

Assam State Disaster Management Authority

Application in prescribed form along with attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc. are invited for engagement on contractual basis under Assam State Disaster Management Authority (AIRBMP World Bank Project):

The applicants have to appear for a written test / interview, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before appearing, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

Sl. No.	Name of the Post	No. of posts
1	Diploma Engineer	2 (two) Nos.
2	Architect	1 (one) No.

Last date of submission of application is **17th November 2025, 5 PM**

Further details and prescribed application form may be seen/ downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in> Assam State Disaster Management Authority (ASDMA),

Application may be submitted at the below address:

**The Project Director, AIRBMP
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

Any false declaration / submission of false documents and canvassing in any form will lead to disqualification. Mobile Phone will not be allowed in the Interview Hall. No application will be received through email/fax.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>

The applicant should mention the name of the post applied for on the top of the envelope containing the application.

**Digitally signed by
MEENAKSHI DAS NATH**

Date: 30-10-2025

Project Director

**Assam Integrated River Basin Management Program
Assam State Disaster Management Authority.**

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

Architect	
Diploma Engineer	

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board / University Examinations.
- Please enclose copies of work experience certificates, if any.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Gender : Male ☐ Female ☐

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2025) Years.

5. Caste: ☐ SC ☐ ST ☐ OBC ☐ Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

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Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(Degree)					
(Post Graduate)					

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

[illegible][illegible]

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17. Permanent Address of the Applicant:

Pin Code:

18. Email ID:

19. Telephone/ Mobile No.(s):

20. Distinction / Award / Special Achievements / Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for educational qualification, work experience and age.
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.
- PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.

Assam State Disaster Management Authority

Sl. No.	Name of the Post	No. of posts
1	Diploma Engineer	2 (two) Nos.
2	Architect	1 (one) No.

The date of practical test and interview will be notified later.

The venue for Interview:

**Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

The intending candidate will have to appear for the following:

1. Skill of AutoCAD drawing. (60 minutes)

-Objective:

To evaluate the candidate's proficiency in using AutoCAD for preparing basic engineering drawings.

- Test Description:

- Candidate will be provided with a simple plan and elevation sketch (hand-drawn or printed).
- Task: Reproduce the drawing accurately in AutoCAD using correct commands, layers, dimensions, and annotations.
- The drawing must be properly scaled, dimensioned and labelled.

2. Skill of preparing Bill of Quantities (BoQ) on EXCEL. (60 minutes)

Objective:

To assess the candidate's ability to prepare a structured and accurate BoQ using MS Excel.

Test Description:

- Candidate will work on the same design as mentioned above.
- Task: Prepare a BoQ table (with all basic assumptions) including item description, quantity calculation and unit using formulas where applicable.

3. Skill of preparing power point presentation. (30 minutes)

-Objective:

To evaluate the candidate's ability to present technical information clearly using PowerPoint.

-Test Description:

- a) Candidate will be given a short topic related to construction or low-cost disaster resilient design.
- b) Task: Prepare a 3–5 slide presentation summarizing the topic with clear visuals, concise text and logical flow.

4. Skill of report writing. (30 minutes)

-Objective:

To test the candidate's ability to write a short, structured and coherent technical report.

-Test Description:

- a) Candidate will be given a scenario or field situation (e.g., "Site Visit Report on a Building Construction Site").
- b) Task: Write a brief report (around 300 words) covering background, observations and recommendations.

Any false declaration / submission of false documents and canvassing in any form will lead to disqualification. Mobile Phone will not be allowed in the Interview Hall.

Terms of Reference (ToR)
(Technical Requirements-Scope of Work)
Resilient Housing Technology Demonstration Unit
Appointment of 2 position of Technical Assistant (TAs)-Diploma
Engineer

Project Background

The Assam Integrated River Basin Management Project (AIRBMP) aims at supporting the state of Assam to mitigate the vulnerability of people to climate-related disasters and improve Integrated Water Resources Management (IWRM). Project Implementation Unit (PIU)-Assam State Disaster Management Authority (ASDMA) **(hereinafter referred to as “Employer”)** has identified 50 villages in the state which will be transformed into Climate Resilient Villages (CRVs) as an outcome of the AIRBMP. One of the important components of the project is Resilient Housing Technology Demonstration Unit (RH-TDU) construction in 25 villages of ten districts of Assam. The objective of RH-TDU construction is to demonstrate techniques, materials, and processes that communities in flood prone villages can deploy for strengthening and constructing disaster resilient houses. Such RH-TDUs will be multi-hazard safe as well suitable to the context of Assam.

The RH-TDUs will demonstrate how local materials and traditional systems could make a climate resilient house in the CRVs. The RH-TDU will act as a positive catalyst aimed at disseminating knowledge across Assam in the field of multi-hazard-resilient housing. Assam has a rich history of building construction techniques and housing typologies adapted to the local environmental conditions. Government of Assam (GoA) has recognized the need for promotion of these traditional practices as well as safe construction practices and establishing a techno-legal regime that promotes multi-hazard resilience.

The RH-TDUs will be in line with the pattern of living of local people. It would be based on local materials and vernacular architecture, which are green and affordable. The RH-TDUs would be designed and built through a participatory process and used for social purposes excluding being used as a flood-shelter. RH-TDUs would act as good examples of resilient housing and enable villagers to observe how the buildings perform over time. People will visit TDUs several times, feel the spaces, observe the technologies and understand the degree of affordability and eventually construct or expand their own houses like the TDUs.

Since the TDUs would be local-specific and based on local vernacular architecture, they are bound to be different in different districts. That's why there is a need for resource mapping exercise to identify the available district and village level material and human resources which could be converged to district/region-specific RH-TDU. One RH-TDU per district would be used as Resilient Housing Facilitation Centre

(RHFC) for providing techno-managerial support for resilient construction at the door steps of the villagers. It is envisaged that such system of RH-TDU and RHFC would enable people to build resilient buildings which are affordable, environment-friendly and would enhance local level livelihood.

Key objectives of RH-TDU & RHFC project

- RH-TDU would be based on affordable, green design and technologies derived from the local materials and human resources as well as traditional architecture, for which, Resource Mapping (RM) exercise should be conducted in the twenty-five CRVs in ten districts to understand the material and human resources available at local level. The RM would be carried out by appointing a firm/NGO/proprietorship/equivalent.
- The RM data and information of the 25 CRVs would be analyzed by the Employer's TDU Consultant. RH-TDUs would be designed by the villagers through participatory process supervised by the firm/NGO/proprietorship/equivalent. Based on RM and designs prepared by the people, Employer's TDU Consultant, with the help of the appointed TA (Diploma Engineer) would prepare district specific designs based on community-suggested design-ideas. Under the supervision of TDU consultant, the appointed TA (Diploma Engineer) would prepare working drawings adopting affordable and green technologies and would prepare DPR of the different options of RH-TDUs for ten districts. In addition, the appointed TA (Diploma Engineer) will also carry-out day to day supervision of the RH-TDU & RHFC construction work at district level implemented by the appointed NGOs.
- RH-TDU is expected to act as the key influencing positive catalyst for the dissemination of knowledge on climate-resilient housing in the ten districts to begin with and thereafter, spreading across the state of Assam.
- The whole cycle of TDU construction through resource mapping, participatory planning and design process would develop capacity of the firm/NGO/proprietorship/equivalent and the appointed Diploma Engineer on climate resilient and multi-hazard-safe housing. Such newly created human resources would provide the necessary techno-managerial support at door steps of the villagers in future.
- The main objective of appointing two TAs (Diploma Engineer) is to create a state level housing specialist, who in turn would create many more in future to support climate-resilient housing across Assam.

Qualification and experience of the TA (Diploma Engineer)

The applicants should be diploma in civil engineering from a recognized college with 2 years of work experience. The diploma should be recognized by the state government. The applicant must be highly skilled in AutoCAD, MS Office, preparation

of estimates, analysis of rates. The applicant should have experience of preparation of Detailed Project Report (DPR).

Scope of Work

The TAs (Diploma Engineer) will initially be appointed for a period of one year. The contract will be renewed based on the performance of the incumbent. The Diploma Engineers will work at PIU-ASDMA office as well as at district level and will carry out the following activities;

- Community will design the RH-TDUs and RHFCs and the in-house contract Diploma Engineer appointed at ASDMA will convert the concept designs into working drawing under the supervision of the lead consultant (RH-TDU) of the employer.
- The appointed TAs (diploma engineer) will prepare detailed estimates in consultation with the circle level government engineer and prepare detailed project report (DPR) of each of the 25 RH-TDUs at ten districts.
- Provide all the data and information required by the expert national institute who will examine and validate the technologies, designs and DPR for the RH-TDUs and RHFCs
- Liaison with the circle office regarding Geotechnical surveys (soil test) of RH-TDU and RHFC sites by circle executive engineer.
- Visit the RH-TDU construction sites (district level) on a regular basis during implementation, supervise the work, check the DPRB and sign every expenditure incurred by the NGO appointed for management and supervision of RH-TDU construction.
- Any other work suggested by ASDMA or TDU consultant of the employer
- Implementation
Review & monitor progress, quality review of outputs, addressing implementation constraints, facilitate active coordination between different stakeholders. Ensure that the firm/NGO/proprietorship/equivalent deliver outputs in strict compliance with the RH-TDU-DPR.

Expected Deliverables, Timeline and Payment Schedule

- All the activities under the scope of work and any other work suggested by ASDMA or TDU consultant of the employer

- **Payment Schedule:** INR 25,000/= to INR 30,000/= per month (inclusive of all taxes) and will be finalized and fixed during negotiations based on the qualifications and experience. TA/DA and allowances as per project norms.

Payment Terms: Payment will be made to the TAs (**diploma engineer**) **only** after due certification by the RH-TDU consultant of the employer and AIRBMP.

Reporting system: The TAs (diploma engineer) will work under the supervision of the RH-TDU consultant of Employer and in collaboration with the VLCDMC, FO and the circle officer. The appointed TAs (diploma engineer) will submit a periodic progress report (every month) to the Employer.

Terms of Reference (ToR)
(Technical Requirements-Scope of Work)
Resilient Housing Technology Demonstration Unit
Appointment of 1 position of Technical Assistant (TA)-Architect

Project Background

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steps of the villagers. It is envisaged that such system of RH-TDU and RHFC would enable people to build resilient buildings which are affordable, environment-friendly and would enhance local level livelihood.

Key objectives of RH-TDU & RHFC project

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- The RM data and information of the 25 CRVs would be analyzed by the Employer's TDU Consultant. RH-TDUs would be designed by the villagers through participatory process supervised by the firm/NGO/proprietorship/equivalent. Based on RM and designs prepared by the people, Employer's TDU Consultant, with the help of the appointed TA (architect) would prepare district specific designs based on community-suggested design-ideas. Under the supervision of TDU consultant, the appointed TA (architect) would prepare working drawings adopting affordable and green technologies and would prepare DPR of the different options of RH-TDUs for ten districts. In addition, the appointed TA (architect) will also carryout day to day supervision of the RH-TDU & RHFC construction work at district level implemented by the appointed NGOs.
- RH-TDU is expected to act as the key influencing positive catalyst for the dissemination of knowledge on climate-resilient housing in the ten districts to begin with and thereafter, spreading across the state of Assam.
- The whole cycle of TDU construction through resource mapping, participatory planning and design process would develop capacity of the firm/NGO/proprietorship/equivalent and the appointed architect on climate resilient and multi-hazard-safe housing. Such newly created human resources would provide the necessary techno-managerial support at door steps of the villagers in future.
- The main objective of appointing a TA (architect) is to create a state level housing specialist, who in turn would create many more in future to support climate-resilient housing across Assam.

Qualification and experience of the TA (architect)

The applicant should be graduate in architecture (B Arch) from a recognized university/college with atleast two years' work experience. The B. Arch degree should be recognized by the council of architecture, India. The applicant must be highly skilled in AutoCAD, SKETCHUP, MS Office, preparation of estimates, analysis of rates. The applicant should have experience of preparation of Detailed Project Report (DPR).

Scope of Work

The TAs (Architect) will initially be appointed for a period of one year. The contract will be renewed based on the performance of the incumbent. The Architect, will work at PIU-ASDMA office as well as at district level and will carry out the following activities;

- Community will design the RH-TDUs and RHFCs and the in-house contract architect appointed at ASDMA will convert the concept designs into working drawing under the supervision of the lead consultant (RH-TDU) of the employer.
- The appointed TA (architect) will prepare detailed estimates in consultation with the circle level government engineer and prepare detailed project report (DPR) of each of the 25 RH-TDUs at ten districts.
- Provide all the data and information required by the expert national institute who will examine and validate the technologies, designs and DPR for the RH-TDUs and RHFCs
- Liaison with the circle office regarding Geotechnical surveys (soil test) of RH-TDU and RHFC sites by circle executive engineer.
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- Any other work suggested by ASDMA or TDU consultant of the employer
- Implementation
Review & monitor progress, quality review of outputs, addressing implementation constraints, facilitate active coordination between different stakeholders. Ensure that the firm/NGO/proprietorship/equivalent deliver outputs in strict compliance with the RH-TDU-DPR .

Expected Deliverables, Timeline and Payment Schedule

- All the activities under the scope of work and any other work suggested by ASDMA or TDU consultant of the employer
- Payment Schedule: INR 25,000/= to INR 30,000/= per month (inclusive of all taxes) and will be finalized and fixed during negotiations based on the qualifications and experience. TA/DA and allowances as per project norms.

Payment Terms: Payment will be made to the TA (**architect**) **only** after due certification by the RH-TDU consultant of the employer and AIRBMP.

Reporting system: The TA (architect) will work under the supervision of the RH-TDU consultant of Employer and in collaboration with the VLCDMC, FO and the circle officer. The appointed TA (architect) will submit a periodic progress report (every month) to the Employer.