



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

**WALK IN INTERVIEW**

In pursuance with the letter ECF No. 69294/602 dtd 1/11/2023 received from the State Project Coordinator, Assam State Disaster Management, Authority, Janata Bhawan, Dispur, Guwahati-6, the eligible interested candidates are hereby called for appearing for **WALK IN INTERVIEW** for 1(one) post of Field Officer (Disaster Management) in Bijni Revenue Circle on contract basis under the District Disaster Management Authority (DDMA), Chirang to be held on 30/11/2023 from 10 AM onwards in the Office of the District Commissioner, Chirang. The intending candidates must bring all original documents relating to qualification, age, caste, residence, bio-data, 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.

District Commissioner & Chairman  
DDMA, Chirang

Memo e file No. DM-20/182/2023-RDM-CHR/142760

Approved date

Copy to:

1. The Principal Secretary to the Government of Assam, Revenue & Disaster Management Department, Dispur, Guwahati-6 for favour of kind information.
2. The Chief Executive Officer, ASDMA, Dispur, Guwahati-6 for favour of kind information.
3. The SDO (Civil), Bijni with a request to display the advertisement in 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 atleast 2 (two) in local daily news papers.
6. The District Employment Officer, Chirang with a request to put the advertisement in the office Notice Board.
7. The DIO, NIC, Chirang. He is requested to upload the advertisement along with Terms of Reference (ToR) in the district website.
8. Notice Board, DC's Office, Chirang.

*e-Signed*

District Commissioner & Chairman  
DDMA, Chirang,

**(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 :**

- 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 or Architecture from a recognized University/ Institution.
- 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.
- Computer skills specially MS Word/ Excel/ Power Point/ Internet Usage/ Emails etc.
- 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 (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 upto 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.
- 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 & Responsibilities:**

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

- 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.
- On receipts of the alerts from SEOC/ DEOC, the Field Officer (FO) will disseminate the alerts to the Gaonburahs, School teachers and officials of other departments within the respective Revenue Circle through the WhatsaApp 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 panchat and Village Level Functionaries.
- 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.
- Updation of Life Saving / Search and Rescue Equipment in the MIS Portal of ASDMA quarterly.
- Assist DDMA in managing and running the communication 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 timelines decided by the Authority.
- Any other duties and responsibilities assigned to him by ASDMA/DDMA from time to time.

**7. Leave:**

- The Field Officer (Disaster Management) 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.

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**8. Termination:**

- In case of failure / negligence of duty assigned in Clause-6 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 Field Officer can be terminated at any time if the Field Officer 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 Filed Officers, the appeal will lie before the CEO, ASDMA.

**10. Remuneration:**

- An amount of Rs. 20,000/- (Rupees Twenty Thousand) only will be paid as fixed and consolidated monthly remuneration which includes:

1) Pay	=Rs 15,000.00
2) Mobility Allowance	=Rs. 4,000.00
3) Telephone Charges	=Rs. 1,000.00
<u>Total</u>	<u>=Rs. 20,000.00</u>
(Rupees twenty thousand) only	

- 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.

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**12. Interview will be for 100 marks with the following break-up:**

i. Marks obtained in Graduation/ Diploma level exam	=50 Marks.
ii. Knowledge of DM related issues	=20 Marks.
iii. Knowledge of Computer	=20 Marks.
iv. Attitude & personality Traits	=10 Marks

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