



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER ::: HOJAI
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

No. DDMA/Hojai/DDRF/2026/ 19

Dated: 04-06-2026

ADVERTISEMENT

In pursuance of the letter ECF No. 302554/349 , dated: 06th May, 2026 of the Assam State Disaster Management Authority (ASDMA), applications are hereby invited from eligible Indian citizens for engagement of 08 (Eight) numbers of the District Disaster Response Force (DDRF) under District Disaster Management Authority (DDMA), Hojai for a period of 180 days during monsoon season under the initiative of Assam State Disaster Management Authority.

The engagement is purely temporary in nature and meant for disaster response and emergency management activities in Hojai district.

Details of Engagement:

- Name of Post: District Disaster Response Force (DDRF).
- No. of Posts: 08 (Eight) Nos.
- Place of Engagement: Hojai District.
- Duration: 180 Days.
- Remuneration: Rs. 465/- per day (Daily allowance Rs. 315/- + Pocket allowance Rs. 150/-)
- Nature of Engagement: Fully temporary basis.

Eligibility Criteria:

- The applicant must be a permanent resident of Hojai district.
- Educational Qualification: Minimum 12th Pass.
- Age: Between 18 years and 45 years as on the date of advertisement.
- The applicant should be physically fit and mentally sound.
- Swimming** skill is mandatory.
- Trained Civil Defence Volunteers/AAPDA Mitras/experienced disaster management volunteers.

Roles & Responsibilities:

The DDRF shall:

- Assist District Administration during flood, storm, fire and other disasters/emergencies in the district.
- Support rescue, relief, evacuation operations and any other emergency situation.
- Assist SDRF/NDRF and Civil Defence teams during any emergencies.
- Train local community people on search & rescue and lifesaving practices in idle time
- Participate in disaster preparedness and develop awareness programmes.
- Utilize all emergency equipments which have been supplied in the district.
- Demonstrate improvised traditional practices among community people to save lives.
- Enhance the disaster preparedness for effective response and build back better in recovery, rehabilitation and reconstruction.
- Maintain discipline and remain available during emergency deployment.

Documents Required:

Applicants must submit self-attested copies of the following documents:

- a) Age proof certificate (HSLC Admit/Certificate/Birth Certificate)
- b) Educational qualification certificate and marksheet (12th or equivalent qualification)
- c) Caste certificate
- d) Identity proof document (PAN/AADHAAR/DL etc.)
- e) Address (permanent) proof document (PRC/Voter ID/Aadhaar etc.)
- f) Recent colour passport size photographs
- g) Swimming skill certificate (if available)
- h) Experience certificate related to disaster management/Civil Defence/AAPDA Mitra, if any

Selection Procedure:

Selection will be made on the basis of:

- a) Shortlisted candidates for appearing Swimming ability test will be published on the Notice Board of the Office of the District Commissioner, Hojai.
- b) Original document verification.
- c) Physical fitness.
- d) Swimming ability.
- e) Personal interview/viva-voce as may be decided by the Selection Committee.
- f) Authority reserves the right to cancel or modify the advertisement without assigning any reason thereof.
- g) TA/DA will not be entertained to the appearing candidates in interview/swimming test
- h) The candidature will be cancelled forthwith, if any kind of fraudulence/discrepancy regarding any information/documents submitted by the candidate is established and also the authority will take immediate action against candidate at any point of time in the engagement procedure as per the relevant section of law.

Last Date for submission of Application:

Interested candidates may submit their applications in the **Format (Anneure-I)** along with necessary documents to the DDMA, Hojai at Office of the District Commissioner, Srimanta Sanakardev Nagar, Hojai on or before **09-06-2026 at 05:00 PM** during office hours. Incomplete applications and applications received after the last date will not be entertained.

Sd/-

(Deba Prasad Misra, IAS)
District Commissioner cum
Chairman, DDMA, Hojai.

Date: 04-06-2026

Memo No. DDMA/Hojai/DDRF/2026/ 19

(A)

Copy to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur-06 for favour of kind information.
2. The Joint Secretary to the Govt. of Assam, Revenue & DM Department, Dispur-06 for favour of kind information.
3. The Joint Secretary to the Govt of Assam, Finance (Estt.-B) Department, Dispur-06 for favour of kind information.
4. All Members of the committee for engagement for information.
5. The DIPRO, Hojai for wide publicity of the same.
6. The DIO, Hojai NIC unit for upload the same in the district website.
7. Notice Board of the DC's Office, Srimanta Sankardev Nagar, Hojai.
8. Office copy.

Addl. District Commissioner cum
CEO, DDMA, Hojai.
Addl. District Commissioner cum
CEO, DDMA, Hojai

Application form for the Post of DDRF under DDMA, Hojai

To,

The District Commissioner cum
Chairman, DDMA, Hojai.

Paste
colour
passport
size photo

Name of the Post Applied for : District Disaster Response Force (DDRF)

Personal Profile					
Name of the Candidate (Block letter)					
Father's Name					
Mother's Name					
Date of Birth (DD/MM/YYYY)		Gender (Male/Female)			
Present Address	Village/Ward No/House No. etc.				
	Post Office				
	Police Station				
	District		State	PIN	
Permanent Address	Village/Ward No/House No. etc.				
	Post Office				
	Police Station				
	District		State	PIN	
Contact No.			E-mail ID		
Religion	Caste			Marital status	
Educational Profile					
Educational Qualification	Board/University	Percentage/CGPA	Year of Passing		
10th/HSLC					
12th/HS					
Graduation (BA/BSc/BCom)					
Post Graduation (MA/MSc/MCom)					
Professional Profile					
Name of the Training Course	Name of the organisation (where training completed)	Duration of Training (Start Date & End Date)		Period (in month)	
Civil Defence Volunteer		From _____ to _____			
AAPDA Mitra		From _____ to _____			
(any other)		From _____ to _____			

I do hereby affirm and declare that the information furnished above is true and correct to the best of my knowledge and behalf. In case of any false statement and any discrepancy, my candidature to the applied position may be forfeited anytime and also I am liable to any action taken up by the authority deem fit and proper.

Date: _____
Place: _____

(Signature of the candidate)

(UNDERTAKING BY VOLUNTEERS FOR SWIMMING PROFICIENCY TEST)

UNDERTAKING

I, Shri/Smt. _____, son/daughter of _____, resident of _____, hereby undertake that I am voluntarily participating in the Swimming Proficiency Test organized by DDMA, Hojai on dated _____.

I do hereby declare that:

- a) I am physically and mentally fit to participate in the swimming test.
- b) I possess adequate swimming skills and understand the risks associated with swimming activities.
- c) I shall follow all instructions and safety guidelines issued by the organizing authority during the test.
- d) In case of any accident, injury, illness or unforeseen incident during the time of the swimming test, I shall be personally responsible and the organizing authority shall not be held liable.
- e) I am participating in the test at my own risk and willingness without any coercion.
- f) I shall maintain discipline and cooperate with the officials and rescue team during the entire event.

I do hereby affirm that the information and statement furnished above is true and correct to the best of my knowledge and belief.

Date: _____

Place: _____

Signature : _____

Name : _____

Contact No. : _____