



GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: :: NAGAON
(Relief & Disaster Management Branch)
03672-236827 & 230177,1077 (Toll Free)
E-mail id ddmanagaon@gmail.com

ADVERTISEMENT

The applicants may have to appear for Walk in interview for recruitment to the post of 01(one) no. of **Information Assistant** in District Emergency Operation Centre, Nagaon on contract basis under District Disaster Management Authority, Nagaon with following terms & conditions:

How to Apply: Applicant will have to bring application in Standard Form (ASSAM GAZETTE PART -IX) along with self-attested photocopies of all documents and two copies of recent passport size photographs. Application should be addressed to The Deputy Commissioner & Chairman, District Disaster Management Authority, O/o the Deputy Commissioner, Nagaon, Pin 782001, Assam.

Date of Interview: 10/4/2023 Candidates shall report in the Conference Room of District Emergency Operation Centre, District Disaster Management Authority, O/o the Deputy Commissioner Nagaon from 10.00 AM onwards with all original documents. Candidates reporting after 11:30 AM shall not be entertained for interview, No TA/DA shall be given to the candidates for appearing in the interview.

Name of the Post: Information Assistant for District Emergency Operations Centre (DEOC)

No of Posts: 01 (one)

Essential Qualification:

1. 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 DEOC.
2. At least six months Certificate/Diploma course in Computer Application. Skills in Computer Application (MS Word, Excel, Power Point, Internet Surfing, etc.).
3. Fluency in spoken Assamese, English & Hindi.
4. Preference will be given to the candidates who are already working in DEOCs.
5. Age of the applicant should not be below 21 years and above 43 years as on 01.01.2023.

Duties and responsibilities:

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 / personal 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 are functional 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 (I/C).
5. The Information will need to be verified or crosschecked with SDO (Civil) /CO /DPO, DDMA/ Field Officer(DM), 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 Email 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 in the last 24 hours will be collected from IMD & reports on water level will be collected from Water Resources 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, DDMA 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 DDMA Nagaon.

Salary: ₹ 13,863/-

Signed by Narendra Kumar

Shah

Deputy Commissioner & Chairperson,
District Disaster Management Authority,
Nagaon

Date: 29-03-2023 20:54:33

Memo No.:-DM-19/2/2023-CEO-NGN

Copy to:-

1. The Joint Secretary & Deputy Chief Executive Officer, Assam State Disaster Management Authority, Guwahati – 6 for favour of kind information.
2. All Revenue Circle Officers of Nagaon district for information and wide publicity.
3. The DIO, NIC, Nagaon for information. He is requested to upload the advertisement in the district website.
4. The DIPRO, Nagaon for information. She is requested to publish the said advertisement in at least two daily local newspaper.
5. All members of the selection committee for information and necessary action.

e-signed

Deputy Commissioner & Chairperson,
District Disaster Management Authority,
Nagaon