

**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

**VACANCY ANNOUNCEMENT**

Applications along with Prescribed Application Form, attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA (AIRBMP Project).

The applicants may have to appear for a written test/interview at the venue, date and time as decided and directed by the Authority, 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 applying, 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. Canvassing in any form will lead to summary disqualification.

Sl.No.	Name of the Post	No. of posts
1	Component Lead for EWDS under AIRBMP	1 (one)
2	Component Lead for CQRT under AIRBMP	1 (one)

Last date for submission of Application is **03<sup>rd</sup> April 2024 up to 1700 Hours** and should addressed to:

**The Chief Executive Officer,  
Assam State Disaster Management Authority (ASDMA),  
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,  
Dispur, Guwahati- 781006, Assam, India**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications. ***Candidates can also apply online by sending their filled application form along with supporting documents duly signed and scanned at [piu.asdma.proc@gmail.com](mailto:piu.asdma.proc@gmail.com) within the stipulated deadline.***

Further details and prescribed application form may be seen/downloaded at the ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in> from **20<sup>th</sup> March 2024**.

**Sd  
Project Officer  
Assam Integrated River Basin Management Project**

# Terms of Reference for Component Lead: Early Warning Dissemination System (EWDS)

## AIRBMP, PIU-ASDMA

<b>Contracting Agency</b>	Assam State Disaster Management Authority
<b>Assignment Duration</b>	3 years, renewed annually
<b>Reporting To</b>	Project Officer PIU-ASDMA,

### 1) Background of the Program:

The Assam Integrated River Basin Program (AIRBMP) is a ten-year program (2023-33) with three overlapping phases being undertaken by the Government of Assam (GoA) and financed by the World Bank. The program seeks to support Assam to reduce the vulnerability of people to climate-related disasters and improve integrated water resources management (IWRM). With an overall financing envelope of USD 500 million, the program is anchored at the Flood and River Erosion Management Agency of Assam (FREMAA) as the Project Management Unit (PMU) with the Water Resources Department (WRD) and Assam State Disaster Management Authority (ASDMA) as the Project Implementation Units for Component 2 & 3 respectively.

The program scope is summarized in the Figure below, wherein the precise scope of phases 2 and 3 will be developed based upon lessons learned and evolving needs.

**Figure 1: AIRBMP Activities by Phases**

(Three 4-year phases with 1 year overlap)		<b>Phase 1: 2023 – 2027</b>	<b>Phase 2: 2026 – 2030</b>	<b>Phase 3: 2029-2033</b>
<b>Component 1: Institutional Development and Strategic Studies</b>	WRD	Assam Water Policy. Assam Brahmaputra State of Basin Report.	Adjusting Resources Framework. Assam Brahmaputra Basin Strategic Plan.	Water Legal Implementing Priority Actions from Assam Brahmaputra Strategic Plan Assam Barak Basin Strategic Plan.
	ASDMA	Disaster Risk Financing Study. Flash Flood Forecasting Study.	Piloting Risk Instruments Piloting Flash Flood Forecasting	Financing Scaling Up Risk Financing Instruments Scaling Up Flash Flood Forecasting

<b>Component 2: Water Resources Management</b>	Water Resources Infrastructure	Beki and Buridehing Basin no regret investments	Investments in Beki, Buridehing, and Jiadhal Basins based on Integrated Flood Risk Management Plan (IFRMP)	Investments in 5 more Basins based on IFRMP
	Flood Forecasting & IFRMPs	Flood Forecasting & IFRMP for Beki, Buridehing, Jiadhal Basins	Flood Forecasting and IFRMPs for 5 more Basins	Flood Forecasting for Brahmaputra Mainstem
	Embankment Asset Management	Formulation of Asset Management Program	Piloting Asset Management Program Implementation	Scaling Up Asset Management Program Implementation
	Flood Shelters	Pilot upgrading of school flood relief shelters and new flood shelters (25 shelters)	Scaling-up upgrading of school flood relief shelters and new flood shelters (75 shelters)	Scaling-up upgrading of school flood relief shelters and new flood shelters (75 shelters)
<b>Component 3: Disaster Risk Management</b>	Early Warning and Dissemination	Upgrading State and Select District Emergency Operations Centers (EOCs)	Upgrading of State EOC to Fusion Center and additional District EOCs	Establish EOCs for 30% of the Revenue Circles (55 circles)
	Circle Disaster Management	Train and Equip 50 Circle Quick Response Teams (CQRT)	Train and Equip Additional 50 CQRTs	Train and Equip Additional 50 CQRTs
	Climate Resilient Villages	Piloting 50 Village Disaster Mitigation Plans and facilitating mitigation investments	Preparing an additional 100 Village Disaster Mitigation Plan (VDMPs) and facilitating mitigation investments.	Preparing an additional 100 VDMPs and facilitating mitigation investments.

Phase 1 of the program is already underway. ASDMA has established a PIU comprising operational and technical human resources. ASDMA is seeking to recruit a Component Lead for EWDS Component . These activities are described in the section below.

## 2) Program Activities to be Overseen by the Incumbent:

### A. Sub-Component 3.2: Early Warning Dissemination System (EWDS)

Under this component, an EWDS will be developed across Assam that is supported by intelligent geospatial analytics and an Emergency Operations Center (EOC) management system. Presently, ASDMA is focusing on four key concepts to improve the emergency response capacity of the State viz Introducing an integrated emergency management system that facilitates seamless integration of data from all emergency management departments/stakeholders in the State, Implementing a robust State level early warning system that can instantly disseminate early warnings to the entire population of Assam State, Planning and Designing the State Emergency Operation Centre and Implementing Geospatial systems for ASDMA which can collate spatial data and develop maps with minimal human intervention.

ASDMA has already prepared a Detailed Project Report for these four components through a Technical Specialist and the finalization of the vendor for the geospatial system is already in advance stage. However, for the remaining three activities ASDMA needs a thorough review for obtaining clearances from the World Bank/ State government.

A brief description on these four activities is given below:

#### **ACTIVITY-1: GEO SPATIAL LABORATORY**

The Geo-Spatial laboratory proposed for the Assam State Disaster Management Authority will have the following components:

- Enterprise GIS Server for setting up single gateway for GIS based data exchange between stakeholder agencies.
- GIS software for viewing, editing, 3D analysis, spatial analysis, Geo Statistical analysis and Network analysis.
- Software for satellite data/Remote sensing image processing.
- Human Resource for operating the laboratory.
- Work Stations for data processing
- Cloud Service for enterprise GIS solution hosting

The Assam State Disaster Management Authority is working towards achieving disaster resilient Assam through techno-centric, inclusive, innovative and multi hazard risk reduction strategies. The Geo-Spatial laboratory would be the research centre for GIS based data pooling, analysis and creating spatial services for State, District and Circle level disaster operational assistance to Government of Assam. Geospatial Lab would facilitate simultaneous data sharing across the departments and presenting the data for risk informed decision making through enterprise GIS system. Human resource in the Geo-Spatial Laboratory will compile and analyze the data from multiple departments in Assam with domain specific inputs which will enable research based situation planning,

preparedness, guide mitigation measures and emergency response.

The requirements of the Geo Spatial Lab are as follows:

- Supply, installation, maintenance and support of the GIS Software and analytical extensions for creation, storage and processing of GIS data with three year free upgrades.
- Supply, Installation and maintenance of image processing software for remote sensing data analysis with three year free upgrades
- Supply, Installation and maintenance of the GIS Server software and supporting items necessary to make the enterprise GIS server solution complete and operational (e.g. driver, software & its updates/ patches/ upgrades etc) with free upgrades for 3 years.
- Configuration and maintenance of enterprise geospatial framework for simultaneous data sharing across disaster management related agencies and departments
- Create and update spatial data infrastructure for disaster management in Assam
- Installation of all software modules in a Meity empaneled cloud service
- Operation and maintenance of Cloud Platform for 3 years from the date of final acceptance of the GIS portal.
- Supply and Installation of hardware items (Workstations, Desktops, Printer, Plotter) necessary for the operation of Geo-spatial Laboratory with a comprehensive warranty of 3 years
- Provide Human Resource to Man and operate the Geospatial Laboratory and configuration of disaster management spatial services for Assam for a period of 3 years
- Provide Human Resource for Capacity building, training and handholding with the Assam State Disaster Management Authority enabling the In-house Staff of the ASDMA to run the Geo-spatial Laboratory with own staff
- The Assam State Disaster Management Authority is implementing various technologically driven projects under the AIRBMP. The spatial and non-spatial out puts generated from other projects is also to be integrated in to the proposed Geospatial services.

