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Govt. Of Assam.
Office Of The Deputy Commissioner
District Disaster Management Authority (DDMA)
Dima Hasao, Haflong-788819.
Tele-03673-236324, 1077/9435530412 Email:deochaflong@gmail.com

DHD/DDMA/CDMC/2017-18/154

Dated, Haflong the 30 January 2023

ADVERTISEMENT

In pursuance of Govt. letter no. ASDMA.13 2021/ Dated: 05/01/2023, application are invited from the intending candidates for Constitution of Circle Quick Response Team (CQRT) at Haflong & Maibang Revenue Circle, Dima Hasao with following terms and conditions.

Job Details: Enrolment as a member of the Circle Quick Response Team (CQRT) as first responder in Revenue Circle as a part of the “Scheme for strengthening Circle Disaster Management Committees”, an initiative of Assam State Disaster Management Authority.

No. of CQRT Members required: 16 (Sixteen) nos. (8 nos. for Haflong Revenue Circle & 8 nos. for Maibang Revenue Circle)

How to Apply : The application must be submitted as per prescribed Application Form-A .

“**Application for enrolment as a member of the Circle Quick Response Team (CQRT)**” which may be downloaded from www.dimahasao.assam.gov.in. The Applicants are required to submit prescribed application form along with self-attested photo copies of all documents (Educational Qualification/Sports/Physical fitness/any certificate related to Civil Defence/ NCC/NSS/ any other documents related to Disaster Management) and two copies of recent passport Size photographs . The Applicants are requested to submit application to the **District Disaster Management Authority (DDMA) Office of the Deputy Commissioner, Haflong, Dima Hasao**, addressing to the same.

Last Date of Submission of Application: Application will be received in DDMA, office of the Deputy Commissioner, Dima Hasao, Haflong on or before 15/02/2023 upto 4:00PM. Application received after last date & time shall be liable to be summarily rejected.

Details of Screening Test: The list of Short listed candidates fulfilling the eligibility criteria and any other updated information etc. or date of screening test will be available only on the official website: www.dimahasao.assam.gov.in and office notice board. The Rejected list of candidates will also be displayed in the Office notice board along with the reason for rejection. District Disaster Management Authority (DDMA) will hold basic screening test like cognitive test which will include general problem solving tests, memory tests, general intelligence test etc. and notified selection committee along with DDMA will hold physical test which will include swimming, rowing, tree climbing, boat raft making, running etc. No TA/DA shall be given to the candidates for appearing in the Screening Test.

Duration engagement: The engagement of members under this initiative will initially be for a period of one year. The Member will be paid outcome-aligned incentives for the tasks assigned by DDMA under the scheme i.e. “Strengthening Circle Disaster Management Committee.” This Scheme is not a job and it will not entitle them for receiving any monthly salary. Rather



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this scheme will enable them to claim outcome aligned incentives for the disaster management task performed at the Revenue circle level upto the maximum ceiling fixed by the Assam State Disaster Management Authority.

Selection Criteria for CQRT Members:

1. Every CQRT will comprise of 8 member team.
2. Out of the 8 members, 2 members will be female and 1 member can be transgender.
3. In case no female member / transgender member is willing to join the team. The same will be filled by male members.
4. The persons willing to join the team should be available to undergo rigorous training on Disaster Management in the Circle itself or elsewhere within /outside the State.
5. The persons should also commit to be available under any emergency / crisis situation.

Community Volunteers, Aapda Mitra , Pratirodhi Bondhus , Civil Defence Volunteers etc. will be given preferences to join the team provided they fulfil the parameters under selection criteria.

Selection to Circle Quick Response Team (CQRT) will depend the following criteria:

1. He/ She Shall be a Citizen of India and permanent resident of the concerned Revenue Circle will be eligible to apply for CQRT of that revenue Circle.
2. He/ She shall have completed the age of 18 years provided that this age limit may be relaxed at the discretion of the competent authority up to a maximum of 3 years. A person should not have attained 55 years for enrolment into the CQRT.
3. He/ She shall have passed at least the primary standard, that is to say, the fourth class, and this condition may be relaxed by the competent authority at his discretion.
4. Both men and women shall be eligible for enrolment into the team.
5. A person shall not be entitled to be enrolled into the team, unless he/ She is found to be physically fit and mentally alert.
6. Any service in the National Volunteer Team and in the Armed Teams of the Union, Ex- Servicemen shall be a special qualification.
7. He/ She should have interest in sport /NCC/NSS etc. having valid certificates of achievement in relevant field will draw extra credits.
8. Knowledge of swimming is an essential criteria.
9. He/ She should have interest in disaster management activities. He /She should be willing to render services to the community.
10. Any person in regular service /salaried jobs will not be eligible to enroll under CQRT unless He/ She is able to produce a certificate from his employer agreeing to spare his service for CQRT Training and duty, when so require.



