

**GOVT. OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER::CACHAR::SILCHAR**  
**(DISTRICT DISASTER MANAGEMENT AUTHORITY)**

No.CRR.12/2012/DDMA/Part-I/

Dated Silchar, the 22<sup>nd</sup> December 2016.

**ADVERTISEMENT**

Application in standard form with attested copies of all certificates, testimonials, mark sheets, recent passport size photo etc. are invited from intending candidates of Indian Nationality for engagement on purely contractual basis under the District Disaster Management Authority, Cachar, O/O The Deputy Commissioner, Cachar, Silchar for the undermentioned post.

The applicants have to appear for written test and/or interview at the venue, date and time will be notified in due course of time, at their own cost. No T.A/D. A shall be paid for the purpose. Candidates not meeting the requisite qualifications and/or other eligibilities as per enclosed "Terms of Reference" are liable to be summarily rejected. Details "Terms of Reference" & information are available on DDMA website, District Administration website and Notice Boards. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will summarily lead to disqualification of the candidate.

Sl. No.	Name of Post	No. of Posts
1.	Field Officer (Disaster Management) for Revenue Circle.	5 (Five)

The applications, complete in all respect in the standard form along with testimonials should reach on or before 15<sup>th</sup> January 2017 to the following address:


The Deputy Commissioner cum chairman,  
District Disaster Management Authority,  
Near Settlement Office, DEOC Building,  
Capt. N. M. Gupta Road (Link road between PWD Road & India Club point)  
Silchar, PIN - 788001, Dist. - Cachar.  
Phone No. - 03842 - 239249/ 1077 (Toll Free)  
Website: [www.ddmacachar.com](http://www.ddmacachar.com) & [www.cachar.nic.in](http://www.cachar.nic.in)

Applications received at District Disaster Management Authority after 5.00 P.M of 15<sup>th</sup> January 2017 will be summarily rejected. No applications will be received through email or fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. A self-addressed stamped envelope to be enclosed with the application.

Further details may be seen at the Notice Board of the following offices and also the undermentioned official website:

1. Deputy Commissioner, Cachar (Rev. Building & Dev. Building)
2. DDIPRO, BV Region, Capt. N. M. Gupta Road, Silchar.
3. Employment Exchange, Capt. N. M. Gupta Road, Silchar.
4. Website: [www.ddmacachar.com](http://www.ddmacachar.com) & [www.cachar.nic.in](http://www.cachar.nic.in)

  
Deputy Commissioner cum chairman,  
District Disaster Management Authority,  
Cachar, Silchar. 22/12/16

Memo.No.CRR.12/2014/DDMA/Part-I/  
Copy to:

-A. Dated Silchar, the 22<sup>nd</sup> December 2016

1. The Principal Secretary to the Govt. of Assam, Revenue & Disaster Management, Assam Secretariat, Dispur, Guwahati - 6.
2. The DDIPRO, BV Region, Silchar. He is requested to publish it through Advertisement in local dailies i.e. Dainik Jugasankha, Dainik Samayik Prasanga & Dainik Prantojyoti.
3. The CEO, ASDMA, Ancillary Block, Assam Secretariat, Dispur, Guwahati - 6.
4. P.A/Ĉ. A to the Deputy Commissioner, Cachar.

  
Deputy Commissioner cum chairman,  
District Disaster Management Authority,  
Cachar, Silchar. 22/12/16

Terms of Reference for the post of Field Officer(Disaster Management) for Revenue Circle

1. Post Title : Field Officer (Disaster Management) for Revenue Circle
2. Essential Qualification :
  - Bachelor's degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject, or diploma in Civil Engineering or Architecture from a recognized University/Institution
  - Should not be below 21 years and above 35 years as on the 1<sup>st</sup> day of month/year (as decided), relaxable in case of SC/ST candidates as per rules
  - Computer skills specially MS Word / Excel / PowerPoint / Internet usage / Emails
    - Preference will be given to candidates having done BCA or equivalent course on Computer Science.
3. Duty Station :

He/she will be stationed in the Revenue Circle Office and will work under the direct control and supervision of the Circle Officer, who will be the authority to sanction leave and Reporting Officer in respect of Performance appraisal.
4. Duration of the Contract :
  - The Contract will initially be for a period of three years subject to annual renewal on the basis of performance appraisal.
  - The appointment will be purely on contract basis and the party would not be entitled to any claim, right, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.
  - The services of the party can be terminated at any time if the party is found to be guilty of insubordination, misconduct or non-performance.
  - Either party may terminate this contract at any time, upon 15 working days written notice to the other party.
  - Only the Tribunals & Civil Courts in Guwahati will have the exclusive jurisdiction in respect of matters pertaining to contractual agreement between the Authority and the Party.
  - During the contract period, all Rules & Regulations of the State Government will be applicable to the contractual employees as decided by the Authority.
5. Remuneration
  - An amount of Rs. 20,000/- will be paid as fixed and consolidated monthly remuneration which includes:
    - Pay – Rs. 15,000/-
    - Mobility Allowance – Rs. 4,000/-
    - Telephone charges – Rs. 1,000/-
  - In case of official travel, outside the jurisdiction (Revenue Circle area), he/she will be guided by the Rules of Entitlement as laid down in the Delegation of Administration & Financial Rules of ASDMA
6. Duties and Responsibilities

The Field Officer (Disaster Management) stationed at the Revenue Circle Headquarter will have following duties and responsibilities:

- Assist the District Disaster Management Authority (DDMA) in preparation and updation of Village, Gaon Panchayat and Circle level Disaster Management Plans.
- Assist the DDMA in organizing and conducting capacity-building and awareness generation programmes for Circle, Gaon Panchayat and village level functionaries.
- Maintain the database including minutes, reports, etc. pertaining to Village Land Management and Conservation Committees.
- Assist DDMA in managing and running the communication systems put in place at the Circle level.
- Assist Circle Officer in coordinating with other departments on Disaster Management issues at Circle level and maintain records pertaining to Circle Level Land Management and Conservation Committees.
- Assist DDMA in documentation of critical Circle level challenges and practices concerning Disaster Management.
- He/she will submit Progress reports in the formats and as per the time-lines decided by the Authority.
- Any other duties & responsibilities assigned to him by ASDMA from time to time.

7. Leave

- The party will be entitled to Casual Leave of 12 days in a year and Earned leave, Medical leave will be applicable as per the Assam Leave Rules.

8. Tax

- Income Tax/Assam Professional tax, etc. as applicable as per rules will be deducted from salary/remuneration at source.

9. (I) Field Officers will be selected on the basis of interview conducted by the District Level Selection Committee consisting of the following :

- Deputy Commissioner ----- Chairperson
- CEO, DDMA ----- Member
- D.I.O, NIC ----- Member
- D.F.O. ----- Member
- Representative of ASDMA ----- Member

(II) Interview will be for 100 marks with the following break-up :

- Marks obtained in Graduation / Diploma level exam : 50 marks
- Knowledge of DM related issues : 20 marks
- Knowledge of computer : 20 marks
- Attitude & personality traits : 10 marks