



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/Field Officer/2021-2022/105

Dated, Haflong /¹/₁ August 2022

ADVERTISEMENT FOR THE POST OF FIELD OFFICER

District Disaster Management Authority, Dima Hasao invites application from candidates for contractual engagement against 1 (one) no. vacant post Field Officer (Disaster Management) under District Disaster Management Authority, Deputy Commissioner's Office, Dima Hasao, Haflong.

Interested candidates are requested to submit their application in standard form along with a set of all necessary document (self attested) i.e. Academic qualification, Marks Sheet and certificate from H.S. onwards, Computer Knowledge Certificate, etc. at the District Disaster Management Authority, Deputy Commissioner's Office, Dima Hasao, Haflong.

For details refer to the district website of <https://dimahasao.assam.gov.in>. Last date of submission is 5th September 2022.

Deputy Commissioner
&
Chairman

District Disaster Management Authority
Haflong, Dima Hasao.



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DHD/DDMA/Field Officer/2021-2022/104

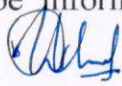
Dated, Haflong /¹⁷ August 2022

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In pursuance of the Govt. letter on RGR/83/2012/Pt.11/16, dated 13/12/2016, applications are invited in Standard form along with self attested copies of all certificates, marks sheet, recent passport size photo etc. from intending candidates, who are Indian Citizens for contractual engagement (further engagement subject to renewal on the basis of performance appraisal) against 1(One) no. vacant post of Field Officer (Disaster Management) under District Disaster Management Authority, Dima Hasao, Haflong.

Post Title	Number of Post	Age	Educational Qualification	Computer Skill	Remunerations
Field Officer (Disaster Management)	1 nos.	21 to 35 years as on 01/09/2022 (Relax able in case of SC/ST candidates as per rule)	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 recognised University/ Institution	MS Word/ Excel/ Power Point/ Internet Usage/ Emails.	₹ 20,000.00 (as fixed and consolidated monthly remuneration)

- Field Officer (DM) will be selected on the basis of interview conducted by the District Level Selection Committee.
- No TA/DA will be paid to the applying candidates.
- Candidates not having the requisite qualification are liable to be summarily rejected.
- Details of the post is also available in the Official website <https://dimahasao.assam.gov.in>
- 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.
- The application should mentioned the name of the post applied for on top of the envelope containing the application and should be addressed to "Deputy Commissioner & Chairman, DDMA, Dima Hasao, Haflong.
- Last date for submission of application at O/o: The Deputy Commissioner, District Emergency Operation Centre(DEOC), Dima Hasao, Haflong is 31/08/2022
- Eligible applicants' list and interview date will be informed through official website.


Deputy Commissioner
&

Chairman

 District Disaster Management Authority
Haflong, Dima Hasao.

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Terms of Reference for the post of Field Officer(Disaster Management) for Revenue Circle

1. Post Title : Field Officer (Disaster Management) for Revenue Circle

2. 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
- Should not be below 21 years and above 35 years as on the 1st day of month/year (as decided), relaxable in case of SC/ST candidates as per rules
- Computer skills specially MS Word / Excel / PowerPoint / Internet usage / Emails
 - Preference will be given to candidates having done BCA or equivalent course on Computer Science.

3. 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.

4. Duration of the Contract :

- The Contract will initially be for a period of three years subject to annual renewal on the basis of performance appraisal.
- The appointment will be purely on contract basis and the party would not be entitled to any claim, right, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.
- The services of the party can be terminated at any time if the party is found to be guilty of insubordination, misconduct or non-performance.
- Either party may terminate this contract at any time, upon 15 working days written notice to the other party.
- Only the Tribunals & Civil Courts in Guwahati will have the exclusive jurisdiction in respect of matters pertaining to contractual agreement between the Authority and the Party.
- During the contract period, all Rules & Regulations of the State Government will be applicable to the contractual employees as decided by the Authority.

5. 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/-

- In case of official travel, outside the jurisdiction (Revenue Circle area), he/she will be guided by the Rules of Entitlement as laid down in the Delegation of Administration & Financial Rules of ASDMA

6. Duties and Responsibilities

The Field Officer (Disaster Management) stationed at the Revenue Circle Headquarter will have following duties and responsibilities:

- Assist the District Disaster Management Authority (DDMA) in preparation and updation of Village, Gaon Panchayat and Circle level Disaster Management Plans.
- Assist the DDMA in organizing and conducting capacity-building and awareness generation programmes for Circle, Gaon Panchayat and village level functionaries.
- Maintain the database including minutes, reports, etc. pertaining to Village Land Management and Conservation Committees.
- Assist DDMA in managing and running the communication systems put in place at the Circle level.
- Assist Circle Officer in coordinating with other departments on Disaster Management issues at Circle level and maintain records pertaining to Circle Level Land Management and Conservation Committees.
- Assist DDMA in documentation of critical Circle level challenges and practices concerning Disaster Management.
- He/she will submit Progress reports in the formats and as per the time-lines decided by the Authority.
- Any other duties & responsibilities assigned to him by ASDMA from time to time.

7. Leave

- The party will be entitled to Casual Leave of 12 days in a year and Earned leave, Medical leave will be applicable as per the Assam Leave Rules.

8. Tax

- Income Tax/Assam Professional tax, etc. as applicable as per rules will be deducted from salary/remuneration at source.

9. (I) Field Officers will be selected on the basis of interview conducted by the District Level Selection Committee consisting of the following :

- Deputy Commissioner ----- Chairperson
- CEO, DDMA ----- Member
- D.I.O, NIC ----- Member
- D.F.O. ----- Member
- Representative of ASDMA ----- Member

(II) Interview will be for 100 marks with the following break-up :

- Marks obtained in Graduation / Diploma level exam : 50 marks
- Knowledge of DM related issues : 20 marks
- Knowledge of computer : 20 marks
- Attitude & personality traits : 10 marks