



No. MPE.14/2016/19

Dated-23/08/2018

JOB ADVERTISEMENT

In pursuance of the Govt. letter No. RGR/83/2012/Pt.-II/16, dtd. 13/12/2016, letter No. RGR.83/2012/Pt.-II/27, dtd. 03/06/2017 and letter No. ASDMA.100/2017/80, dtd. 18/05/2018 from Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahai, Assam, intending candidates are invited to appear in **Walk-In Interview on 4th September, 2018 at 11:00 AM in the Conference Hall of Deputy Commissioner's Office, Morigaon** for recruitment to the post of Field Officer (Disaster Management) on contractual basis to be posted at Mikirbheta Revenue Circle of Morigaon District.

Name of Post: Field Officer (Disaster Management) for Mikirbheta Revenue Circle on Purely Contractual Basis.

Number of Post : 01 (one)

Essential Qualification: Bachelor's degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject, or diploma in Civil Engineering or Architecture from a recognized University /Institution.

Age: Should not be below 21 years and above 35 years as on the 1st day of 2018, relaxable in case of SC / ST candidate as per rules.

Other Qualification: Computer skills specially MS word / Excel / Power Point / Internet usage / E-mails. Preference will be given to candidates having done BCA or equivalent course on Computer Science.

Duty Station: He / She will be stationed in the Revenue Circle Office and will work under the direct control and supervision of the Circle Officer, 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. instruction further.

Remuneration: An amount of Rs.20,000/-, will be paid as fixed and consolidated monthly remuneration which includes- Pay : Rs. 15,000/-,
Mobility Allowance : Rs. 4,000/-
Telephone Charges : Rs. 1,000/-

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. Candidates are requested to bring all original Educational / Professional documents, Caste and Age proof certificates.
2. Canvassing directly or indirectly will be liable for disqualification from the selection process.
3. Candidates will have to appear for interview at their own expenses and no T.A. /D.A will be paid for the said purpose.
4. The recruitment process can be cancelled /suspended/ terminated by the District Authority due to any administrative or other reasons and without stating any reason therefore.

It is to be noted that such engagement will not confer any right to the selected candidates for claim-up permanent engagement in the Government.

Deputy Commissioner
& Chairman, DDMA, Morigaon
Dated:23/08/2018

Memo No. MPE.14/2016/19-(A)

Copy to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Ghy.-06 for favour of kind information.
2. The DI & PRO, Morigaon for information & necessary action. She is requested to make necessary arrangement for publication of the advertisement in the English Daily "The Assam Tribune", 2 (two) vernacular and 2 (two) regional newspapers.
3. The DIO, NIC, Morigaon for information and necessary action. She is requested to upload the advertisement in the Morigaon District Advertisement website.
4. The District Employment Exchange Officer, Morigaon for wide publicity of the advertisement and sponsor candidates as per norms.
5. Notice Board of Deputy Commissioners Office, Morigaon.
6. Notice Board of Circle Office, Morigaon / Mayong /Laharighat / Mikirbheta / Bhuragaon.

Deputy Commissioner
& Chairman, DDMA, Morigaon