



Government of Assam
Office of the District Commissioner Hojai :: Sankardev Nagar
(DM Branch)

ECF No.80512/DFA/189004

ADVERTISEMENT

District Disaster Management Authority, Hojai invites application from eligible candidates for contractual engagement against the vacant post of Field Officer (DM) in the office of the Circle Officer, Doboka under Hojai District as shown below :

Sl.No.	Post Title	Name of Circle Office	No. of Post
1.	Field Officer	Doboka Revenue Circle	1 No.

1. 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.
- The candidates should not be less than 21 years and above 35 years as on the 1st day of January, 2024, relaxable in case of SC/ST candidates as per rules.
- 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. Duration of Contract:

- The Contract will initially be for a period of one year subject to renewal on the basis of performance as well as decision of the competent authority.
- 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.

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

5. Interview:- 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

Interested candidates are requested to submit their application in standard form along with Bio-Data & all necessary documents (Self attested) i.e Mark sheets & Certificates from HSLC onwards, age certificate, computer certificate, etc at the District Disaster Management Authority, Hojai , O/o District Commissioner, Hojai, Sankardev nagar, 782442, Assam or Email to deoc.hojai@gmail.com. The candidates have to convert the CGPA/OGPA or other grade point mentioned in their original mark sheet into equivalent percentage in the Bio-Data.

The last date of submission of application is **10th February,2024 (upto 5 PM)** and only shortlisted eligible candidates will be invited for the interview, to be held on **15th February, 2024 from 10 AM** at office of the District Commissioner, Hojai. The list of shortlisted candidates will be displayed through Hojai district website (www.hojai.assam.gov.in) and office notice board of the District Commissioner's office, Hojai after 10th February,2024. No other separate call letter will be issued.

N.B: No TA/DA will be provided to the candidates appearing in the interview.

District Commissioner cum

Chairman, DDMA Hojai

Memo No.80512/DFA/189004 (A)

Copy to:

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahati-6, for favour of kind information.
2. The Circle Officer, Doboka Revenue Circle for information and necessary action.
3. The I/c DIPRO, Hojai for information & necessary action. She is requested to take necessary arrangement to publish the advertisement in local news papers for wide publicity
4. The I/c DIO, NIC, Hojai.He is requested to upload the advertisement in the District website.
5. All Members, Selection Committee for information and necessary action.
6. Notice Board,O/o District Commissioner, Hojai.
7. Office Copy.

(e-signed)

District Commissioner cum

Chairman, DDMA Hojai