

**ASSAM STATE DISASTER MANAGEMENT AUTHORITY.**

**VACANCY ANNOUNCEMENT.**

Applications along with Prescribed Application Form, attested copies of all Certificates, Marks Sheets, recent passport size photo, etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

The applicants will have to appear for an interview at the venue, the date and time as decided and directed by the Authority, 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 to ensure that they fulfil the prescribed eligibility before applying, 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. Canvassing in any form will lead to summary disqualification.

Sl.No.	Name of the Post	No. of posts
1	Project Officer (Knowledge Management & Climate Change)	1 No.

The applications, complete in all respects in the prescribed form and along with testimonials should be submitted on or before 07-03-2018 and addressed to:

**The Chief Executive Officer,  
Assam State Disaster Management Authority,  
Assam Secretariat Campus (Opp. SBI Sectt. Branch),  
Dispur, Guwahati – 781006,  
Assam.**

Applications received at Assam State Disaster Management Authority after the deadline will be summarily rejected. No application will be received through e-mail / fax.

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

Further details may be seen at ASDMA website <http://www.asdma.gov.in>



**Addl. Secy. &  
State Project Coordinator,  
Assam State Disaster Management Authority.**

**Addl. Secretary & S.P.C,  
Assam State Disaster  
Management Authority,  
Dispur, Guwahati-06**

**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

**VACANCY ANNOUNCEMENT**

Applications as per prescribed form available in ASDMA website ([www.asdma.gov.in](http://www.asdma.gov.in)) and attested copies of all certificates, marks-sheets, recent passport size photo, relevant experience certificates, etc. are invited from intending candidates, who are Indian citizens, for engagement on contract basis under ASDMA.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, 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 to ensure that they fulfil the prescribed eligibility before applying. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

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

**Name of the Post: Project Officer (Knowledge Management & Climate Change).**

**No. of post- 1 No.**

**Duration of Engagement:** The engagement is initially for a period of three years only, subject to annual renewal.

**Essential Qualification:**

- Bachelor's degree in any stream from any recognized University.
- Must have at least 2 years working experience on content management, documentation in the field of Disaster Risk Reduction and Climate Change issues as a full time paid employee in a renowned institution or organisation.
- Must be proficient in MS Office, Internet usage and website content management.
- Should not be below 21 years and above 43 years on 1<sup>st</sup> January, 2018.

**Duties and Responsibilities:**

The Project Officer stationed at the State headquarters will work with the State Disaster Management Authority under the direct supervision of Chief Executive Officer, ASDMA and perform the following duties:

- Planning and implementing state level adaptation strategies, and integrating climate change considerations into state planning and development processes.

  
 Addl. Secretary & S.P.C,  
 Assam State Disaster  
 Management Authority,  
 Dispur, Guwahati-06

- Coordinate development of knowledge bank on adaptation related issues of climate change and disaster risk reduction, at the state level.
- Collect and systematically develop a database of traditional coping capabilities of the local people in respect of common disasters of the State to help ASDMA achieve its vision of a safer Assam.
- Document project experiences in Knowledge Management, highlighting lessons learned during the implementation process and making recommendations for success and improvement.
- Develop a strategy to bring together all information on Disaster Risk Reduction on a common platform.
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** Guwahati, Assam.

**Fixed Remuneration:** Rs. 30,612/- per month.



**Addl. Secretary &  
State Project Coordinator,  
Assam State Disaster Management Authority.**

**Addl. Secretary & S.P.C,  
Assam State Disaster  
Management Authority,  
Dispur, Guwahati-06**





ASSAM STATE DISASTER MANAGEMENT AUTHORITY
JANATA BHAWAN :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for: Project Officer (Knowledge Management & Climate Change) [Please put (✓) mark against the post]

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.
Please enclose copies of relevant certificate relating to proficiency in Computer Application.
Employment Exchange Registration Card, if available.
The LAST DATE of submission should be strictly adhered to.
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:

Grid for name entry

2. Sex : Male [ ] Female [ ]

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

Date [ ] Month [ ] Year [ ]

4. Complete Age as on (01-01-2018) [ ] 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:

Grid for father's name

7. Name of Mother:

Grid for mother's name

8. Name of Spouse (if applicable):

Grid for spouse's name

9. Present Occupation, if any:

Text box for present occupation

10. Educational Qualifications (HSLC/ HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, if any:


12. Computer Proficiency (Minimum 6 months course) (Yes/No):

13. Work Experience (Please submit a separate annexure as a part of this application, duly signed by you, mentioning in detail, the job responsibilities against each work experience claimed):

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

14. Language(s) Known:

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

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16. Address for Correspondence:


Pin Code:

17. Permanent Address of the Applicant:


Pin Code:

18. Email ID, if any (Please mention Email ID very clearly):


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 / Computer Proficiency 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.**

### **NOTE:**

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE CHIEF EXECUTIVE OFFICER, ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASDMA BUILDING, JANATA BHAWAN, OPP. SECTT. BR. OF SBI, DISPUR, GUWAHATI-06**, ON OR BEFORE THE CLOSING DATE. APPLICATIONS NOT RECEIVED OR DELIVERED AT ASDMA OFFICE WITHIN THE FIXED DATE AND TIME FOR THE PURPOSE OR NOT SUBMITTED IN THE MANNER PRESCRIBED WILL NOT BE CONSIDERED. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.