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Process of Enrolment into Circle Quick Response Team (CQRT) will be as below.

1. Only resident of the concerned revenue circle (Haflong & Maibang) will be eligible to apply for CQRT of that Revenue circle.
2. The application will fill up an enrolment form as available at **Form-A** and submit details to the DDMA.
3. The DDMA will scrutinize the applications received from application and shortlist candidates fulfilling the eligibility criteria and accord point to the candidate base on credits earned.

Extra Credits/Points can be given to applicants fulfilling the following selection criteria:

- Any service in the National Volunteer Team and in the Armed Teams of the Union Ex-Servicemen.
 - Valid certificates of achievement in sports / NCC/NSS etc.
 - Knowledge of swimming (essential criteria).
4. The rejected list of candidates will be displayed in the office notice board along with reason for rejection. DDMA will screen all the applications (for respective Circle) and prepare a list of valid applications.
 5. The Chairman, DDMA will notify the selection committee constituting of member from Revenue office, DDMA, ADC i/c Maibang Civil Defence, SDRF/ NDRF or any other member as deemed competent by the chairman, DDMA of the District.
 6. DDMA will also hold a basic screening test like physical test, Cognitive ability test etc. physical test will include swimming, rowing, cycling, tree climbing, boat/banana raft making, running etc. cognitive ability tests should include general problem solving test, memory tests, general intelligence test etc.) at Circle Level (Haflong & Maibang). DDMA notified committee will hold the physical tests and accord marks.
 7. DDMA will short list and prepare a list adhering to 1:2 ratio norm.
 8. DDMA will select 16 members out of 32 member list and rest members will be on standby. The members who join the team will submit the filled membership **Form – B** to DDMA and DDMA will issue ID Card.
 9. A CQRT member will be retained in the team based on his/her performance in case of irregularity in duties, unauthorized leave of absence or resignation from membership the position will be filled from the rest of the member in standby list.
 10. The members in the standby list will be eligible to undergo training at the cost of State Govt. The state Govt. will bear the expenses of member in standby list.

Remuneration: The payment rates applicable in case of CQRT members will be as per rates mentioned under ANNEXURE-I which will be paid on attending duty or attending any disaster management training. Each CQRT member will be paid Rs.120 per day during training. The CQRT Member will claim remuneration as per incentive claim form at FORM-C.



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Roles and Responsibility of CQRT member:

1. When any disaster happens in the locality, CQRT member will be on alert.
2. CQRT member will be mobilized to the incident site at the command of the DDMA/Asst. Revenue Officer.
3. CQRT member will be responsible for safe keeping and maintenance of equipment in stockpile and report to DDMA/Asst. Revenue Officer in case of replacement required.
4. CQRT member will be trained by DDMA /ASDMA /Response teams on regular basis to improve response skills.
5. CQRT member will actively participate in local level drills conducted by the DDMA.
6. In peace times, CQRT will be mobilized by DDMA to attend the panchayat level meeting like Gram Sabha to create awareness on Disaster preparedness and to promote Disaster Education in School by conducting regular drills etc.

Deputy Commissioner
&
Chairman

District Disaster Management Authority
Dima Hasao, Haflong.

Memo No. DHD/DDMA/CDMC/2017-18/154

Dated, Haflong the 30 January 2023

Copy forwarded for favour of information & wide circulation to:-

1. The Chief Executive Officer, ASDMA, Dispur, Guwahati-6.
2. The Secretary to the govt. of Assam, Revenue & DM Department, Dispur, Guwahati-6.
3. The Principal Secretary (N), N.C. Hills autonomous Council, Dima Hasao.
4. The ADC i/c Maibang.
5. The District of Information & Public Relation, Dima Hasao, Haflong.
6. Office Notice Board.

Deputy Commissioner
&
Chairman

District Disaster Management Authority
Dima Hasao, Haflong.