



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

VACANCY ANNOUNCEMENT

In pursuance to notification no. 94953/573... Dated 22/10/25, District Disaster Management Authority, Sonitpur invites candidates for filling up of 1(One) no. of vacant posts of Information Assistant at District Emergency Operation Centre (DEOC), 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 Information Assistant in the District Emergency Operation Centre (DEOC), 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, 2025 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,
District Commissioner & Chairman
Date: 22-10-2025
22:32:56
DDMA, Sonitpur

Memo No. 94953/573
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 : Information Assistant at District Emergency Operation Centre(DEOC),DDMA, Sonitpur.

2. Essential Qualification of Information Assistants at DEOCs:

1. Graduate with minimum 2 years of relevant experience of working in a call centre for receiving and processing of the calls and relevant data management in any reputed Government/Parastatal (Semi-Government) or Private organization. OR
HSSLC (10+2) with minimum 5 years of relevant experience of working in a call centre for receiving and processing of the calls and relevant data management in any reputed Government/Parastatal (Semi-Government) or Private organization.
2. Computer proficiency in MS Word, Excel, Power Point, Database, Internet Analyticsetc. (Minimum 6 months diploma course).
3. Fluency desired in both spoken and written communication in Assamese, English, Hindi language. Preference will also be given to candidates having fluency in Bodo & Bengali (for respective regions viz. BTR and Barak Valley).

3. Duty Station :

He/She shall be engaged at DEOC, Sonitpur and work under the administrative control and guidance of the Addl. District Commissioner cum Chief Executive officer, DDMA, Sonitpur subject to the norms and standards laid down by DDMA with regard to his / her duties and responsibilities.

4. Duration of the Contract :

The appointment will be purely on contractual basis and subject to renewal on the basis of satisfactory performance and release of fund by ASDMA.

5. Remuneration :

An amount of **Rs. 16,140/-** per month (presently provided by ASDMA) will be paid as fixed remuneration and Professional Tax, IT etc, will be deducted from fixed remuneration as per updated norms .

6. Duties and Responsibilities :

1. Information Assistants to ensure that all equipment's in DEOCS are functioning and if repairs are required, it has to be brought to the notice of In-Charge (IC), DEOC/ DPO, DDMA/ CEO, DDMA immediately.
2. Information Assistants to collect Telephone Bills and give the same to the In-charge Officers for necessary payments every month to avoid communication redundancy in DEOC.
3. Any Information of any incident received form News Channel/ Public/ Social Media or any other sources is to be noted down in Logbook/Register of DEOC. After verification of the same, communicate it to SEOC, after the approval of In-Charge (IC), DEOC/ DPO, DDMA/ CEO, DDMA.
4. Information Assistants of DEOC to verify or crosschecked the information with Police Control Room/ Police Station/ Fire & Emergency Service station/ Field Officers/ Gaon Pradhan of concerned area.
5. Any distress call received at DEOC via toll free number (1077) from the public is recorded in the logbook/ register with details of the incident including caller's name, type of disaster, location of the incident, and contact number etc. The information is immediately verified with concerned Police Station/ Fire & ES station/ Circle Officer/Field Officer/ Village Head. Upon confirmation and after the approval of In-Charge(IC),DEOC/ DPO, promptly notify the relevant

departments such as - APDCL, Forest department, Fire & Emergency service/ SDRF, Health, Police, PWD roads etc. for timely action.

Further, feedback has also to be collected regarding the help/response being provided by the field level functionaries in order to close the case.

