

GOVT. OF ASSAM
DISTRICT DISASTER MANAGEMENT AUTHORITY
OFFICE OF THE DEPUTY COMMISSIONER :::JORHAT DISTRICT :::JORHAT
No. JDDMA 04/ 2016 / 5 Dtd.30th December 2016

ADVERTISEMENT

In pursuance of the Govt. letter No.RGR/83/2012/Pt 11/16 Dtd.13/12/2016 the intending candidates are hereby called for a written test / interview for the post of Field Officer for Disaster Management (**on contractual basis**) to be posted in the following Revenue Circles in Jorhat district .

Sl. No.	District	Name of the Revenue Circle	No. of Field Officer to be engaged
1	Jorhat	Jorhat East Revenue Circle	1 No
		Jorhat West Revenue Circle	1 No
		Teok Revenue Circle	1 No
		Titabor Revenue Circle	1 No
		Mariani Revenue Circle	1 No

1. Educational Qualification:-

- Bachelor's degree in Science preferably with Statistics , Geography , Environmental Science, Geology as a subject in degree level or diploma in Civil Engineering or Architecture from a recognised University/Institution.
- 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

2. Age:- The candidate should have been completed 21 years as on 1st January 2017 and shall not be more than 35 years on that day. Relaxation of age in case of SC & ST candidates as per Govt. rules.

3. Duty Station:- He/She will be stationed in the Revenue Circle Office .

4. Period of Service:- 01(one) Year.

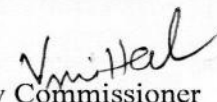
5. Remuneration:- An amount of Rs.20,000/ will be paid as fixed and consolidated monthly remuneration .

6. Duties and Responsibilities:- To assist District Disaster Management Authority & Circle Officers in various disaster management activities and to perform any other duties & responsibilities assigned to him by ASDMA/DDMA from time to time.

7. No TA/DA will be provided to the candidates appearing in the written test/interview.

SELECTION PROCEDURE AND IMPORTANT DATES ,TIMES & VENUES:-

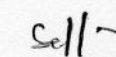
- a. Registration of candidates **on 7th January 2017** at Deputy Commissioner's Office, Jorhat from **10AM to 12 Noon**. Candidates reporting after 12 Noon shall not be entertained for registration.
- b. Written test among the registered candidates on disaster management issues on **7th January 2017 from 2 PM to 2:30 PM**
- c. On the basis of percentage of marks obtained in degree level , marks obtained in written test and having degrees/diplomas in computer courses , **ten(10) times of the total post** of shortlisted candidates are called for computer test and interview which will be held **on 10th January 2017 from 9 AM onward** at Deputy Commissioner's Office, Jorhat.
- d. The names of the shortlisted candidates who are called for interview/computer test are uploaded in the official website of district administration(<http://jorhat.gov.in>) on **8th January 2017 after 2 PM**
- e. The shortlisted candidates who are called for interview/computer test must bring their original and one set of self attested photocopies of all documents, two copies of recent passport size photographs for verification.


Deputy Commissioner
Jorhat
Dtd.30th December 2016

Memo No- No.JDDMA 04/ 2016 /

Copy to:-

- 1.The ADC & i/c Circle Officer, Teok Revenue Circle with a request to make necessary arrangement for wide circulation of the advertisement.
- 2.The Circle Officer, Jorhat East/Jorhat West/Titabor/Mariani Rev. Circle. They are requested to make necessary arrangement for wide circulation of the advertisement.
- 3.The DIPRO, Jorhat with a request to make necessary arrangement for wide publicity of the advertisement.
- 4.The DIO, NIC, Jorhat with a request to upload the advertisement and the names of shortlisted candidates in the Official Website of the District Administration, Jorhat accordingly.
- 5.Notice Board, Deputy Commissioner's Office, Jorhat.


Deputy Commissioner
Jorhat