



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER :: :: NAGAON  
(Relief & Disaster Management Branch)  
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No. DDMA/N/33/2016/408

Date:- 09-09-2022

**ADVERTISEMENT**

In pursuance of Govt. letter ECF no. 69294/505 dtd. 07-09-2022, applications are invited from the intending candidates for recruitment to the post of 1(one) no. of Field Officer (Disaster Management) for Revenue Circle on contract basis under District Disaster Management Authority, Nagaon with following terms & conditions:

**Name of Post:** Field Officer (Disaster Management) for Revenue Circle.

**No. of Post:** 1 (ne) no.

**How to Apply:** The application must be submitted in Standard Form (ASSAM GAZETTE PART -IX) along with self-attested photo copies of all documents and two copies of recent passport size photographs. Application should be addressed to The Deputy Commissioner & Chairman, District Disaster Management Authority, O/o the Deputy Commissioner, Nagaon, Pin 782001, Assam.

**Last Date of Submission of Application:** Application will be received in all working days from 10:00 AM to 5:00 PM in the District Disaster Management Authority Office, O/o the Deputy Commissioner, Nagaon on or before 07-10-2022 up to 5.00 PM. Application received after last date & time shall be liable to be summarily rejected.

**Date of Interview:** 10-10-2022. Only short listed candidates shall report in the Conference Room of District Emergency Operation Centre, District Disaster Management Authority, O/o the Deputy Commissioner Nagaon from 10.00 AM onwards with all original documents. The list of the short listed candidates and any other update/ information etc. will be available only in the official website [www.nagaon.assam.gov.in](http://www.nagaon.assam.gov.in) on 07-10-2022. Candidates reporting after 11:30 AM shall not be entertained for interview, No TA/DA shall be given to the candidates for appearing in the interview.

**Duration of engagement:** The contract will initially be for a period up to March, 2023 and subject to annual renewal on the basis of performance appraisal and availability of fund. The appointment will be purely on contract basis and the candidate would not be entitled to any claim, right, interest or further benefits in terms of regularization or consideration of further appointment to the said post or any other post.

**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 recognised University/Institution.
- Age should not be below 21 years and above 35 years as on the 1st day of January, 2022, relaxable in case of ST/SC candidates as per Govt. of Assam rules.
- Computer skills specially MS Word Excel / Power Point / Internet usage / Emails etc. (Preference will be gen to candidates having done BCA or equivalent course on Computer Science).

**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 charge Rs 1000/-.

**Duties and Responsibilities:**

The Field Officer (Disaster Management) stationed at the Revenue Circle Headquarter will have the 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 Assam State Disaster Management Authority from time to time.

**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.

**Selection Procedure:**

Field Officers will be selected on the basis of interview conducted by the District Level Selection Committee which will be for 100 marks with the following break up.

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 |

Sd/-

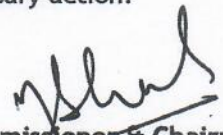
Deputy Commissioner & Chairperson,  
District Disaster Management Authority,  
Nagaon

Memo No.:- DDMA/N/33/2016/408 - (A)

Date:- 09-09-2022

**Copy to:-**

1. The Joint Secretary & Deputy Chief Executive Officer, Assam State Disaster Management Authority, Guwahati - 6 for favour of kind information.
2. The ADC & I/C, SDO (C), Kaliabor for information and wide publicity.
3. All Revenue Circle Officers of Nagaon district for information and wide publicity.
4. The DIO, NIC, Nagaon for information. He is requested to upload the advertisement in the district website.
5. The DIPRO, Nagaon for information. She is requested to publish the said advertisement in at least two daily local newspaper.
6. All members of the selection committee for information and necessary action.
7. Notice Board, D.Cs Office, Nagaon.

  
Deputy Commissioner & Chairperson,  
District Disaster Management Authority,  
Nagaon