## **ACTIVITY 2: CELL BROADCASTING**

- 1) Supply, Installation and Integration of Cell broadcast (CB) based Wireless Emergency Alert Platform and Alert Aggregator Tool (Alert Authoring and Dissemination System) that facilitates the authoring and dissemination of alert messages to the public, in defined target areas in near real-time, by authorized system-users in ASDMA.
- 2) Set up a State wide early warning dissemination system with the capability to deliver alerts across the state at specific location/s in near real time (Geo-targeting of Alert Messages) with the following basic features
  - a) Easily identifiable Ring Tone and Vibration: Alerts/ warnings should automatically

display on the mobile device screen of Wireless Emergency Alert supported cell phone subscribers in the target area with easily identifiable ring tone and vibration, designed to draw attention and alert people to an emergency. The vibration should be familiar and easily identifiable as a message tone, to minimize any risk of it being ignored or not recognized by the subscriber. This is especially important for senior citizens, the disabled, and visually or aurally impaired individuals.

- b) Geo-targeted alerts: Alerts/warnings are targeted to the specific geographic area of the emergency in Assam. If a Wireless Emergency Alert [WEA]-capable mobile device is physically located in that area, it should automatically receive and display the message to all the real-time customers respectively and it shall not send messages to any devices which is located outside the geo-targeted area. A subscriber who is out of the mobile network coverage should receive the wireless alert message when s/he enters in to an active warning area as soon as the cellphone comes within range of one of the triggered cell towers.
  - c) Non-subscription based: The Early warning dissemination System proposed for Assam must be a non-subscription-based system, so customers of participating Mobile Networks with Cell broadcast/Wireless Emergency Alert-capable phones do not sign up to receive the alerts. Instead, they should automatically receive Cell broadcast based Wireless Emergency Alert messages if the Mobile network of the participating Telecom Service Provider [TSP] is active in the area in which they are located. The customers shall not incur any charges for the delivery of WEA messages. The intended alerts should also reach inbounds roamers, both domestic and international.
  - d) Avoid congestion: Cell broadcast based Wireless Emergency Alerts to provide a 'write once, publish all' service, which simultaneously delivers messages to multiple recipients in a specified area avoiding network congestion.
  - e) Alert Dissemination time: The people at risk need to be identified by the system and alerted in near real-time within a time frame of five minutes and the system should be capable of sending messages to multiple locations at a time. At the time of disasters, the solution should have the capacity to disseminate CB alerts to millions of people located at different regions of Assam State in near real-time. The alert dissemination shall be completed within five minutes from the alert dissemination initiation time.
- 3) Deployment of Wireless Emergency Alert Platform, Alert authorization tool and other application software and licenses required to run the CB based alert dissemination system at high availability in 'active-active' architecture that ensures 99.75%Service Level Agreement [SLA] uptime
- 4) Deployment of Virtual/Physical infrastructure including cell broadcast integration software, security layers, MPLS connection, IT security, compute and other software licenses required to run integrate the Telecom Networks with cell broadcast based

Assam Emergency Alert System in 'active-active' architecture that ensures 99.75%Service Level Agreement [SLA] uptime.

- 5) Integrate all Telecom network of all Service Providers operating in Assam, (presently Four major operators BSNL, Reliance Jio, Vodafone-Idea, Airtel) and bring them onboard to deliver Cell broadcast based Wireless Emergency Alerts to cell phone users of respective Telecom service providers to ensure that the end-to-end service with operators are established and fully operational. Integration telecom network will be the sole responsibility of bidder. Government of Assam will not facilitate/engage with the TSPS for any permissions/approvals.
- 6) Design and deploy an Integrated Graphical User interface for the management of entire CB based early warning Dissemination System.
- 7) Provide Training to the State Emergency Operation Centre Staff and ASDMA Subject Matter Experts (SME) for alert generation, dissemination, monitoring and general end-user functionality management.
- 8) Comprehensive Operation and Maintenance of the Cell broadcast based Assam Early Warning Dissemination System for 36 months from the date of successful Commissioning of the EWDS [successful commissioning is expected to be completed on or before 10 months from the date of signature of the agreement].

