

ADVERTISEMENT

In pursuance of Govt. letter no. RGR/83/2012/Pt.II/16, dated. 13/12/2016 and ASDMA.30/2019/27, dtd. 20th June, 2019, applications are invited from the intending candidates for recruitment to the post of one no of **Field Officer (Disaster Management) for Revenue Circle** on contract basis under District Disaster Management Authority, Lakhimpur with following terms & conditions;

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

No. of Post (s): 1 (one) no.

How to Apply: The application must be submitted as per prescribed Application Form which may be downloaded from www.lakhimpur.nic.in 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, Lakhimpur, Pin-787001, Assam.

Last Date of submission of Application: Applications will be received in the Disaster Management Branch, Deputy Commissioner Office, Lakhimpur on or before **15/07/2019 upto 3:00 pm**. Application received after last date & time shall be liable to be summarily rejected.

Date of Interview: **22/07/2019**. Only short listed candidates shall report in the O/O the Deputy Commissioner, Lakhimpur, North Lakhimpur from 10:00 am onwards with all original documents. The list of short listed candidates and any other update/ information etc. will be available only on the official website: www.lakhimpur.nic.in. 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 upto March, 2020 and 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, interest or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.

Essential Qualification:

- I) 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.
- II) Should not be below 21 years and above 43 years as on the 1st day of January, 2019, relaxable in case of SC/ST candidates as per rules.
- III) Computer skills specially MS Word/Excel/Power Point/ Internet usage/ e- mails etc. (preference will be given 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 charges- Rs. 1,000/- .

Duties & Responsibilities:

The field officer (Disaster Management) stationed at the Rev. Circle Headquarter will have following duties and responsibilities:

- I) Assist the District Disaster Management Authority (DDMA) in preparation and updation of village, Gaon Panchayat and Circle level Disaster Management Plans.
- II) Assist the DDMA in organizing and conducting capacity building and awareness generation programmes for Circle, Gaon Panchayat and Village level functionaries.
- III) Maintain the database including minutes, reports etc. pertaining to Village Land Management and Conservation Committees.
- IV) Assist DDMA in managing and running the communication systems put in place at the Circle level.
- V) 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.
- VI) Assist DDMA in documentation of critical Circle level challenges and practices concerning Disaster Management.
- VII) He/she will submit progress reports in the formats and as per the time lines decided by the Authority.
- VIII) Any other duties & responsibilities assigned to him/her by ASDMA 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.

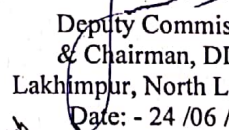
Selection Procedure: Field Officer will be selected on the basis of interview/ written test which will be for 100 marks with the following break-up:

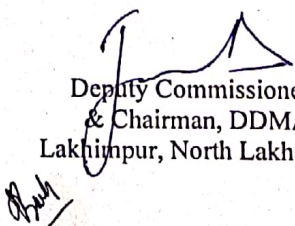
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|------|---|------------|
| I) | Marks obtained in Graduation/Diploma Level exam | : 50 marks |
| II) | Knowledge of DM related issues | : 20 marks |
| III) | Knowledge of computer | : 20 marks |
| IV) | Attitude & personality traits | : 10 marks |

Memo No.LCEN.9/DDMA/HR/2016/17 –A-

Copy to :

1. The CEO, ASDMA, Dispur. Guwahati-06 for favour of kind information.
2. The Jnt. Secretary & SPC, ASDMA, Dispur. Guwahati-06 for favour of kind information.
3. The District information & Public Relation Officer, Lakhimpur. He/She is requested to give wide publicity through local News paper.
4. The DIO, NIC, Lakhimpur with a request to upload the Advertisement along with prescribed application form in the district website for publicity.
5. Office copy/ notice board.

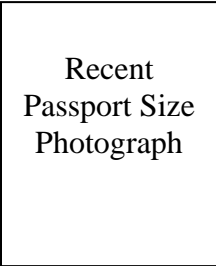

Deputy Commissioner
& Chairman, DDMA
Lakhimpur, North Lakhimpur
Date: - 24 /06 /2019


Deputy Commissioner
& Chairman, DDMA
Lakhimpur, North Lakhimpur

Application Form

DISTRICT DISASTER MANAGEMENT AUTHORITY
OFFICE OF THE DEPUTY COMMISSIONER: LAKHIMPUR: NORTH LAKHIMPUR

Post applied for: Field Officer (Disaster Management) for Revenue Circle



Please read the instructions given below carefully.

Instructions: 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 self-attested copies of mark-sheets of all Board/ University Examinations.
- Please enclose self-attested copies of experience certificates, if any.
- Please enclose self-attested copies of relevant certificate relating to proficiency in Computer Application.
- Employment Exchange Registration Card, if any.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

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

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2. Sex: Male Female

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

D	D	M	M	Y	Y	Y	Y
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4. Complete Age as on (01-01-2019) Years.

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

6. Name of Father:

7. Name of Mother:

8. Name of Spouse (if applicable):

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/Certificate attached) (Yes/No):

13. Work Experience (Please give details thereof):

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. (Provide Photocopy of Registration Card, if any):

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16. Address for Correspondence:

17. Permanent Address of the Applicant:

18. Email ID, if any:

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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 fulfill all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed attested 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.