

RECRUITMENT OF CONTRACTUAL STAFF FOR ASSAM STATE DISASTER MANAGEMENT
AUTHORITY & INFORMATION REGARDING SELECTION PROCESS

Online applications are invited from the intending eligible candidates who are citizens of India having Registration Number in Employment Exchange in the state of Assam for filling up the vacancies as indicated below in the Assam State Disaster Management Authority, Assam Sachivalaya, Dispur, Guwahati-6:

1. Name of Post: Project Officer (Disaster Management)

- a) Number of Posts: 3 (Three)
- b) Reservation: Open
- c) Age: Should not be below 21 years and above 43 years on 01/01/2022.
- d) Remuneration: Rs. 27,400/- per month (fixed)
- e) Essential Qualification: Graduate degree in any discipline from a recognized University or Institute or equivalent. Preference will be given to candidates having degree/diploma in Disaster Management.
- f) Work Experience: Minimum 2 (two) years working experience as a full time paid employee in an organization of repute dealing with Disaster Management having knowledge of Disaster Risk Reduction.
- g) Computer Knowledge: Should have computer skills, specially MS Word/ Excel/ PowerPoint/ use of Internet etc.
- h) Language Proficiency: Excellent communication skills in Assamese and English.
- i) **Duties and Responsibilities:**
 - i. Assist the Department concerned in preparation and updation of Department Disaster Management Plans.
 - ii. Assist the Department in designing and conducting capacity building activities and awareness generation programmes for Departmental functionaries.
 - iii. Assist the Department in preparation of SOPs.
 - iv. Assist the Department in documentation of critical departmental level challenges and practices concerning Disaster Management.
 - v. Submit progress reports in the formats and as per the timelines decided by the Authority.
 - vi. Any other duties and responsibilities that may be assigned to the Project Officer in regard to Disaster Management from time to time.
- j) **Department and Duty Station:** Department shall be assigned by the Authority and the Project Officer shall be placed at the state Head Quarter of the Department concerned.
- k) **Mode of Selection:** There shall be two phases of selection.

Phase-I: The candidates whose applications are accepted will be required to appear in an objective type written test to be held in Guwahati on a date to be notified later on. The syllabus of the Objective Type Written Test will be as follows:

| Sl. No. | Subject | Total Marks |
|---------|---|-------------|
| 1. | General English, General Knowledge, Quantitative Aptitude, Knowledge of Computer (Theory) and domain knowledge in disaster management | 100 |

Phase-II: Against the vacancy, 9 (Nine) candidates will be shortlisted on the basis of the marks obtained in the written test. After the written test, the shortlisted candidates will have to appear in a Computer Practical Test and Personal Interview to be held in Guwahati. Total marks for the Computer (Practical) Test will be 50 Marks and Personal Interview will be 20 Marks.

2. Name of the Post: Senior Administrative Assistant (Grade III)

- a) Number of Posts: 1 (One)
- b) Reservation: Open
- c) Age: Should not be below 21 years and above 43 years on 01/01/2022.
- d) Remuneration: Rs. 22,000 -87,000 (Pay Band 3,Grade Pay – 9100) per month
- e) Essential Qualification: Graduate degree in any discipline from a recognized University or Institute or equivalent.
- f) Work Experience: Minimum 1 (one) year working experience in a similar capacity or above in any Govt./ Semi Govt. office/ Department/ Organization or PSU.
- g) Computer Knowledge: Should have computer skills, specially MS Word/ Excel/ PowerPoint/ use of Internet, etc.
- h) **Duty Station:** Assam State Disaster Management Authority, Janata Bhawan, Dispur, Guwahati-6.
- i) **Mode of Selection:** There shall be two phases of selection.

Phase-I: The candidates whose applications are accepted will be required to appear in an objective type written test to be held in Guwahati on a date to be notified later on. The syllabus of the Objective Type Written Test will be as follows:

| Sl. No. | Subject | Total Marks |
|---------|--|-------------|
| 1. | General English, General Knowledge, Quantitative Aptitude and Knowledge of Computer (Theory) | 100 |

Phase-II: Against the vacancy, 5 (Five) candidates will be shortlisted on the basis of the marks obtained in the written test. After the written test, the shortlisted candidates will have to appear in a Computer Practical Test and Personal Interview to be held in Guwahati. Total marks for the Computer (Practical) Test will be 50 Marks and Personal Interview will be 20 Marks.

