



Government of Assam
Office of the Deputy Commissioner Hojai :: Sankardev Nagar
(DDMA Branch)

ADVERTISEMENT

No.DDMA/Hojai/14/2018/132

In view of urgent need of Information assistant in District Emergency Operation Centre (DEOC),Hojai District. District Disaster Management Authority (DDMA), Hojai invites application for the following posts on purely temporary basis. For filling up of the said post intending candidates may attend a **walk-in-interview** on 10-07-2020 at the below mentioned date/time and venue.

The Applicant may also apply in A4 size paper with Bio-data and other testimonials through the deoc.hojai@gmail.com on or before 10 -07-2020 or may appear in the **walk-in-interview** directly.

Sl. No	Name of the post	No.of post	Salary	Place of posting	Age	Qualification	Date, Time & Venue for interview
1	Information Assistant	2 (Two) Contractual basis	9000/- p.m (Fixed)	Hojai District	Minimum 18 Years	Minimum 10+2	Conference Hall O/o Deputy Commissioner, Hojai on 10-07-2020 at 10.00AM onwards

Eligibility:

1. The candidate should appear in the interview on the given date/venue/time and bring their CVs along with their original documents and 01(one) set of self attested photocopies of the documents.
2. No **TA/DA** will be admissible for the candidates appearing in the interview.
3. At least six months Certificate /Diploma course in Computer Application or Proven skills in Computer Application (MS Word, Exel, Power Point, Internat Surfing etc.) in the form of work experience.
4. Fluency in vernacular (Both spoken & written) English and Assamese.
5. Preferably graduate or equivalent degree / diploma from a recognized University or Educational Institution of Assam or HSLC/10+2 with 2-5 years experience of working in DEOC.
6. Preference should be given to the candidates who are already working in DEOCs and their performance over the years has been found to be satisfactory.

Sd/-
Deputy Commissioner &
Chairman, DDMA, Hojai

Memo No: No.DDMA/Hojai/14/2018/132

(A)

Dated: 02/07/2020

Copy to:

- 1.CEO,ASDMA, Janata Bhavan, Dispur, Ghy-6 for favour of information
- 2.CEO,DDMA,Hojai. He is requested to conduct the Walk-in- Interview as per Govt. instructions.
3. I/c SDIPRO, Hojai. He is requested to arrange wide publicity of the advertisement in atleast 2 (two) leading newspapers preferably, one in assamese and one in English daily.
4. All Circle Officers under Hojai District. They are requested to display the advertisement in their office Notice board.
5. DIO, NIC, Hojai for uploading the advertisement in district website and in social media.
6. Nazir, Nazarat branch. He is requested to arrange the Conference hall as well as refreshments for the said purpose.

