

**ADVERTISEMENT**

Application in standard form with attested copies of all certificates, testimonials, mark sheets, recent passport size photo etc. are invited from intending candidates of Indian Nationality for engagement on purely contractual basis under the District Disaster Management Authority, Cachar, O/O The Deputy Commissioner, Cachar, Silchar for the under mentioned post.

The applicants have to appear for written test and/or interview at the venue, date and time will be notified in due course of time, at their own cost. No T.A/D. A shall be paid for the purpose. Candidates not meeting the requisite qualifications and/or other eligibilities as per enclosed "Terms of Reference" are liable to be summarily rejected. Details "Terms of Reference" & information are available on District Administration website and Notice Boards of Offices. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will summarily lead to disqualification of the candidate.

Sl. No.	Name of Post	No. of Posts
1.	Field Officer (Disaster Management) under DDMA, Cachar	1 (One)

The applications complete in all respect in the standard form along with testimonials should reach on or before 16-09-2024 (before 5 P.M) to the following address:

The District Commissioner cum Chairperson,  
District Disaster Management Authority,  
Near Settlement Office, DEOC Building,  
Capt. N. M. Gupta Road (Link road between PWD Road & India Club point)  
Silchar, PIN - 788001, Dist. - Cachar.  
Phone No. - 03842 - 239249/ 1077 (Toll Free)/94016-24141  
Website: [www.cachar.nic.in](http://www.cachar.nic.in)

Applications received at District Disaster Management Authority after 5.00 P.M of 16-09-2024 will be summarily rejected. Further, applicants may submit the applications with all testimonials in pdf format through the following email ID - [ddmarecruitment@gmail.com](mailto:ddmarecruitment@gmail.com)

The applicant should mention the name of the post applied for on top of the envelope containing the application. Information regarding date of interview will be intimated over email & phone. No call letter will be issued.

Further details may be seen at the Notice Board of the following offices and also the under mentioned official website:

1. District Commissioner, Cachar (Rev. Building & Dev. Building)
2. DDIPRO, BV Region, Capt. N. M. Gupta Road, Silchar.
3. Employment Exchange, Capt. N. M. Gupta Road, Silchar.
4. DDMA Office, Near Settlement Office, Capt. N.M. Gupta Road, Silchar.
5. Website: [www.cachar.nic.in](http://www.cachar.nic.in)

N.B: Candidates who have applied as per earlier advertisement issued from this office vide Memo. No. DDMA.21/CHR/2021/178, Dated 18-06-2024 need not apply again.

District Commissioner cum Chairperson,  
District Disaster Management Authority,  
Cachar, Silchar

Memo. No.DDMA.21/CHR/2021/180 -A.  
Copy to:

Dated: 27/08/2024

1. The CEO, ASDMA, Ancillary Block, Assam Secretariat, Dispur, Guwahati - 6.
2. The DDIPRO, BV Region, Silchar. He is requested to publish it through Advertisement in local dailies i.e. Dainik Jugasankha, Dainik Samayik Prasanga & Dainik Prantojyoti.
3. P.A/C. A to the District Commissioner, Cachar.

District Commissioner cum Chairperson,  
District Disaster Management Authority,  
Cachar, Silchar



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

1. **Post Title: Field Officer (Disaster Management).**
2. **Essential Qualification :**
  - Bachelor's degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject, or BE/B Tech. in Civil Engineering or Architecture from a recognized University/ Institution
  - Should not be below 21 years and above 35 years as on the 1<sup>st</sup> day of Jan'2024.
  - 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 DDMA or in 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 Gaon Burhas, 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 Up-dation of village, Gaon Panchayat and Circle level Disaster Management plans.

*Smil*  
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- 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 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 up to 5% subject to successful review of performance and consolidated monthly remuneration which includes:

*[Handwritten Signature]*  
29/8/24



**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
- DPO, DDMA ----- Member

**(II) 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

Addl. D.C & Chief Executive Officer,  
District Disaster Management Authority,

Cachar, Silchar.

  
23/8/24