### **ACTIVITY-3: SUPPLY, CONFIGURATION AND COMMISSIONING OF INTEGRATED EMERGENCY MANAGEMENT SYSTEM**

Effective information management during a disaster is a vital component for saving lives and reducing suffering. Information needs to be gathered and shared; resources must be gathered quickly and efficiently to contain the impact of the emergency. Assam State Disaster Management Authority is responsible for managing multi-agency and multi-jurisdictional responses to emergencies in the state. Hence, ASDMA is looking forward to establishing a web enabled Integrated Emergency Management System (IEMS) connecting State Emergency operation Centre, District Emergency Operation Centres, Circle Emergency Operation Centres, Revenue Officials and dozens of field department control rooms to act as team and share real-time situational information for integrated emergency management. Control rooms of all the line departments and emergency response special groups need to go virtual and officers from Village level will have access to the platform (Web and Mobile) for real-time monitoring and resource management

The key tasks to be addressed are:-

- The Integrated Emergency Management Systems should have the capability to be used for managing natural disasters, human induced disasters, special events like mass gatherings, and day-to-day emergency management operations of Assam State Disaster Management Authority and District Disaster Management Authorities.

- The Integrated Emergency Management System (IEMS) should be interoperable with GIS system, live video feeds, weather forecasts, CAP alerts and generate multiple windows containing status boards and forms from various down links to be simultaneously displayed on monitors or projection displays for real-time decision making.
- The Integrated Emergency Management System (IEMS) must address all phases of disaster management such as preparedness, response, rehabilitation and recovery and shall have the functional capabilities as described in the solution specifications.
- The Solution Provider should deploy the Integrated Emergency Management System (IEMS) and connect the State Emergency Operation Centre, District Emergency Operation Centres, Circle Emergency Operation Centres and Control Rooms of Emergency Support Function Departments as detailed at Section V of this Scope of Services.
- The Solution Provider should review existing workflow and process of ASDMA, SEOC, DEOCs, Circle EOCs and Control rooms of line departments and prepare business flow charts, forms, templates etc in consultation with ASDMA and field departments.
- The Solution Provider should configure the IEMS with respect to the business flow of Operation Centres and Emergency Support Function Departments.
- The solution provider should integrate the IEMS with the services and outputs generated by the in-house systems of ASDMA such as Geospatial Laboratory, Flood Early Warning System (FLEWS), Flood Forecasting and Decision Support System, Flood Reporting and Information Management System (FRIMS), and Integrated Platform for Dissemination of Alerts and Early Warnings.
- The solution provider should integrate external feeds from IMD, CWC, USGS, NESAC etc available through API/GeoRSS feeds/WMS/WFS services.

#### **ACTIVITY-4: PLANNING AND DESIGNING THE STATE EMERGENCY OPERATION CENTRE (SEOC)**

Another component under EWDS component is SEOC. ASDMA is planning to establish a 'State of the art' State Emergency Operation Centre at Guwahati in an approximate area of 3000 sq ft. The brand new SEOC is expected to have hazard monitoring video walls, adequate seating capacity for persons, audio-visual systems, conference facilities and related infrastructure.

The planning and designing of the SEOC covers the following components:

- Planning and Designing the State Emergency Operation Centre for Assam State Disaster Management Authority which will include Comprehensive designing &



specification setting for SEOC including Architectural, electronics, Videowall, interior, electronic specifications, power backups, wiring, furniture and AV systems.

- Supply, installation of IT, electronic and allied infrastructure for the State Emergency Operations Centre of ASDMA which will include Supply, Installation and maintenance of SEOC systems including electronics, Video wall, interior, electronic specifications, power backups, wiring, furniture and AV systems as per Design/consultancy + 3 year AMC.
- Supply, installation of IT & electronic infrastructure for District Emergency Operation Centres which will include Supply and Installation of Hardware and Software for DEOCs.
- Supply and installation of Desktop Systems and Furniture to Circle Emergency Operation Team which will include Supply and Installation Hardware/Software/Office equipment to Circle EOCs.
- Activity-III: Supply, Installation and Commissioning of Cell broadcast based Integrated Public Alert and Warning System for Assam State with Wireless Emergency Alert Platform and Alert Aggregation Tool.
- The main objective is to set up a State wide early warning dissemination system with the capability to deliver alerts across the state at specific location/s in near real time (Geo-targeting of Alert Messages)

The key tasks to be addressed are:

- Supply and Installation of Wireless Emergency Alert Platform and Mobile Alert Aggregator Tool that facilitates the creation and dissemination of cell broadcast based geo-targeted alert messages to millions of people located at different regions of Assam State in near real-time.
- Supply and Installation of Wireless Emergency Alert Platform and Alert Aggregator Tool in Government Community Cloud empanelled by the Ministry of Electronics & Information Technology (MeitY), Government of India on 'active-active' (High availability) set up to meet the service level of 99.75% up time.
- Deployment and activation of Cell broadcast integration platform in Physical/Virtual Infrastructure at Telecom Operator level to integrate the Mobile Telecom Network of Telecom Service Providers in Assam with 99.75% up time.
- Integration, trial and operationalization of Wireless Emergency Alert dissemination system with all Telecom Operators in Assam.
- Engagement of a third party for technical verification of the above milestones related to Cell broadcasting for final validation.

