



GOVT OF ASSAM

**OFFICE OF THE DEPUTY COMMISSIONER:::KAMRUP::: AMINGAON
(DISTRICT DISASTER MANAGEMENT AUTHORITY)**

No. K/DDMA/FO/50/2022/8

Date:18th November, 2022**ADVERTISEMENT**

In pursuance of the Govt. letter No.ECF No. 168518/143, Dtd. 28/10/2022 from the State Project Coordinator, Assam State Disaster Management Authority, Dispur, Guwahati, Assam, **ONLINE APPLICATIONS** 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 Kamrup District under Administrative Control of DDMA, Kamrup.

Name of Post :- Field Officer (Disaster Management)

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/Assamese), spreadsheet, presentation of graphics, concept of database, word processor, internet processing, email etc.
3. Must possess a minimum 6 months diploma/certificate in computer application from an institute recognized by the Govt.

Age: Should not be below 21 Years and above 35 years as on the 1st day of 2022, relaxable in case of SC/ST/OBC 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 135 marks with the following break-up:-

- a) Total Marks in written Examination =100 marks
- b) Marks obtained in Computer test = 25 marks
- c) Attitude & personality traits etc. (Personal interview) = 10 marks

1/1788/2022 Written examination date & time will be announced in due course of time.

How to apply:

- Candidates are required to apply in prescribed form through online mode only. No other mode for submission of application will be allowed.
- Link to apply online: Applications are to be submitted online through <https://niyukti.assam.gov.in/fokamrup>. The link will also be available in the recruitment page of district website (<http://kamrup.assam.gov.in>) with effect from 12.00 Noon of 22/11/2022 to 07/12/2022. No application will be accepted after the expiry of the given time as the link will be disabled.
- No application fee is required.
- Before applying online, candidates are advised to carefully go through the instructions provided in the website.
- 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. Education Qualification Certificate and marksheet
 - iv. Age proof Certificate (i.e. Birth Certificate issued by the Competent authority or H.S.L.C. Admit card/ certificate issued by recognized Board/ Council)
 - v. 6 (Six) months diploma Certificate in Computer proficiency from recognized institute.
 - vi. Experience Certificate (if any).
 - vii. Scanned signature. Signature should be put with black or dark blue on a white paper in 3.5X1.5 cm (size). Size should be minimum 10 KB and should not exceed 30 KB and in JPEG/JPG format only.
- No manual application form will be accepted.
- Candidates whose applications are accepted will be required to appear in a written examination to be followed by personal interview and computer test of qualified candidates only. Selection will be done strictly on merit basis. The written examination and personal Interview will be held in Kamrup District only on a date to be notified later on.
- Only shortlisted candidates will be called for written, 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
- 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 websites mentioned above i.e. <https://niyukti.assam.gov.in/fokamrup> & <http://kamrup.assam.gov.in> and the candidates will be able to download their individual admit card from the said websites.
- All information/announcement regarding the recruitment would be uploaded at the aforesaid official websites 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 provided 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.

Deputy Commissioner & Chairman,
District Disaster Management Authority,
Kamrup, Amingaon
Date:18th November, 2022

Memo No. K/DDMA/FO/50/2022/8-A

Copy to:

1. The CEO, ASDMA, Dispur Guwahati-6 for favour of kind information.
2. All Circle Officers for information and necessary action.
3. The DIPRO, Kamrup for information and necessary action. He is requested to make necessary arrangement for publication of the advertisement in all the local newspapers and electronic media as a news item.
4. The DIO, NIC, Kamrup for information and necessary action. He is requested to upload the advertisement in the Kamrup District Administration website and develop the link for applying.
5. Notice Board of Deputy Commissioner Office, Kamrup.
6. Notice Board of all Circle Offices under Kamrup District.
7. Office File.

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District Disaster Management Authority,
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