

**ASSAM STATE DISASTER MANAGEMENT AUTHORITY****VACANCY ANNOUNCEMENT**

Applications along with attested copies of all Certificates, Marks Sheets, etc. are invited from intending candidates, who are Indian Citizens for engagement on contractual basis initially for a period of three years, renewable annually, for the following posts under the Assam State Disaster Management Authority. The contract period could be extended beyond three years also, subject to requirement and suitability of applicants.

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. The number of candidates to be called for written test/interview will be decided by the Authority on the basis of merit list prepared for the purpose. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

The applications along with testimonials should be submitted on or before 19/7/14 and addressed to:

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

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

Sl.No.	Name of the Post	No. of posts
1	Communications Expert	1 No.
2	Project Officer, Knowledge Management & Climate Change	1 No.
3	Project Officer (Disaster Risk Reduction)	1 No.
4	Project Officer, District Headquarter	1 No.
5	Technical Assistant (G.I.S.)	1 No.
6	Accountant	1 No.
7	Stenographer	1 No.

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



(Ajay Tewari)

**Chief Executive Officer**

**Assam State Disaster Management Authority**

**1. Name of the Post : Communications Expert**

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

**Essential Qualification :**

- M.E./M.Tech. in the fields of Computer Science / Electronics & Telecommunications / Information Technology or
- B.E./B.Tech. in Computer Science / Electronics & Telecommunications / Information Technology
  - In case of B.E./B.Tech., 02 (two) years' experience in the relevant field is required.
- Should not be below 21 years and above 38 years as on 1st January 2014. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.

**Duties and Responsibilities:**

The Communications Expert will be posted at Guwahati to assist the Assam State Disaster Management Authority in developing communication strategies for the state and work under the direct supervision of the Chief Executive Officer, ASDMA and perform the following duties:

- Assist the CEO in developing the direction of communication activities of ASDMA to accomplish its mission, goals and strategic principles
- Develop a failsafe communication strategy
- Suggest required 'hardware' and 'software'
- Liaise with different stakeholders for effective implementation of the communication plan
- Periodic review of the upgraded technologies in the market and its applicability to the system
- Advise on developing an integrated system network of the districts / Revenue Circles with the State HQ

**Duty Station:** Guwahati, Assam

**Fixed Remuneration:** Rs. 30,000/- per month

**2. Name of the Post : Project Officer, Knowledge Management & Climate Change**

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

**Essential Qualification :**

- Bachelor's degree in social sciences from any recognized University.
- Should not be below 21 years and above 38 years as on 1st January 2014. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Should have overall 2 years of working experience with minimum 1 year of relevant experience, with regard to the implementation and management of climate change adaptation or disaster risk reduction
- Computer skills specially MS Word / Excel /Power point /use of internet

**Duties and Responsibilities:**

- Planning and implementing state level adaptation strategies, and integrating climate change considerations into state planning and development processes
- Coordinate development of knowledge bank on adaptation related issues of climate change 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 may be assigned from time to time

**Duty Station:** Guwahati, Assam

**Fixed Remuneration:** Rs. 27,400/- per month

**3. Name of the Post : Project Officer (Disaster Risk Reduction)**

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

**Essential Qualification :**

- Graduate degree in any discipline from a recognised University or Institute or equivalent
- Minimum 2 (two) years working experience as a full time paid employee in an organisation of repute dealing with Disaster Management or in the Development and Social sector
- Should not be below 21 years and above 38 years as on 1st January 2014. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Should have knowledge of Disaster Risk Reduction
- Should have computer skills, specially MS Word / Excel / Power Point / use of Internet, etc.
- Excellent communication skills in Assamese and English

**Duties and Responsibilities:**

- Assist in designing and formulating programme and project document in the thematic area of Disaster Risk Reduction/ Management
- Identify joint disaster preparedness and reduction programmes
- Analyse and assess the socio/economic environment and maintain continuous dialogue with partners to provide development advisory services in the field of disaster risk reduction
- Scoping of new initiatives for disaster risk reduction and to identify possible entry points for disaster risk reduction initiatives at the community level
- Coordinate with DDMA's in matters related to Disaster Risk Reduction
- Identify catalytic areas where disaster risk reduction can be integrated and add value to the other ongoing interventions
- Collect, compile and update/complement existing information on hazards, vulnerabilities and capacities in the State and ensure that this information is taken into consideration in the formulation, negotiation and implementation of development programmes
- Review and development of Disaster Risk Reduction policies and legislations and strengthening of organisational / institutional structures and systems for DRR
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** Guwahati, Assam

**Fixed Remuneration:** Rs. 27,400/- per month

**4. Name of the Post : Project Officer, District Headquarter**

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

**Essential Qualification :**

- Bachelor's degree in any discipline from a recognised University or Institute or equivalent
- Should not be below 21 years and above 38 years as on 1st January 2014. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.
- Should have minimum 2 years working experience as a full time paid employee in an organisation of repute dealing with Disaster Management or in the Development and Social sector
- Should have excellent communication skills in Assamese and English
- Should have good skills on computer operation specially in MS Word, Excel, PowerPoint, use of internet, etc.

