

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::: BONGAIGAON
(DISTRICT DISASTER MANAGEMENT AUTHORITY)
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NOTICE

In pursuance to the letter ECF No. 273590/18 dated 24/07/2023 received from the Deputy Secretary & State Project Coordinator, Assam State Disaster Management, Authority, Janata Bhawan, Dispur, Guwahati-6, interested candidates are hereby called for appearing for **WALK IN INTERVIEW** for 1 (one) post of **Field Officer (Disaster Management) in Manikpur Revenue Circle** on contract basis under the District Disaster Management Authority (DDMA), Bongaigaon to be held on 30/08/2023 from 11.00 AM onwards in the Office of the Deputy Commissioner, Bongaigaon.

The intending candidates will bring their bio-data in a standard form along with all original documents relating to qualification, age, caste, residence, photograph etc along with one set of self attested copy and register their names between 9.30 AM to 12.00 Noon on the day of interview.

The candidates have to convert the CGPA/ SGPA etc or other grade point mentioned in their original mark sheet into equivalent percentage in the bio-data. No TA/DA shall be given to the candidates for appearing in the interview. Candidates are hereby advised to properly go through the Terms of Reference (**Terms of reference for the post of Field Officer, Disaster Management for Revenue Circle as per Annexure-A**) before appearing for the interview.

(e-Signed)
District Commissioner & Chairman
DDMA, Bongaigaon

Copy to:

1. The Commissioner & Secretary to the Government of Assam, Revenue & Disaster Management Department, Dispur, Guwahati-6 for favour of kind information.
2. The CEO, Assam State Disaster Management Authority, Dispur, Guwahati-6 for favour of kind information.
3. The SDO (Civil), North Salmara, Abhayapuri with a request to display the advertisement in the Office Notice Board.
4. All Revenue Circle Officers, Bongaigaon District. They are requested to display the advertisement on the office Notice Board.
5. The DIPRO, Bongaigaon. She is requested to publish the Advertisement in local dailies.
6. The District Employment Officer, Bongaigaon with a request to put the advertisement in the office Notice Board.
7. The DIO, NIC, Bongaigaon. He is requested to upload the advertisement and ToR in the district website.
8. Notice Board, DC's Office, Bongaigaon.

Signed by Nabadeep Pathak
Date: 08-08-2023 19:17:41
District Commissioner & Chairman
DDMA, Bongaigaon

(Annexure-A)

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** :

- o He/She should have Bachelor's Degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject or diploma in Civil Engineering of Architecture from a recognized University/ Institution.
- o He/She should not be below 21 years and above 35 years as on the 1st January, 2023, relaxable in case of SC/ST candidates as per rules.
- o Computer skills specially MS Word/ Excel/ Power Point/ Internet Usage/ Emails
- o 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. **Transfer :**

The Field Officer (Disaster management) is liable to be transferred within the District by the Chairman, DDMA and in case of Inter District, by the Chief Executive Officer, ASDMA with proposal from Chairman, DDMA.

5. **Duration of Contract :**

- The contract will initially be for a period up to 1(one) year . Further renewal/ extension will be based on the decision of the State Government.
- The Appointment will be purely on contract basis and the Field Officer would not be entitled to any claim, right, interest or further benefits in terms of regularization or consideration of further appointment to the said post or any other post.
- The Service of Field Officer 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.

6. Remuneration:

- An amount of Rs.20,000/- (Twenty Thousand) only 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/-

7. **Duties & Responsibilities:**

- The Field Officer (Disaster Management) stationed at the Revenue Circle Headquarter will have the following duties and responsibilities:
 - o The Field Officer (Disaster Management) will collect the mobile numbers of all important persons under his/ her revenue circle and form a WhatsApp group so as to reach out the community.
 - o On receipts of the alerts from SEOC/DEOC, the Field Officer (FO) will disseminate the alerts to the Gaon burahs, School teachers and officials of other departments within the respective Revenue Circle through the WhatsApp group/ SMS.

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- o Assist the District Disaster Management Authority (DDMA) in preparation and updation of Village, Gaon Panchayat and Circle Level Disaster Management Plans.
- o Assist the DDMA in organizing and conducting capacity building and awareness generation programmes for Circle, Gaon panchayat and Village Level Functionaries.
- o Collect, prepare and maintain database of critical infrastructure and facilitate activities pertaining to Village Land Management and Conservation Committees/ Village Disaster Management Committees. Ensure submission of daily Flood report to DEOC before 12.00 hrs everyday during flood season.
- o Updation of Life Saving / Search and Rescue Equipment in the MIS Portal of ASDMA quarterly.
- o Assist DDMA in managing and running the communication systems put in place at the Circle Level.
- o Assist DDMA in coordinating with other departments on Disaster Management issues at Circle Level and maintain records pertaining to Circle Disaster Management Committee.

8. Leave:

- The Field Officer 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.

9. 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

Signed by Nabadeep Pathak
Date: 08-08-2023 19:17:14
District Commissioner & Chairman
DDMA, Bongaigaon