



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER:::GOALPARA
(District Disaster Management Authority)



☎ 03663-240030/240028
No.DDMA/30/2018/92

FAX - 240134

E-mail: dc-goalpara@nic.in
Dated : 22/01/2020

JOB ADVERTISEMENT

In pursuance of the Govt. letter No.ASDMA.100/2017/103 dated 13th June, 2018 from the Joint Secretary & State Project Coordinator, Assam State Disaster Management Authority, Dispur, Guwahati, Assam, applications are invited from the intending candidates for recruitment to the post of Field Officer (Disaster Management) on contractual basis to be posted at Lakhipur, Dudhnoi and Matia Revenue Circle of Goalpara District.

Name of the Post: Field Officer (Disaster Management) for Lakhipur, Dudhnoi and Matia Revenue Circle on purely contractual basis.

Number of Post: 3 (Three) nos.

Essential Qualification: Bachelors' degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject, or Diploma in Civil Engineering or Agriculture from a recognized University/Institution

Age: Should not be below 21 years & above 35 years as on 1st January, 2020, relaxable in case of SC/ST candidates as per rules

Other Qualification: Computer skills specially MS Word/Excel/Powerpoint/Internet use/ e-mails. Preference will be given to candidates having BCA or equivalent course on computer science

Duty Station: He/She will be stationed in Lakhipur, Dudhnoi and Matia Revenue Circle and will work under the direct control and supervision of the Circle Officer concerned who will be the authority to sanction leave and reporting officer in respect of performance appraisal

Duration of the contract: The contract will initially be for a period of One year subject to annual renewal on the basis of performance appraisal and as per Govt. instructions further


Remuneration: An amount of Rs.20000/- will be paid as fixed consolidated monthly remuneration

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

- | | |
|---|------------|
| (a) Marks obtained in Graduation/Diploma level exam | = 50 marks |
| (b) Knowledge of Disaster Management issues | = 20 marks |
| (c) Knowledge of Computer | = 20 marks |
| (d) Attitude & personality traits etc. | = 10 marks |

Note:

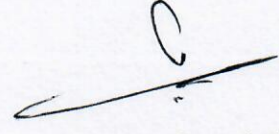
1. **Last date of submission** of application form in standard format along with self-attested photocopies of testimonials & 2 copies of coloured photographs of the applicant is on **5th February, 2020**. The candidates are requested to submit their application forms to Deputy Commissioners' Office building, District Disaster Management Authority (DDMA) Cell, 2nd Floor through post or by hand.
2. Incomplete application will be summarily rejected
3. Candidates who will be called for interview must produce their original testimonials for verification
4. Canvassing directly or indirectly will be liable for disqualification from the selection process
5. Candidates will have to appear for Interview at their own expenses and no TA/DA will be paid for the said purpose
6. The dates of **interview** will be intimated through **District Administration website**. Candidates are advised to visit the District Administration website regularly for up to date information @ www.goalpara.gov.in or www.goalpara.nic.in
7. The recruitment process can be cancelled/suspended/terminated by the District Authority due to any administrative or other reasons and without stating any reason thereof


Deputy Commissioner
Goalpara
Date: 22/01/2020

Memo No. .DDMA/30/2018/92 (A)

Copy to:

1. The Chief Executive Officer, ASDMA, Dispur, Ghy-06, for favour of kind information
2. The Circle Officer (Lakhipur, Dudhnoi and Matia) Revenue Circles for information and necessary action.
3. The DIPRO, Goalpara for information & necessary action. She is requested to make necessary arrangement for publication of the advertisement in atleast 2 (two) local newspapers.
4. The District Informatics Officer, Goalpara for information & necessary action. He is requested to upload the advertisement in the Goalpara District Administration website.
5. The District Employment Exchange Officer, Goalpara for wide publicity of the advertisement and sponsor candidates as per norms
6. NOTICE BOARD, O/O The Deputy Commissioner, Goalpara


Addl. Deputy Commissioner
Goalpara