**Duties and Responsibilities:**

- Facilitate and coordinate for preparation of multi-hazard Disaster Management plans of the Districts, Blocks, GPs and Villages along with government functionaries.
- Help the District administration/ Block for selection of partners for the CBDP work.
- Contribute in the development of an awareness campaign strategy and awareness generation activities like street plays, rallies, painting and drawing competitions amongst school children on disaster preparedness.
- Coordinating and facilitating training programmes for disaster management task forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of early warning equipment/ HAM radio operation etc.
- Establishing linkages with Civil Society Response group at various levels for emergency response plan development.
- Networking with NGOs/CBOs/NCC/NSS and other agencies working in the field of Disaster Management for unification of the strategy and process.
- Assisting the Deputy Commissioner in performing all activities related to disaster management.
- Facilitating establishment of effective communication systems for early tracking and dissemination of warnings at the district level.
- Facilitating establishment of control rooms at District and block levels for Disaster Management Information dissemination.

**Duty Station:** Any district within Assam

**Fixed Remuneration:** Rs. 25,200/- per month

**5. Name of the Post : Technical Assistant (G.I.S.)**

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

**Essential Qualification :**

- Bachelor's degree in Geography/Geoinformatics or other relevant fields from a recognised University or Institute
- 1(one) year practical experience in using Geographic Information System (GIS) and image processing software such as ArcGIS and ERDAS

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- Should not be below 21 years and above 38 years as on 1st January 2014. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.

**Duties and Responsibilities:**

- Conversion of hard copy information into GIS format
- Create maps and graphs, using GIS software (ArcGIS, ERDAS) and related equipment
- Provide support to GIS Expert in performance of his duties and responsibilities
- Coordinate with different departments for finding out existing maps / data
- Gather, analyse and integrate spatial data with non-spatial data and determine how best the information can be displayed using GIS
- Compile geographic data from a variety of sources including census, field observation, satellite imagery, aerial photographs and existing maps
- Any other duties and responsibilities that maybe assigned from time to time

**Duty Station:** Guwahati, Assam

**Fixed Remuneration:** Rs. 17,400/- per month

**6. Name of the Post : Accountant**

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

**Essential Qualification :**

- Bachelor's degree in Commerce stream from a recognised University or Institute
- Minimum 1 (one) year experience in doing office works as a Senior Administrative Assistant/ Assistant Accountant/ Assistant Auditor/ handling cash and accounts
- Should have good knowledge of MS Office applications, specially MS Excel
- Should not be below 21 years and above 38 years as on 1st January 2014. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.

**Duties and Responsibilities:**

- Dealing with all accounts matter
- Maintaining cash books, ledger books and other accounts related records
- All tax matters including computation of taxes owed and preparation of tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Compilation of all fund details statement and establishing tables of accounts and assigning entries to proper accounts
- Maintaining all receipt & payment records
- Develop, maintain, and analyze budgets, preparing regular periodic reports that compare budgeted costs to actual costs.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Any other duties and responsibilities that maybe assigned from time to time

**Duty Station:** Guwahati, Assam

**Fixed Remuneration:** Rs. 17,000/- per month

**7. Name of the Post : Stenographer**

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

**Essential Qualification :**

- Passed PU /HSSLC or an equivalent examination from a recognised University or Board. Preference will be given to graduate candidates in any stream.
- Minimum stenography speed of 120 WPM in English
- Should have good reading and writing skills in English
- Should have MS Office proficiency (Word, Excel , PowerPoint)
- Should not be below 21 years and above 38 years as on 1st January 2014. Relaxation of 5 years in the upper age limit for Scheduled Caste/Scheduled Tribe candidates as per Govt. norms.

**Duties and Responsibilities:**

- Will be responsible for all shorthand tasks
- Take dictation in shorthand of correspondence, reports and other matters
- Record minutes of all meetings
- Operate the computer to transcribe dictated material
- Perform other clerical duties
- Any other duties and responsibilities that maybe assigned from time to time

**Duty Station:** Guwahati, Assam

**Fixed Remuneration:** Rs. 10,800/- per month



(Ajay Tewari)

Chief Executive Officer,

Assam State Disaster Management Authority