6. The details of the phone call received in ERSS 112 forwarded by ERSS team should be followed up for the necessary action in the field. DEOC will submit an action taken report in coordination with the response forces/agencies (NDRF/ SDRF/ F&ES/ Police etc.) to SEOC, ASDMA.
7. After verification by the above mentioned sources, Information to be disseminated to the designated contacts through SMS/Phone. Detail reports once received will be disseminated through E-mail to SEOC/ ASDMA, after approval of In-charge Officer, DEOC.
8. Concerned contact diary available in DEOC to be updated periodically (1st week of every month) by the Information Assistants or as and when necessary.
9. Information Assistants (in the morning shift) to collect reports of Rainfall data and Water levels every day (before 10 AM) from designated stations of Water Resource Deptt./CWC/ IMD/ Agriculture Department etc. during notified flood season (1st May-31st October).
10. Maintain daily record of rainfall data in the DEOC, received from the river station (CWC/ Water Resource Department) by 9:00 AM.
11. Communicate the above information to Engineering Consultant (Flood Mitigation), ASDMA and NESAC, Umiam latest by 10 AM every day without fail, during notified flood season.
12. Information Assistant deployed in the Morning shift (6 AM to 2 PM) to communicate with Circle Officer of all Revenue Circles/Field Officers in the district for morning flood situation report, and submit the same to SEOC before 9 AM, during flood season.
13. Information Assistants of DEOCs to follow up with RCOs/ FOs for the timely preparation and submission of Daily Flood Report (DFR) and Urban Flood Report in DRIMS portal, during the notified flood period (1st May- 31st October), so as the district level report get verified by 2 PM every day.
14. In case of any discrepancy, coordinate with the Circle Officer and Field Officers for corrected report. Reports are shared with higher officials and SEOC, ASDMA through DC/ADC cum CEO DDMA.
15. To verify the Storm/ Lightning/ Erosion/ Landslide reports submitted in the DRIMS portal everyday afternoon (by 2 PM). Ensure that the Revenue Circles/ FOs submit accurate and complete data in the portal. Send the report to SEOC, after the approval of DC or ADC cum CEO DDMA.
16. FLEWS (Flood Early Warning System) information & any other early warning received from SEOC/NESAC or other agencies to be disseminated to concerned Revenue Circle Officer/ Field Officers/ Gaon Pradhan, immediately after the approval of the Officer In-charge, DEOC or CEO, DDMA.
17. In case of any other incident like earthquake or industrial disaster etc. reports to be collected from concerned Field officers/ Gaon Pradhan/ Volunteers etc., compile it and share with SEOC, ASDMA after approval of the In-charge, DEOC/ CEO, DDMA.
18. Prepare a compilation of circle-wise fire reports, submit them for endorsement by the DC/ADC-cum-CEO DDMA, and forward the signed reports to ASDMA/SEOC.
19. Circulate earthquake alerts issued by the National Center for Seismology (NCS)/received from SEOC to the FO (DM) and promptly seek situational updates from the field.
20. Updating data of various portals of MHA and NDMA, India Disaster Resource Network (IDRN) portal and National Disaster Management Information System (NDMIS) Portal etc.
21. Any other work of DDMA, as and when assigned by the In-charge Officer, DEOC/CEO, DDMA/ Chairperson DDMA.

8. Selection Process:

Selection of candidates for Information Assistant of DEOC, Sonitpur will be as per following procedure:

- Candidates are to be shortlisted on basis of the criteria's mentioned at Essential Qualification.
2. % of marks obtained in the last academic exam i.e. HSSLC/Graduation will be calculated and taken to consideration for 50 marks out of 100.
 3. Work Experience as mentioned at Essential Qualification will have 10 marks out of 100.
 4. Top 10 applicants fulfilling the criteria's will be shortlisted for Computer Proficiency Test & Viva/Aptitude Test.
 5. Computer Proficiency Test will have 20 marks out of 100.
 6. Viva /Aptitude test will have 20 marks out of 100.
 7. The candidates with highest aggregate marks (*Out of 100*) will be selected along-with candidate securing 2nd & 3rd highest aggregate marks will be considered for the waiting list.
 8. Information Assistant will be selected on the basis of interview process conducted by the District Level Selection Committee.
 9. Canvassing in any form will lead to summary disqualification of candidature.
 10. The authority reserves the right to accept or reject any application without assigning any reason thereof.

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: 27-10-2025
DDMA, Sonitpur
22:32:16