

Assam State Disaster Management Authority**Vacancy Announcement**

Interested candidates, may appear for a walk-in Interview for filling-up the following post under Assam State Disaster Management Authority. Candidates should carry & submit the prescribed application form along with copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc.

The applicants may 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.

The walk-in interview is scheduled to be held on **11-06-2025 (Wednesday) at 9.45 am** at the following venue and intending candidates must strictly report at the given time for registration, screening, etc.:

**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 prepare a presentation of 15 (fifteen) minutes reflecting on a case study faced by you during your work experience in respect of tasks relating to the Terms of Reference (ToR) and your domain knowledge followed by an interactive session of 5-7 minutes. The presentation should be brought along with you in a pen-drive on the day of the interview.

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.

1. Name of Post: District Consultant (Disaster Management).

Number of Posts: 3 nos. (three)

Essential Qualification & Experience:

- Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).
- Candidates should have minimum post qualification experience of 5 (five) years in the fields related to Disaster Management.
- Candidates having Ph. D Degree in the relevant field are required to have minimum post qualification experience of 3 (three) years.
- Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans, Guidelines and SOPs related to Disaster Management.
- Preference will be given to candidates with higher experience or candidates who have experience of working with Central / State Government Departments.

Age limit:

- The maximum age limit will be 65 (sixty-five) years .

Duration:

- For a period of 12 (twelve) months. Extension can be granted till the completion of the project on the basis of satisfactory performance.
- The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the appointing authority. If the performance of the Consultant is not satisfactory, NDMA may recommend ASDMA for termination of the contract.

Duty Station:

- Office of the District Commissioner-cum-Chairman, District Disaster Management Authority (DDMA), Goalpara / Darrang / Barpeta / Baksa / Udalguri / Hailakandi / Dhubri Districts.

Remuneration:

- An amount of ₹ 70,000/- (seventy thousand) per month.

Duties and Responsibilities:

The District Consultant (DM) shall report to appropriate authority in the district and shall maintain co-ordination with NDMA & ASDMA and will have following duties and responsibilities:

- Alignment of District plans in accordance with the provisions of the Disaster Management Act., Sendai Framework and State Plan.
- Coordination of Mock Exercise at Various locations in the districts.
- Training of Officials for capacity building for better preparedness and effective response measures.
- Creation of Awareness about Disaster Risk Management.
- Compiling and timely furnishing of data and information to ASDMA on disaster aspects and Sendai Framework monitoring indicators.
- Improved coordination of the District Administration with Circle level and Panchayat level for effective preparedness, response and mitigation measures.
- Help in setting up of the Disaster Data Base at District Level.
- Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- Any other task assigned by ASDMA/DDMA.

State Project Coordinator,
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]:

District Consultant (DM)	
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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 final mark-sheets or Graduation or Post Graduation certificates of all 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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10. Educational Qualifications (HSLC / HS onwards):

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

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

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13. Experience (Please give details thereof and use extra sheets, if necessary):

[illegible]

14. Language(s) Known:

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

[illegible]

16. Address for Correspondence:

[illegible]

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

18. Email ID:

19. Telephone/ Mobile No.(s):

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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.**