



Govt. Of Assam.
Office Of The District Commissioner
District Disaster Management Authority
Dima Hasao, Haflong-788819.

Tele-03673-236324,1077/9435530412 Email:deochaflong@gmail.com



ECF. No. 52212/401190

Dated: 02nd May 2025

ADVERTISEMENT

In pursuance of the Govt. letter on ECF No.572470/2, dated 30/04/2025, applications are invited in Standard form along with self-attested copies of all certificates, marks sheet, recent passport size photo etc. from intending candidates, who are Indian Citizens for contractual engagement (further engagement subject to renewal on the basis of performance appraisal) against 3(One) no. vacant post of Field Officer (Community Development Blocks) under District Disaster Management Authority, Dima Hasao, Haflong.

1. **Name of the Post** :Field Officer (Community Development Blocks)
2. **No. of Post**: Total 3 (Three)
3. **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 recognised University/ Institution.
 - ii. MS Word/ Excel/ Power Point/ Internet Usage/ Emails.
 - iii. Preference will be given to candidate having done BCA or equivalent course.
4. **Age**: 21 to 35 years as on 01/01/2025.
5. **Duration of the contract**:
 - i. The contract will be initially for 1 (one) year subject to annual renewal on the basis of performance appraisal.
 - ii. The appointment will be purely on contract basis and the selected candidates will be not entitles to any claim, right, interests or future benefits in terms of regulation or consideration of further appointment to the said post or any otherpost.
 - iii. The service of the candidates can be terminated at any time if the candidate is found to be guilty of insubordination, misconduct or non-performance.
6. **Remuneration**: 28,500.00 (fixed)
7. **Last Date of submission**: Applications complete in all respects in the standard form along with testimonial should be submitted at District Disaster Management Authority, O/o: District Commissioner Office, Dima Hasao, Haflong-788819 on or before **15th May 2025**. Applications received after 5.00 PM on 15th May 2025 will be summarily rejected. No application will received through email.
8. The applicant have to appear for interview at the venue, date and time, which will be notified in due course of time on the website of the District Administration (<https://dimahasao.assam.gov.in>) or DDMA, O/o: District Commissioner Office, Dima Hasao, Haflong-788819.
9. The authority also reserves the right to accept or reject any application without assigning any reason thereof.



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10. The application should mentioned the name of the post applied for on top of the envelope containing the application and should be addressed to "District Commissioner & Chairman, DDMA, Dima Hasao, Haflong-788819.

(For details guidelines please visit District Administration website <https://dimahasao.assam.gov.in>)

Digitally signed by
SIMANTA KUMAR DAS
Date: 03-05-2025

16:06:00

District Commissioner

&

Chairman,

District Disaster Management Authority,
Dima Hasao, Haflong

Memo No. ECF. No. 52212/401190-A

Dated: 02nd April 2025

Copy for information to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority,
2. The Jt. Secy. & SPO, ASDMA, Dispur for favour of kind information.
3. The Finance Officer, ASDMA, Dispur favour of information and necessary action.
4. Office File.

e-signed

District Commissioner

&

Chairman,

District Disaster Management Authority,
Dima Hasao, Haflong

Terms of Reference for the post of Field Officer (Disaster Management) for Revenue Circle.

1. **Post Title: Field Officer (Disaster Management) for Revenue Circle.**
2. **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 recognized University/ Institution
- Should not be below 21 years and above 35 years as on the 1st day of month/year (as decided).
- Computer skills specially MS Word/ Excel/ Power Point/ Internet usage/ Emails
- Preference will be given to candidates having done BCA or equivalent course on Computer Science.

3. **Duty Station:**

- He/She will be stationed in the Revenue Circle Office and will work under the direct control of District Project Officer and supervision of the Circle Officer, who will be the authority to sanction leave and Reporting Officer in respect of Performance appraisal.

4. **Transfer:**

- The Field Officer is liable to be transferred within the District by the Chairman DDMA and in case of Inter District by Chief Executive Officer, ASDMA with proposal from Chairman DDMA.

5. **Duration of Contract:**

- The Contract will initially be for a period of one year subject to renewal on the basis of performance appraisal.
- The Appointment will be purely on contract basis and the Field Officers would not be entitled to any claim, right, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.
- Only the Tribunals & Civil Courts in Guwahati will have the exclusive jurisdiction in respect of matters pertaining to contractual agreement between the Authority and the party.

6. **Duties and Responsibilities:**

The Field Officer (Disaster management) stationed at the Revenue Circle Headquarter will have the following duties and responsibilities:

- The FOs, will collect the mobile numbers of all the important persons under his/her revenue circles and form a WhatsApp group so as to reach out to the Community.
- On Receipt of the alerts from SEOC/DEOC, the Field Officers (FO) will disseminate the alerts to the Gaonburhas, schools teachers and officials of other departments within their respective Revenue Circle through the WhatsApp group/SMS.
- 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.
- Collect, prepare and maintain database of critical infrastructures, and felicitate activities pertaining to Village Land Management and Conservation Committees / Village Disaster Management Committee.
- Ensure submission of Daily Flood Report to DEOC before 12:00 hours every day during flood season.
- Updation of Life saving/ Search and Rescue Equipment in the MIS Portal of ASDMA quarterly.
- Assist DDMA in managing and running the communication systems put in place at the Circle level.
- Assist DDMA in coordinating with other departments on Disaster Management issues at Circle level and maintain records, pertaining to Circle Disaster Management Committee.
- 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

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Authority.

- Any other duties and responsibilities assigned to him by ASDMA from time to time.

7. Leave:

- The Field Officer will be entitled to Casual Leave of 12 days in a year and Medical Leave for 15 days with pay and beyond 15 days without pay will be applicable.

8. Termination:

- In case of failure/ negligence of duty assigned in Clause 6, specially related to alerts dissemination the Field Officer is liable to be dismissed from service without any prior notice by the DDMA/ ASDMA.
- The services of FO can be terminated at any time if the FO is found to be guilty of insubordination, misconduct or non-performance.
- Either party may terminate this contract at any time upon 15 working days written notice to the other party.

9. Appeal:

- In case of any appeal on matters related to Field Officers, the appeal will lie before the CEO, ASDMA.

10. Remuneration:

An amount of ₹ 28,500/- will be paid along with annual performance aligned upto 5% subject to successful review of performance and consolidated monthly remuneration which includes:

Remuneration:	
i.	Remuneration -₹ 22,500/-
ii.	Mobility Allowance -₹ 5,000/-
iii.	Communication charges -₹ 1,000/-
Total Remuneration per month- ₹ 28,500/-	

Grade & Increment Table:

Grade	A+	A	B+	B	C
Over All Percentage	>=90%	>=80% &<=89%	>=70% &<=79%	>=60% &<=69%	<60%
Increment	5%	4%	3%	0%	Termination

- In case of official travel, outside the jurisdiction (Revenue Circle area), he/she will be guided by the Rules of Entitlement as laid down in Delegation of Administration & Financial Rules of ASDMA

11. Tax:

Income Tax/ Assam Professional tax, etc. as applicable as per rules will be deducted from salary/remuneration at source.

12. (I) Field Officers will be selected on the basis of interview conducted by the District Level Selection Committee consisting of the following:

- Deputy Commissioner -----Chairperson
- CEO, DDMA -----Member
- D.I.O, NIC-----Member
- D.F.O -----Member
- Representative of ASDMA -----Member

(II) Interview will be for 100 marks with the following break-up:

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- 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

Signed by
Gyanendra Dev Tripathi
Date: 13-05-2024 17:13:11

Chief Executive Officer,
Assam State Disaster Management Authority.