview & computer test.

**Mode of selection:**

- Final selection list will be prepared on the basis of merit (Marks obtained in written exam/ personal interview + Computer Test).
- The selection Committee shall have the right to accept or reject the candidature after proper scrutiny of the documents/testimonials etc. with regards to the modalities of selections. The decision of the selection committee shall be final and binding.
- Rejected list of applications will be uploaded on the official website [www.cachar.gov.in](http://www.cachar.gov.in).
- The appointment will be made after necessary police verification etc. as per procedure.
- Admit card for written test or personal interview will be uploaded/ notified through the website of this office [www.cachar.gov.in](http://www.cachar.gov.in) and the candidates will be able to download their individual admit card from the said website.
- All information/announcement regarding the recruitment would be uploaded at the aforesaid official website and no individual communication would be made and accordingly the candidates must follow/refer the website time to time/regularly.
- No. TA/DA will be admissible to the candidates for appearing in written test or personal interview and computer test or any other such.
- Canvassing /lobbying directly or indirectly will lead to immediate disqualification of the candidature.
- The undersigned reserves the right to cancel the advertisement after any terms and conditions of the advertisement at any stage without assigning any reason thereof.



(Keerthi Jalli, IAS)

Deputy Commissioner-cum-Chairperson,  
District Disaster Management Authority,  
Cachar, Silchar

Date: 22/11/21

Memo No.DDMA.21/CHR/2021/03 -A.

Copy to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahati - 6 for favour of kind information.
2. All Circle Officers of Cachar District for information and necessary action.
3. The DDI & PR, BV Region, Cachar for information & necessary action. He is requested to make necessary arrangement for publication of the advertisement in the all local news papers and electronic media as a news item.
4. The District Employment Exchange Officer, Cachar for wide publicity of the advertisement and sponsor candidates as per norms.
5. The DIO, NIC, Cachar for information & necessary action. He is requested to upload the advertisement in the Cachar District Administration website.
6. Notice Board of Deputy Commissioner Office, Cachar.
7. Notice Board of All Circle Offices.



Deputy Commissioner-cum-Chairperson,  
District Disaster Management Authority,  
Cachar, Silchar

22/11/21