



Dated Karimganj, the 13<sup>th</sup> Jan., 2023

**ADVERTISEMENT**

Application in Standard Form (Part-IX of the Assam Gazette) along with self attested copies of all Certificates, Marksheets (from HSLC onwards), two copies of recent passport size photographs, Contact No., E-mail ID etc. are invited from the intending candidates who are permanent resident of Karimganj District for engagement in 2 (Two) posts of Information Assistant in the District Emergency Operation Centre (DEOC), Karimganj on purely contractual basis for a period upto 31-03-2023 from the date of joining to the post of Information Assistant under District Disaster Management Authority, Karimganj subject to renewal on satisfactory performance and release of fund from the Govt. The selected candidates will have to submit undertaking to the effect that they will not claim permanent employment on the basis of this contractual engagement.

**Essential qualification:**

- Preferably Graduate or equivalent degree/diploma from a recognized University or Educational Institution of Assam or HSSLC/10+2 with 2-5 years' experience of working in DEOCs.
- At least six months Certificate/Diploma course in Computer Application or proven skills in Computer Application (MS Word, Excel, Power Point, Internet Surfing, etc) in the form of work experience.
- Preference will be given to candidate having satisfactory experience of working in DEOCs/ similar works.
- Candidates should be well conversant with the work culture of DDMA.
- Fluency (spoken and written) in Assamese, Bengali, English & Hindi.
- Age of the applicant should not be below 21 years and above 43 years as on 01-01-2023.

**Remuneration etc.:**

Monthly fixed remuneration of Rs. 13,863/- (Rupees Thirteen Thousand Eight Hundred Sixty Three) only will be paid to Information Assistant of DEOC. Professional Tax etc. will be deducted from fixed remuneration as per norms.

Details of duties and responsibilities of Information Assistant of DEOC is available in the district website <https://karimganj.assam.gov.in> and the same is also displayed in the Notice Board of this Office.

**Selection Process:**

Selection of candidates for 02 posts of Information Assistant of DEOC, Karimganj will be as per following criteria:

- 20% of marks obtained in HSLC Examination.
- 20% of marks obtained in HSSLC Examination.
- 40% of marks obtained in Graduation.

10 No. of candidates will be shortlisted on the basis of the marks obtained as per above criteria & will be called for Computer Proficiency Test.

**How to apply:**

Application complete in all respects along with all certificates, marksheets and other testimonials should be submitted on or before 3.00 pm of 30-01-2023 and addressed to:

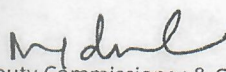
The Deputy Commissioner & Chairman,  
District Disaster Management Authority (DDMA),  
Karimganj, Assam, PIN-788710.

The applicant should mention the name of the post applied for on top of the envelope containing the application.

Applications received after the due date will be summarily rejected. No application will be received through E-mail/Fax/Whatsapp etc.

The authority reserves the right to accept or reject any application without assigning any reason thereof.

Canvassing in any form will lead to summary disqualification of candidature.

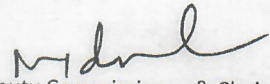
  
Deputy Commissioner & Chairman,  
District Disaster Management Authority, Karimganj



Memo No. DDMA.2/2020/Pt.II/120-A,

Dated Karimganj, the 13<sup>th</sup> Jan., 2023

1. The Chief Executive Officer, ASDMA, Assam Secretariat, Ancillary Block, Dispur Ghy-6. for favour information.
2. The C.E.O., Zilla Parishad, Karimganj for information & with a request to make necessary arrangements for display of the aforementioned advertisement in the Notice Board of Zilla Parishad & all Dev. Blocks etc. of Karimganj District.
3. The Circle Officer, Nilambazar/R K. Nagar/Badarpur/Patharkandi/Karimganj Sadar Revenue Circle for information & with a request to display the aforementioned advertisement in the Notice Board of his/her respective Office.
4. The Executive Officer, Municipal Board, Karimganj/ Badarpur/ R.K. Nagar for information & with a request to display the aforementioned advertisement in the Notice Board of his/her respective Office.
5. The DI & PRO, Karimganj, for information & with a request to make necessary arrangements to publish the aforementioned advertisement in 2 (Two) Local Newspapers & "The Assam Tribune" immediately.
6. The Employment Officer, Employment Exchange, Karimganj, for information & with a request to display the aforementioned advertisement in the Notice Board of Employment Exchange.
7. The D.I.O., N.I.C, Karimganj for information & with a request to upload the aforementioned advertisement & its enclosure in the District website.
8. The Asstt. Employment Officer, Employment Exchange, Patharkandi/ R.K. Nagar, for information & with a request to display the aforementioned advertisement in the Notice Board of Employment Exchange.
9. Notice Board, D.C.'s Office, Karimganj.

  
Deputy Commissioner & Chairman,  
District Disaster Management Authority, Karimganj. 13/01/2023

### **Duties and responsibilities of the Information Assistants of DEOCS:**

1. DEOC functions 24 x 7 and no on-duty Information Assistant will leave EOC after his/her duty hour, without handing over duty to Information Assistant/personnel of the next shift. On duty Information Assistants should brief/summarise the activities of the past shift to next shift personnel before handing over his/her duty.
2. Information Assistants will ensure that all equipment in DEOCS are functioning and if repairs are required, it has to be brought to the notice of In-Charge (IC), DEOC/DPO immediately.
3. Information Assistants will collect Telephone Bills and give the same to the IC for necessary payments every month to avoid disconnection of the same.
4. Any Information received form Revenue Circles/Police Control Room /News Channel or any other sources is to be noted down in Logbook/Register in DEOC and update the DEOC (U/C)
5. The Information will need to be verified or crosschecked with SDO (Civil)/RCO/DPO, DDMA/Field Officer, DDMA/Police Control Room/ Police Station/ Fire & Emergency Service station of concerned area.
6. After verification by the above-mentioned authorities Information will be disseminated to the designated contacts through SMS/Phone. Detail reports once received will be disseminated through E-mail after approval of IC.
7. Concerned contact details available in EOC will need to be updated periodically by the Information Assistants every month or as and when necessary.
8. Verified Information will be disseminated to concerned Agencies i.e. Fire incident to Fire Services, Accident to 108/Medical, law & order situation to Police Control room with the help of APRO personnel when necessary (through WT Msg.) or other means of communication.
9. Reports on Rainfall and water levels in every 24 hours will be collected from designated stations of Water Resource Deptt./CWC/ IMD/ Agriculture Deptt. etc. by the Information Assistants (deployed in the morning shift) at 10 AM every day during the flood season.
10. Information Assistant deployed in the Morning shift (6 AM to 2 PM) will call CO of all Revenue Circles/Field Officers, DDMAS for flood report of the last 24 hours, every day between 8-10 AM during flood season. They will also ensure the timely preparation of the daily report submission of the same to SEOC by 2 PM every day.
11. Report collected from the Revenue Circles will be compiled in prescribed formats by 12 Noon positively during flood season & Reports signed by DC/ADC cum CEO, DDMA/IC will be sent to SEOC through email/fax latest by 2 PM every day.
12. FLEWS (Flood Early Warning System) information & any other information received from SEOC/NESAC will be disseminated to concerned Revenue Circle Officer/Field Officers immediately after approval of the IC by the Information Assistant on duty during flood season.
13. Reports on any other incident like earthquake, etc. will have to be collected from IMD/USGS report and disseminated to all concerned officials after approval of the IC

**Duty Station:** District Emergency Operation Centre (DEOCs) of respective DDMAS.