

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.	Data Entry Operator	03 (three)

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before 31-12-2018 and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
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 may be seen at ASDMA website <http://asdma.gov.in/>,



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

1. **Name of the Post : Data Entry Operator**

No. of post- 3 (three) Nos.

Essential Qualification:

- Candidates must have passed PU/HSSLC or an equivalent examination from a recognized University or Board.
- Should have minimum typing speed of 40 (forty) words per minute (W.P.M.) in English.
- Should have good reading and writing skills in English.
- Should have MS Office proficiency (Word, Excel, PowerPoint). Candidate should have one year certificate in computer application from Govt. recognized Institute.
- Should not be below 21 years and above 43 years as on 1st January, 2018.
- Should have minimum of two years' experience in relevant field.
- Candidate must be Indian citizen and preferably permanent resident of Assam.


Duties and Responsibilities:

The Computer Operators will be posted at Guwahati to work with the State Disaster Management Authority under the direct supervision of the Chief Executive Officer, ASDMA and perform the following duties:

- Collection, collation and processing of information but not confined to it alone.
- Provide assistance in MIS support coordination.
- Odd technical jobs in the course of operation of the computer system.
- Any other duties and responsibilities that maybe assigned from time to time.

Duty Station: Guwahati, Assam or as maybe decided by the Authority, within Assam.

Fixed Remuneration: Rs. 10,000/- per month (inclusive of other allowances).



(Rajesh Prasad)
Chief Executive Officer,
Assam State Disaster Management Authority.

