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Assam State Disaster Management Authority

Vacancy Announcement

Applications along with Prescribed Application Form, attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl. No.	Name of the Post	No. of Posts
1.	Field Engineer	2 (two) Nos.

The application, complete in all respects in the prescribed application form and along with testimonials should be submitted on or before 25/7/19 / 3.00 PM and addressed to:

**The State Project Coordinator,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006,
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application.

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


**Joint Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

Name of Post: Field Engineer.

Number of Posts: 2 nos. (Two)

Essential Qualification:

- B.Tech in Electronics and Communication / Computer Science / MCA.
- **Fluency in spoken Assamese, English & Hindi.**
- **Age of the applicant should not be below 21 years and above 43 years as on 01.01.2019.**

Duty Station:

He/she will be stationed at the following locations:

- State Emergency Operations Center (SEOC), Dispur, Guwahati (One Post).
- District Emergency Operations Center (DEOC) under DDMA, Barpeta District (One Post).

Remuneration:

- An amount of ₹ 14,000/- (fourteen thousand) per month will be paid as fixed and consolidated monthly remuneration.

Duties and Responsibilities:

The Field Engineer will have following duties and responsibilities:

- Provide training to the Information Assistant deployed at SEOC/DEOC by ASDMA to manage and operate the equipment under the VSAT Network of ASDMA.
- Perform routine testing of ATA/VSAT units at SEOC/DEOC with ATA/VSAT units of SEOC/DEOC locations as well as NDMA and record the same in log book on daily basis.
- Manage and operate the Telecommunication and IT equipment pertaining to the VSAT Network of ASDMA during normal days as well as during disaster situations.
- To be available on call even beyond duty hours and in case of any disasters, they should work beyond normal working hours.
- Any issue arising out of non-functioning of the VSAT unit at SEOC/DEOC to be sorted out by Field Engineer in coordination with State Headquarter/BSNL.
- Any other duties & responsibilities that may be assigned to the incumbent in regard to Disaster Management from time to time.



**Joint Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**



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]:

Field Engineer

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.

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 (01-01-2019) 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:

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10. Educational Qualifications (HSLC/ HS onwards):

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

11. Other Qualifications, If any:

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

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)

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16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

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.