



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: SONITPUR DISTRICT :: TEZPUR
(DISASTER MANAGEMENT BRANCH)

VACANCY ANNOUNCEMENT

In pursuance to notification no. 94945/575 Dated 22/10/25, District Disaster Management Authority, Sonitpur invites candidates for filling up of 1(One) no. of vacant posts of Field Officer (Disaster Management) at District Disaster Management Authority (DDMA), Sonitpur on purely contractual basis.

Application in Standard Form (Part-IX of the Assam Gazette) along with self attested copies of all Certificates i.e. Mark sheets/Pass certificates (from HSLC onwards), two copies of recent passport size photographs, Contact No, E-mail ID etc are invited from the intending candidates for engagement purely on contractual basis for the posts of Field Officer (Disaster Management) at District Disaster Management Authority (DDMA), Sonitpur subject to renewal on satisfactory performance and release of fund from the Assam State Disaster Management Authority (ASDMA).

Application clearly mentioning the name of the post applied for on top of the envelope along with all documents / testimonials should be submitted at the drop box placed at DM Branch, 1st Floor, DC Office, Sonitpur on or before 5.00 pm of 10th November '25 and should be properly addressed to -

The District Commissioner & Chairman,
District Disaster Management Authority (DDMA),
Sonitpur, Assam, Pin- 784001.

Application received after the due date will be summarily rejected. No application will be received through E-mail / Fax / Whatts- App etc.

Further all details regarding the post may be seen at Sonitpur District webpage:
<https://sonitpur.assam.gov.in/departments/ddma>

Digitally signed by
ANANDA KUMAR DAS

Date: 22.10.2025
District Commissioner & Chairman,
DDMA, Sonitpur

Memo No. 94945/575
Copy to:

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Ghy-6 for favour of kind information.
2. The Revenue Circle Officer's (All) , Sonitpur district with a request to make necessary arrangement for wide circulation of the advertisement.
3. The DIO, NIC, Sonitpur for information. He is requested to upload the advertisement in the district web page for public viewing .
4. The DI&PRO, Sonitpur for wide publicity. She is requested to publish the said advertisement in 2 nos. daily local newspaper (One Assamese and One English).
5. Notice Board, D.C's Office, Sonitpur.

(E-Signed)
District Commissioner & Chairman
DDMA, Sonitpur



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1. **Post Title: Field Officer (Disaster Management) for Revenue Circle.**
2. **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
 - Should not be below 21 years and above 35 years as on the 1st day of January, 2025.
 - 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.
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. **Transfer:**
 - The Field Officer is liable to be transferred within the District by the Chairman DDMA and in case of Inter District by Chief Executive Officer, ASDMA with proposal from Chairman DDMA.
5. **Duration of Contract:**
 - The Contract will initially be for a period of one year subject to renewal on the basis of performance appraisal.
 - 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.
6. **Duties and Responsibilities:**

The Field Officer (Disaster management) stationed at the Revenue Circle Headquarter will have the following duties and responsibilities:

 - The FOs, will collect the mobile numbers of all the important persons under his/her revenue circles and form a WhatsApp group so as to reach out to the Community.
 - On Receipt of the alerts from SEOC/DEOC, the Field Officers (FO) will disseminate the alerts to the Gaonburhas, schools teachers and officials of other departments within their respective Revenue Circle through the WhatsApp group/SMS.
 - Assist the District Disaster Management Authority (DDMA) in preparation and Updation of village, Gaon Panchayat and Circle level Disaster Management plans.
 - Assist the DDMA in organizing and conducting capacity-building and awareness generation programmes for Circle, Gaon Panchayat and village level functionaries.
 - Collect, prepare and maintain database of critical infrastructures, and felicitate activities pertaining to Village Land Management and Conservation Committees / Village Disaster Management Committee.

Ensure submission of Daily Flood Report to DEOC before 12:00 hours every day during flood season.

- Updation of Life saving/ Search and Rescue Equipment in the MIS Portal of ASDMA quarterly.
- Assist DDMA in managing and running the communication systems put in place at the Circle level.
- Assist DDMA in coordinating with other departments on Disaster Management issues at Circle level and maintain records, pertaining to Circle Disaster Management Committee.
- Assist DDMA in documentation of critical circle level challenges and practices concerning Disaster management.
- He/She will submit progress reports in the formats and as per the time-lines decided by the Authority.
- Any other duties and responsibilities assigned to him by ASDMA from time to time.

7. Leave:

- The Field Officer will be entitled to Casual Leave of 12 days in a year and Medical Leave for 15 days with pay and beyond 15 days without pay will be applicable.

8. Termination:

- In case of failure/ negligence of duty assigned in Clause 6, specially related to alerts dissemination the Field Officer is liable to be dismissed from service without any prior notice by the DDMA/ ASDMA.
- The services of FO can be terminated at any time if the FO is found to be guilty of insubordination, misconduct or non-performance.
- Either party may terminate this contract at any time upon 15 working days written notice to the other party.

9. Appeal:

- In case of any appeal on matters related to Field Officers, the appeal will lie before the CEO, ASDMA.

10. Remuneration:

An amount of ₹28,500/- will be paid along with annual performance aligned upto 5% subject to successful review of performance and consolidated monthly remuneration which includes:

Remuneration:

- i. Remuneration - ₹ 22,500/-
- ii. Mobility Allowance - ₹ 5,000/-
- iii. Communication charges - ₹ 1,000/-

Total Remuneration per month- ₹ 28,500/-

• Grade & Increment Table:

Grade	A+	A	B+	B	C
Over All	>=90%	>=80%	>=70%	>=60%	<60%

Percentage Increment	5%	<=89%	3%	0%	Termination
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In case of official travel, outside the jurisdiction (Revenue Circle area), he/she will be guided by the Rules of Entitlement as laid down in Delegation of Administration & Financial Rules of ASDMA

11. **Tax:**
Income Tax/ Assam Professional tax, etc. as applicable as per rules will be deducted from salary/remuneration at source.

12. (I) Field Officers will be selected on the basis of interview conducted by the District Level Selection Committee consisting of the following:

- Deputy Commissioner -----Chairperson
- CEO, DDMA -----Member
- D.I.O, NIC -----Member
- D.F.O -----Member
- DPO, Sonitpur, ASDMA -----Member

(II) 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

Top 10 applicants aggregating highest marks in academics will be shortlisted for Computer Proficiency Test & Viva/Aptitude Test. The candidate with highest aggregate marks (Out of 100) will be selected along-with candidates securing 2nd & 3rd highest aggregate marks will be considered for the waiting list.

Venue, Reporting Date & Time etc. for **Computer Proficiency Test & Viva/Aptitude Test** will be communicated to shortlisted candidate and intimated through District Webpage/Notice Board for public viewing.

Last date for application submission at drop box of Disaster Management Branch, 1st Floor, DC office, Sonitpur is 5.00 pm of 10th November, 2025.

Digitally signed by
ANANDA KUMAR DAS
District Commissioner & Chairman
Date: 22-10-2025 Sonitpur
22:30:12