

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 Assam State Disaster Management Authority (ASDMA).

Sl. No.	Name of the Post	No. of Posts
1.	District Project Officer (DPO), District Disaster Management Authority	01(One) post

Last date for submission of application is **11-08-2025/5.00 PM** and should address to:

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

Age as on 01-01-2025: Should not be below 21 years and above 43 years as on 1st January 2025. The applicants shortlisted on the basis of eligibility criteria may have to appear for a Written Test/ Computer Test / Interview for which no TA / DA shall be paid for the purpose. The number of candidates to be called for written test/interview will be decided by the Authority on the basis of number of posts and merit list prepared for the purpose. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

How to apply: Candidate should apply in prescribed application format only.

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

Sd/-

Deputy Secretary & State Project Coordinator,
Assam State Disaster Management Authority

Name of the post: Project Officer, District Disaster Management Authority

No. of Post- 1 No.

Essential Qualification:

- Bachelor's degree in any discipline from a recognized University or Institute or equivalent.
- Should not be below 21 years and above 43 years as on 1st January 2025.
- Should have minimum 3 years working experience as a full time paid employee in an organization of repute dealing with Disaster management in Govt./PSU/ Autonomous Body.
- Should have excellent verbal and written communication skill in Assamese and English.
- Should have good skill in computer operation especially in MS Office.
- Candidate must be Indian Citizen and should be a permanent resident of Assam.

Duties and Responsibilities:

1. Facilitate and coordinate for preparation of multi-hazard Disaster Management plans of the District, Blocks, GPs and Villages along with Government functionaries.
2. Help the District Administration/ Block for selection of partner of the CBDP work.
3. Contribute in the development of an awareness campaign strategy and awareness generation activities like street play, rallies, painting and drawing competitions amongst school children on disaster preparedness.
4. Coordinating and facilitating training programmes for disaster management task forces formed at various levels on Health and First Aid, Search and Rescue Operation, Sanitation, Shelter Management, Carcasses & Garbage disposal, use of early warning equipment/ HAM radio operation etc.
5. Establishing linkages with Civil Society Response group at various levels for emergency response plan development.
6. Networking with NGOs/CBOs/NCC/NSS and other agencies working in the field of Disaster Management for unification of the strategy and process.
7. Assisting the District Commissioner in performing all activities related to disaster management.
8. Facilitating establishment of effective communication systems for early tracking and dissemination of warnings at the district level.
9. Facilitating establishment of control rooms at District and block levels for Disaster Management Information dissemination.

Duty Station: Any district within Assam.

Remuneration: 30000-110000, PB-4, GP-12700

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

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

District Project Officer (DPO)

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.
- Employment Exchange Registration Card, if available.
- 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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FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Sex : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2025) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

10. Educational Qualifications (HSLC/ HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, If any:

12. Computer Proficiency (Minimum 6 months course) (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

[illegible]

16. Address for Correspondence:

[illegible]

Pin Code:

17. Permanent Address of the Applicant:

[illegible]

Pin Code:

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

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20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):

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:

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, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. 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.