

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

VACANCY ANNOUNCEMENT

Applications along with Prescribed Application Form, attested copies of all Certificates, Marks Sheets, recent passport size photo, 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 to ensure 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	Project Officer, District Disaster Management Authority	1 No.
2	Project Officer, Training & Capacity Building	1 No.
3	Project Officer, Knowledge Management & Climate Change	1 No.

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before **24th May, 2016** and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority,
Assam Secretariat Campus (Opp. SBI Sectt. Branch),
Dispur, Guwahati – 781006,
Assam.**

Applications received at Assam State Disaster Management Authority 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. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

Further details may be seen at ASDMA website <http://www.asdma.gov.in>



**(Dipak Kumar Sarma)
Chief Executive Officer
Assam State Disaster Management Authority**

*Chief Executive Officer
Assam State Disaster
Management Authority
Dispur, Guwahati*

1. Name of the Post : Project Officer, District Disaster Management Authority

No. of posts- 1 No.

Essential Qualification:

- Bachelor's degree in any discipline from a recognised University or Institute or equivalent
- Should not be below 21 years and above 38 years as on 1st January 2016. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Should have minimum 2 years working experience as a full time paid employee in an organisation of repute dealing with Disaster Management or in the Development and Social sector
- Should have excellent communication skills in Assamese and English
- Should have good skills on computer operation especially in MS Word, Excel, PowerPoint, use of internet, etc.
- Candidate must be Indian citizen and preferably permanent resident of Assam.

Duties and Responsibilities:

- Facilitate and coordinate for preparation of multi-hazard Disaster Management plans of the Districts, Blocks, GPs and Villages along with government functionaries.
- Help the District administration/ Block for selection of partners for the CDBP work.
- Contribute in the development of an awareness campaign strategy and awareness generation activities like street plays, rallies, painting and drawing competitions amongst school children on disaster preparedness.
- Coordinating and facilitating training programmes for disaster management task forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of early warning equipment/ HAM radio operation etc.
- Establishing linkages with Civil Society Response group at various levels for emergency response plan development.
- Networking with NGOs/CBOs/NCC/NSS and other agencies working in the field of Disaster Management for unification of the strategy and process.
- Assisting the Deputy Commissioner in performing all activities related to disaster management.
- Facilitating establishment of effective communication systems for early tracking and dissemination of warnings at the district level.
- Facilitating establishment of control rooms at District and block levels for Disaster Management Information dissemination.
- Any other duties and responsibilities that may be assigned to him /her from time to time.

Duty Station: Any district within Assam

Fixed Remuneration: Rs. 25,200/- per month (inclusive of other allowances).

2. Name of the Post : Project Officer (Training & Capacity Building)

No. of posts- 1 No.

Essential Qualification:

- Bachelor's degree in any discipline from a recognised University or Institute or equivalent.
- Should have minimum 2 (two) years working experience as a full time paid employee in an organization of repute dealing with Disaster Management or in Development and Social sector.
- Should have excellent communication skills in Assamese and English.
- Should have computer skills, specially MS Word / Excel / PowerPoint / use of Internet, etc.
- Should not be below 21 years and above 38 years as on 1st January, 2016. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Candidate must be Indian citizen and preferably permanent resident of Assam.

Duties and Responsibilities:

The Project Officer (Training & Capacity Building) will be posted at the State Headquarter to work with the State Disaster Management Authority under the direct supervision of the CEO, Assam State Disaster Management Authority and perform the following duties:

- Develop an Annual Training Calendar for ASDMA.
- All matters relating to training with NIDM, NDMA, ASDMA, etc.
- Build up a database of trained personnel in different aspects of Disaster Management.
- Build up a database of trainers in the different areas of Disaster Management.
- Coordinate with the Institutes / Organisations for design and development of different training modules and implementation of training.
- Organise Workshops and Seminars.
- All works regarding activating the Centre for Disaster Management, AASC.
- Conceptualise and build up the Resource Centre for ASDMA.
- Any other duties and responsibilities that may be assigned to him /her from time to time.

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

Fixed Remuneration: Rs. 27,400/- per month (inclusive of other allowances).

3. Name of the Post : Project Officer (Knowledge Management & Climate Change)

No. of posts- 1 No.

Essential Qualification:

- Bachelor's degree in Social Science from a recognised University or Institute or equivalent.

- Should not be below 21 years and above 38 years as on 1st January, 2016. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Should have overall 2 years of working experience with minimum 1 year of relevant experience, with regard to the implementation and management of climate change adaptation or disaster risk reduction
- Should have computer skills, specially MS Word / Excel / PowerPoint / use of Internet, etc.
- Candidate must be Indian citizen and preferably permanent resident of Assam.

Duties and Responsibilities:

The Project Officer (Knowledge Management & Climate Change) will be posted at the State Headquarter to work with the State Disaster Management Authority under the direct supervision of the CEO, Assam State Disaster Management Authority and perform the following duties:

- Planning and implementing state level adaptation strategies, and integrating climate change considerations into state planning and development processes.
- Coordinate development of knowledge bank on adaptation related issues of climate change at the state level.
- Contribute to Knowledge Management initiatives.
- Collect and systematically develop a database of traditional coping capabilities of the local people in respect of common disasters of the State to help ASDMA achieve its vision of a safer Assam.
- Document project experiences in Knowledge Management, highlighting lessons learned during the implementation process and making recommendations for success and improvement.
- Develop a strategy to bring together all information on Disaster Risk Reduction on a common platform.
- Any other duties and responsibilities that may be assigned to him /her from time to time.

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

Fixed Remuneration: Rs. 27,400/- per month (inclusive of other allowances).



(Dipak Kumar Sarma)
Chief Executive Officer,
Assam State Disaster Management Authority

*Chief Executive Office
Assam State Disaster
Management Authority
Dispur, Guwahati-6*

