

Assam State Disaster Management Authority

Walk-in Interview

Interested candidates, may appear for a “walk-in” Interview / written test for filling-up the following post under Assam State Disaster Management Authority (SFDRR Project). Candidates should carry & submit the prescribed application form along with copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc.

Sl. No.	Name of the Post	No. of posts
1	Technical Assistant (IT)	1 (one) No.

The walk-in interview that was originally scheduled for **27-08-2024 (Tuesday)** will now be held on **31-08-2024 (Saturday)** at 11.00 am at the following venue:

**Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

Candidates must strictly be present for the written test which will commence at 11:00 am.

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

**State Project Coordinator,
Assam State Disaster Management Authority.**

Assam State Disaster Management Authority**Vacancy Announcement**

Interested candidates, may appear for a “walk-in” Interview for filling-up the following post under Assam State Disaster Management Authority (SFDRR Project). Candidates should carry & submit the prescribed application form along with copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc.

The applicants may have to appear for a written test / interview, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before appearing, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

Sl. No.	Name of the Post	No. of Posts
1.	Technical Assistant (Information Technology)	1 (one) No.

The walk-in interview will be held on **27-08-2023 (Tuesday) at 11.00 am** at the following venue:

**Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

Any false declaration / submission of false documents and canvassing in any form will lead to disqualification. Mobile Phone will not be allowed in the Interview Hall.

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

1. Name of Post: Technical Assistant (IT).
Number of Posts: 1 no. (One)

Essential Qualification & Experience:

- Graduation in any discipline.
- Typing Speed of 40 wpm.
- Diploma/Certificate Course (1 Year) in Computers.
- Knowledge of MS Office Suite (Word, Excel, PowerPoint, etc.), Adobe Reader, Internet, E-mail, etc.
- Candidates should have minimum experience of 3 years in similar position.
- Should have experience of working with Government department / agency.

Age limit:

- The maximum age limit will be 35 (thirty-five) years .

Duration:

- For a period of 12 (twelve) months may be extendable up to 24 (twenty-four) months .
- The NDMA/ASDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA/ASDMA.

Duty Station:

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

Remuneration:

- An amount of ₹ 22,000/- (twenty-two thousand) per month.

Duties and Responsibilities:

The Technical Assistant (Information Technology) shall report to appropriate authority in State and will have following duties and responsibilities:

- Data Entry work using computer and appropriate software: entering, updating, verifying and/or retrieving data into/from various sources and ensuring the accuracy and confidentiality of information recorded.
- To keep record of incoming/outgoing dak, files, registers, etc., to keep filing up-to date, collect information desired by the Senior Consultant/NDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy.
- To perform such other duties as may be assigned to him by Senior Consultant / NDMA / ASDMA from time to time in relation to the implementation of the Scheme.

**Deputy Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

18. Email ID, if any:

19. Telephone/ Mobile No.(s), if any:

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20. Distinction/ Award/ Special Achievements/ Extra Curricular Activities (attach a separate sheet if required):

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for Educational Qualification / Computer Proficiency and Age.]
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.**

NOTE:

APPLICANTS ARE ADVISED TO SUBMIT THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES **THE CHIEF EXECUTIVE OFFICER, ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASDMA BUILDING, ASSAM SECRETARIAT, OPP. SECTT. BR. OF SBI, DISPUR, GUWAHATI-06**, ON OR BEFORE THE CLOSING DATE. APPLICATIONS NOT RECEIVED OR DELIVERED AT ASDMA OFFICE WITHIN THE FIXED DATE AND TIME FOR THE PURPOSE OR NOT SUBMITTED IN THE MANNER PRESCRIBED WILL NOT BE CONSIDERED. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCE.