

I/336829/2023

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 fulfill 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 Post
1.	Driver for Motor Vehicle	1 (one)

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before 29th Nov, 2023 (5:00 PM) 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 www.asdma.gov.in

(sd/-)

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

Name of the Post: Driver for Motor Vehicle

No of Post: - 1 (one) Nos.

Essential Qualification:

1. A candidate should be a citizen of India and must have registration in the Employment Exchange of Govt. of Assam.
2. Age of the applicant should not be below 21 years and above 43 years as on 01.01.2023.
3. A candidate must possess a valid Transport License for Light Motor Vehicle (LMV) / Heavy Motor Vehicle (HMV).
4. A candidate should be H.S.L.C. Examination pass from any Examination Board / Council recognized by Govt. of Assam.
5. Preference will be given to candidates having Driving Experience in any Government establishment for which proper experience certificate has to be furnished from the Govt. establishment where the candidate has served.
6. Medical fitness (eye/ear) by a Government Doctor.

Duties and responsibilities:-

1. Practicing safe driving habits.
2. Following all state and national safety regulations and standards.
3. Accurately following routes, maps, and directions.
4. Opening vehicle doors and assisting passengers/loading cargo/loading baggage.
5. Keeping exterior of vehicle clean and presentable.
6. Maintaining vehicle equipment; replacing oil, filling gas tank, general motor vehicle maintenance as needed for safety.
7. Cleaning windows, windshields, and mirrors as needed.
8. Keeping interior of vehicle clean of debris and clutter.
9. Loading and unloading vehicle.
10. Collecting payments, documenting amount, and offering receipts.
11. Completing documentation such as logs, mileage or cargo and passenger reports.
12. Following schedules and rerouting in timely manner when faced with traffic or congestion.

Duty Station: Assam State Disaster Management Authority, Janata Bhawan, Ancillary Block, Dispur - 6.

Salary: Rs. 14493/- per month.

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