3. Name of the Post: Data Entry Operator

- a) Number of Posts: 3 (Three)
- b) Reservation: Open
- c) Age: Should not be below 21 years and above 43 years on 01/01/2022.
- d) Remuneration: Rs. 10,000/- per month (fixed)
- e) Essential Qualification: Candidate must have passed PU/HSSLC or equivalent examination from a recognized University or Board/ Council.
- f) Work Experience: Minimum 2 (Two) years working experience in relevant field.
- g) Computer Knowledge: Should have computer skills, specially MS Word/ Excel/ PowerPoint/ use of Internet. Candidate should have one-year certificate in computer application from Govt. recognized Institute.
- h) Language Proficiency: Should have good reading and writing skills in English.
- i) Typing Speed: Minimum typing speed of 40 (Forty) words per minute in English.

j) **Duties and Responsibilities:**

- i. Collection, Collation and processing of information but confined to it alone.
- ii. Provide assistants in MIS support coordination.
- iii. Odd technical jobs in the course of operation of the computer system.
- iv. Any other duties and responsibilities that may be assigned from time to time.

j) **Duty Station:** The Data Entry Operators will be posted in Guwahati to work with the Assam State Disaster Management Authority under the direct supervision of the Chief Executive Officer, ASDMA, Janata Bhawan, Dispur, Guwahati-6.

k) **Mode of Selection:** There shall be two phases of selection.

Phase-I: The candidates whose applications are accepted will be required to appear in an objective type written test to be held in Guwahati on a date to be notified later on. The syllabus of the Objective Type Written Test will be as follows:

| Sl. No. | Subject | Total Marks |
|---------|--|-------------|
| 1. | General English, General Knowledge, Quantitative Aptitude and Knowledge of Computer (Theory) | 100 |

Phase-II: Against the vacancy, 9 (Nine) candidates will be shortlisted on the basis of the marks obtained in the written test. After the written test, the shortlisted candidates will have to appear in a Computer Practical Test to be held in Guwahati. Total marks for the Computer (Practical) Test will be 50 Marks.

Note: The decision of the Assam State Disaster Management Authority as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

4. How to Apply:

➔ **CANDIDATES ARE REQUIRED TO APPLY IN PRESCRIBED FORM THROUGH ONLINE MODE ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.**

➔ Instructions for filling up prescribed online form will be available in **website: www.asdmarecruitment.in**

➔ Before applying online, candidates are advised to carefully go through the instructions provided in the above website. Candidates are required to upload:

- (i) A latest passport size photograph.
- (ii) Admit Card/Certificate of H.S.L.C. examination.
- (iii) Graduation Certificate and Mark sheet.
- (iv) Scanned Signature.
- (v) Employment Exchange Registration Certificate.
- (vi) Computer Diploma/Certificate

Note: No other document i.e. the hard copy of the online application form, registration slip etc. are required to be sent to the Assam State Disaster Management Authority.

➔ Since the applications are submitted online, the question of submission of applications through proper channel in case of the candidates already employed becomes redundant. However, such

candidate shall intimate their appropriate appointing authorities about submission of application in writing.

- The candidates already employed should note that the prerogative for according permission to appear in Written Examination/join services on being selected by the Assam State Disaster Management Authority in due course of time shall rest upon the appropriate authority. The Assam State Disaster Management Authority shall not be anyway responsible/accountable in the event of not according permission to appear in the written examination/join service after selection.

5. Last date of application:

ONLINE FORM MAY BE FILLED-UP W.E.F. 01-02-2022 TO MIDNIGHT OF 16-02-2022 ONLY. NO APPLICATION COULD BE FILLED UP AFTER EXPIRY OF THE GIVEN TIME AS THE LINK WILL BE DISABLED.

Note: The applicants are advised to submit only a single application. [However, if due to any unavoidable situation, he/she submits another/multiple applications, then he/she must ensure that the application with the higher Registration Number is complete in all respects which will be accepted.]

6. CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATES.
7. NO MANUAL APPLICATION FORM WILL BE ACCEPTED.
8. No TA/DA is admissible for appearing in the Written Test/Computer Practical Test.

The shortlisted candidates for appearing in the second phase of selection process for recruitment of Project Officers (Disaster Management), Senior Administrative Assistant (Grade III) and Data Entry Operators will have to bring all the original testimonials i.e. Age proof Certificate, Educational Qualification Certificates and Mark sheet, Computer Proficiency Certificate, Employment Exchange Registration Certificate, while they come for appearing in the second phase of selection process.

Sd/-
Chief Executive Officer
Assam State Disaster Management Authority
Janata Bhawan, Dispur, Guwahati-6