

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 ASDMA.

Sl. No.	Name of the Post	No. of Posts
1.	Senior Consultant (Disaster Management)	1 (one) No.
2.	Consultant (Disaster Management)	7 (seven) Nos.

Last date for submission of application is **10-08-2022 / 3.00 PM** and should address to:

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

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



**Joint Secretary &
Deputy Chief Executive Officer,
Assam State Disaster Management Authority.**

1. Name of Post: Senior Consultant (Disaster Management).

Number of Posts: 1 no. (One)

Essential Qualification & Experience:

- Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).
- Candidates should have minimum experience of 10 (ten) years in the fields related to Disaster Management – Post Qualification.
- Candidates having M. Phil Degree in the relevant field are required to have minimum experience of 8 (eight) years.
- Candidates having Ph. D Degree in the relevant field are required to have minimum experience of 5 (five) years.
- Candidates must also have proven experience in the field of preparation of Disaster Management Plans, Guidelines, SOPs' working in the area related to Disaster Management.
- Preference will be given to candidates with higher experience or candidates who have experience of working with Central / State Government Departments.

Age limit:

- The maximum age limit will be 65 (sixty-five) years.

Duration:

- For a period of 6 (six) months Annual extension can be granted till the completion of the project subject to satisfactory performance.
- The Senior Consultant can be removed at any time by giving one month's notice by the appointing authority or the Consultant can also resign from the assignment by giving one month's notice to the competent authority. If the performance of the Senior Consultant is not satisfactory, NDMA may recommend ASDMA for termination of the contract.

Duty Station:

- Assam State Disaster Management Authority, Janata Bhawan, Dispur-6.

Remuneration:

- An amount of ₹ 1,00,000/- (One lakh) per month.

Duties and Responsibilities:

The Senior Consultant (DM) shall report to appropriate authority in State and shall maintain co-ordination with NDMA and will have following duties and responsibilities:

- Technical assistance in preparation of the Hazard Risk vulnerability Atlas for the state.
- Alignment of State and District plans in accordance with the Sendai Framework.
- Facilitating State Government Departments in preparation of their Departmental Disaster Management Plans.
- Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States.

- Compiling and timely furnishing of data information to NDMA on disaster aspects, implementation of NDMA Schemes and Sendai Framework monitoring indicators.
- Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction.
- Helping in setting up Disaster Data Base at the State & District level.
- Collection of reports about lessons learnt and best practices from the State and exchange / sharing of these amongst the states and NDMA.
- Assisting ASDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- Any other task assigned by ASDMA/NDMA.

2. Name of Post: Consultant (Disaster Management).

Number of Posts: 7 nos. (Seven)

Essential Qualification & Experience:

- Master’s Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning).
- Candidates should have minimum post qualification experience of 5 (five) years in the fields related to Disaster Management.
- Candidates having Ph. D Degree in the relevant field are required to have minimum post qualification experience of 3 (three) years.
- Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans, Guidelines and SOPs related to Disaster Management.
- Preference will be given to candidates with higher experience or candidates who have experience of working with Central / State Government Departments.

Age limit:

- The maximum age limit will be 65 (sixty-five) years.

Duration:

- For a period of 6 (six) months. Extension can be granted till the completion of the project on the basis of satisfactory performance.
- The Consultant can be removed at any time by giving one month’s notice or the Consultant can also resign from the assignment by giving one month’s notice to the appointing authority. If the performance of the Consultant is not satisfactory, NDMA may recommend ASDMA for termination of the contract.

Duty Station:

- Office of the Deputy Commissioner-cum-Chairman, District Disaster Management Authority (DDMA), Goalpara / Darrang / Barpeta / Baksa / Udalguri / Hailakandi / Dhubri Districts.

Remuneration:

- An amount of ₹ 70,000/- (seventy thousand) per month.

Duties and Responsibilities:

The Consultant (DM) shall report to appropriate authority in the district and shall maintain co-ordination with NDMA & ASDMA and will have following duties and responsibilities:

- Alignment of District plans in accordance with the provisions of the Disaster Management Act., Sendai Framework and State Plan.
- Coordination of Mock Exercise at Various locations in the districts.
- Training of Officials for capacity building for better preparedness and effective response measures.
- Creation of Awareness about Disaster Risk Management.
- Compiling and timely furnishing of data and information to ASDMA on disaster aspects and Sendai Framework monitoring indicators.
- Improved coordination of the District Administration with Circle level and Panchayat level for effective preparedness, response and mitigation measures.
- Help in setting up of the Disaster Data Base at District Level.
- Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes.
- Any other task assigned by ASDMA/DDMA.

Sd./-

**Deputy Chief Executive Officer,
Assam State Disaster Management Authority.**

