# **Assam State Disaster Management Authority**

#### Vacancy Announcement

Application in Prescribed Form along with attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

Sl. No.	Name of the Post	No. of posts
1	Technical Assistant (GIS)	1 (one) No.

Last date for submission of application is 18-07-2022 / 3.00 PM and should address to:

The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.

Further details and prescribed application form may be seen / downloaded at ASDMA website http://asdma.gov.in/ or https://asdma.assam.gov.in

Sd./Joint Secretary &
Deputy Chief Executive Officer,
Assam State Disaster Management Authority.

<u>Prescribed Application Form</u> (To be downloaded)

# ASSAM STATE DISASTER MANAGEMENT AUTHORITY ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [please put ( $\checkmark$ ) mark against the post. Separate application forms to be used for applying for multiple posts]:

Technical Assistant (GIS)	

#### Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form
  carefully and completely. In case, any clause in the form is not applicable in your case, please
  write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.

- Please enclose copies of mark-sheets of all Board/ University Examinations.
- Please enclose copies of work experience certificates, if any.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- The LAST DATE of submission should be strictly adhered to.
- Candidates are liable to be disqualified for furnishing false or wrong information.

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#### **DECLARATION**

- 1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
- 2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.]
- 3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
- 4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

18 Fmail ID if any:

Signature of the Applicant

- APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.
- PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.

#### NOTE:

Applicants are advised to submit the application well before the closing date so that it reaches The Chief Executive Officer, Assam State Disaster Management Authority, Assam Secretariat, Opposite Secretariat Branch of SBI, Dispur, Guwahati-06, on or before the closing date. Applications not received or delivered at ASDMA Office within the fixed date and time for the purpose or not submitted in the manner prescribed will not be considered. No application received after the closing date will be accepted under any circumstance.

#### **INSTRUCTIONS:**

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. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. 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.

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

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.

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

No. of post- 1 (one) 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
- Should not be below 21 years and above 43 years as on 1st January 2022.

## **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

**Remuneration:** Pay scale: ₹ 22,000 – ₹ 87,000, Grade pay: ₹ 9,100

No. ASDMA-2**83DMA-102/210012/21/0A/DMINI-ASDMMA-ASSSAMA-SAtsstee**mD**Staat**teenD**MastaegeMheemetg(eCoemp**tuter No. 21/ 1/37110/2022

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Chief Executive Officer, Assam State Disaster Management Authority