



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER::CHIRANG:: KAJALGAON

NOTICE
Walk in Interview

In pursuance with the ASDMA Letter ECF No. 203793/109 DTD. 30/05/2024 and in view of urgency of ongoing flood season in public interest, the interested and eligible candidates are hereby called for appearing for **Walk In Interview** for 01 (one) post of Field Officer under District Disaster Management Authority (DDMA), Chirang on contract basis to be held on 24/06/2024 from 10.00 AM onwards at the Office of the District Commissioner, Chirang, Kajalgaon. The candidates must bring all original documents relating to qualification, age, caste, residence, bio data, photograph etc along with one set of self attested copies and register their names between 9.30 AM to 11.00 AM 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 (TOR) for the post of Field Officer, Disaster Management for Revenue Circle as per Annexure-A before appearing the interview.

Signed by

Vijaya Bhaskar Reddy Pathakota

District Commissioner & Chairman
DDMA, Chirang, Kajalgaon.

Memo File No.:DM-20/182/2023-RDM-CHR /242483

Approved date

Copy to:

1. The Principal Secretary to the Govt. of Assam, Revenue & DM Department, Dispur, Guwahati-06 for favour of kind information.
2. The Chief Executive Officer, ASDMA, Dispur, Guwahati-06 for favour of kind information.
3. The SDO (Civil), Bijni with a request to display the advertisement on the office notice board.
4. All Revenue Circle Officers, Chirang. They are requested to display the advertisement on the office notice board.
5. The DIPRO, Chirang. He is requested to publish the advertisement at-least 2 (two) in local daily news papers.
6. The District Employment Officer, Chirang with a request to put the advertisement on the office notice board.
7. The DIO, Chirang. He is requested to upload the advertisement along with the Terms of Reference (ToR) in the District Website.
8. Notice Board, DC's Office, Chirang.

e-Signed

District Commissioner & Chairperson,
DDMA, Chirang, Kajalgaon.

Annexure-ITerms 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 1st January, 2024.
 - Computer skills specially MS Word/ Excel/ Power Point/ 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 of District Project Officer 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 is liable to be transferred within the District by the Chairman DDMA and in case of Inter District by Chief Executive Officer, ASDMA with proposal from Chairman DDMA.
5. Duration of Contract:
 - The Contract will initially be for a period of one year subject to renewal on the basis of performance appraisal. □
 - The Appointment will be purely on contract basis and the Field Officers 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.
 - 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.
6. Duties and Responsibilities:

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

 - The FOs, will collect the mobile numbers of all the important persons under his/her revenue circles and form a WhatsApp group so as to reach out to the Community.
 - On Receipt of the alerts from SEOC/DEOC, the Field Officers (FO) will disseminate the alerts to the Gaonburhas, schools teachers and officials of other departments within their respective Revenue Circle through the WhatsApp group/SMS.
 - 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.
 - Collect, prepare and maintain database of critical infrastructures, and felicitate activities pertaining to Village Land Management and Conservation Committees / Village Disaster Management Committee.
 - Ensure submission of Daily Flood Report to DEOC before 12:00 hours every day during flood season.
 - Updation of Life saving/ Search and Rescue Equipment in the MIS Portal of ASDMA quarterly.
 - Assist DDMA in managing and running the communications systems put in place at the Circle level.
 - Assist DDMA in coordinating with other departments on Disaster Management issues at Circle level and maintain records, pertaining to Circle Disaster Management Committee.
 - 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.

I/208467/2024

- Any other duties and responsibilities assigned to him by ASDMA from time to time.

7. Leave:

- The Field Officer will be entitled to Casual Leave of 12 days in a year and Medical Leave for 15 days with pay and beyond 15 days without pay will be applicable.

8. Termination:

- In case of failure/ negligence of duty assigned in Clause 6, specially related to alerts dissemination the Field Officer is liable to be dismissed from service without any prior notice by the DDMA/ ASDMA.
- The services of FO can be terminated at any time if the FO 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.

9. Appeal:

- In case of any appeal on matters related to Field Officers, the appeal will lie before the CEO, ASDMA.

10. Remuneration:

An amount of ₹ 28,500/- will be paid along with annual performance aligned upto 5% subject to successful review of performance and consolidated monthly remuneration which includes:

Remuneration:

- Remuneration -₹ 22,500/-
- Mobility Allowance -₹ 5,000/-
- Communication charges -₹ 1,000/-

Total Remuneration per month- ₹ 28,500/-

- Grade & Increment Table:

Grade	A+	A	B+	B	C
Over All Percentage	>=90%	>=80% & <=89%	>=70% & <=79%	>=60% & <=69%	<60%
Increment	5%	4%	3%	0%	Termination

- 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 Delegation of Administration & Financial Rules of ASDMA

11. Tax:

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

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

(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

Signed by

Vijaya Bhaskar Reddy Pathakota
District Commissioner & Chairman

Date: 13-06-2024 18:45:03