

Assam State Disaster Management Authority**Vacancy Announcement**

Application in Prescribed Form along with 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.

Sl. No.	Name of the Post	No. of Posts
1.	Consultant (Disaster Management)	1 (one) No.

Last date for submission of application is **18-11-2024 / 5.00 PM** and should address to:

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.**

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

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

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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.	Consultant (Disaster Management)	1 (one) No.

The application, complete in all respects **in the prescribed application form** and along with testimonials should be bought along with you on the day of the interview.

1. Name of Post: Consultant (Disaster Management).

Number of Posts: 1 no. (one)

Essential Qualification & Experience:

- Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).
- Candidates should have minimum post qualification experience of 5 (five) years in the fields related to Disaster Management.
- Candidates having Ph. D Degree in the relevant field are required to have minimum post qualification experience of 3 (three) years.
- Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans, Guidelines and SOPs related to Disaster Management.
- Preference will be given to candidates with higher experience or candidates who have experience of working with Central / State Government Departments.

Age limit:

- The maximum age limit will be 65 (sixty-five) years.

Duration:

- For a period of 6 (six) months. Extension can be granted till the completion of the project on the basis of satisfactory performance.
- The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the appointing authority. If the performance of the Consultant is not satisfactory, NDMA may recommend ASDMA for termination of the contract.

Duty Station:

- Office of the District Commissioner-cum-Chairman, District Disaster Management Authority (DDMA), Goalpara / Darrang / Barpeta / Baksa / Udalguri / Hailakandi / Dhubri Districts.

Remuneration:

- An amount of ₹ 70,000/- (seventy thousand) per month.

Duties and Responsibilities:

The Consultant (DM) shall report to appropriate authority in the district and shall maintain coordination with NDMA & ASDMA and will have following duties and responsibilities:

- Alignment of District plans in accordance with the provisions of the Disaster Management Act., Sendai Framework and State Plan.
- Coordination of Mock Exercise at Various locations in the districts.
- Training of Officials for capacity building for better preparedness and effective response measures.
- Creation of Awareness about Disaster Risk Management.
- Compiling and timely furnishing of data and information to ASDMA on disaster aspects and Sendai Framework monitoring indicators.
- Improved coordination of the District Administration with Circle level and Panchayat level for effective preparedness, response and mitigation measures.
- Help in setting up of the Disaster Data Base at District Level.
- Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- Any other task assigned by ASDMA/DDMA.

**State Project Coordinator,
Assam State Disaster Management Authority.**