- Issuance of User Acceptance Testing to the bidder based on final validation.

#### **ACTIVITY-5: Third Party Agency for Geo Spatial Lab and Cell Broadcasting System.**

The Third Party agency will be responsible for overseeing and evaluating the deployment of the Geo Spatial Lab and Cell Broadcasting System. They will monitor the implementation process to ensure adherence to project timelines, quality standards, and performance metrics. By providing independent oversight, the agency can identify any issues or bottlenecks in the deployment phase and recommend corrective actions. Their monitoring role will help to optimize the functionality and effectiveness of the Geo Spatial Lab and Cell Broadcasting System within the organization.

#### **9) Roles, Responsibilities and Tasks**

1. The Incumbent's scope of work will entail the provision of operational leadership to the activities needed to ensure the successful and timely delivery of the Phase 1 activities mentioned in the above Table. The Incumbent's scope of work will be to act as the component lead for designing and implementing all the activities under EWDS component of PIU-ASDMA in Phase 1 and ensuring the successful and timely delivery of the above mentioned components and any additional task as assigned by the Project Director and Project Officer of PIU-ASDMA.
2. The incumbent will lead the EWDS sub-component and will draw support from the core team and the consultants, including ensuring effective orientation, onboarding, monitoring and supervision of the work of different agencies deployed or to be deployed under the sub-component. The incumbent shall monitor progress, quality review of outputs, pro-active resolution of constraints and active coordination between different stakeholders.
3. Leading discussions with different stakeholders within the Govt. of Assam departments and entities to establish convergence for the implementation of the EWDS component. The Component Lead will evaluate the performance of the agencies (consultants/vendors/contractors) deployed periodically and submit reports to the Authority for the release of payments.
4. Anchoring the development and execution of the work plan for achieving all deliverables of this sub-component including reporting to senior management and being the single point of contact for Sub-Component 3.2 for all internal and external stakeholders.
5. Coordinate closely with Component Leads of Flood Shelter, CRV, and CQRT for operational requirements and drawing linkages and synergies for effective implementation of the activities under the project.
6. Contract management of all the activities (consultancy, non-consultancy, goods and works) as defined in the Program Appraisal Document (PAD).

7. Provide timely inputs to Focal Points of Communications, Gender, Safeguards, Procurement and Financial Management functions.
8. Regularly reporting on physical and financial progress on sub-component 3.2 to the Project Director and Project Officer of PIU-ASDMA.
9. Preparing for and reporting on activities during the World Bank's implementation support mission and technical mission, including facilitating visits to the sites.
10. Liaising with FREMAA, WRD, Flood Forecasting Consultant under HIU-WRD, Project Management & Technical Consultant (PMTTC), other line departments and other stakeholders on behalf of ASDMA on matters related to the activities in the Incumbent's purview.
11. Ensuring the archiving of all the documents and communications related to the activities in the Incumbent's purview in a commonly shared web-based space and / or project MIS, including DPRs, Bid Documents, MoUs, safeguard screenings, analytical reports and communications output generated during the program.
12. The Incumbent, along with the sub-component 3.2 technical team, will be responsible for ensuring the successful delivery of the SEOC, DEOCs, IEMS, GIS Lab and EWDS mechanisms in Phase 1 of AIRBMP.
13. Any additional task related to AIRBMP as directed by Project Director and Project Officer of PIU-ASDMA, AIRBMP.

## **10) Deliverables and Milestones**

The Incumbent will lead all the project management tasks/activities needed to ensure the successful delivery of the following in Phase 1, AIRBMP:

### **Design Stage**

- Preparation of ToRs/concept notes for SEOCs (including DEOCs, Circle EOCs) and Integrated Emergency Management System (IEMS)
- Preparation of Technical Requirements/concept notes for Cell Broadcasting system.
- Preparation of ToR for Hiring of Third Party Agency for Cell Broadcasting System certification.
- Prepare activity budget and monitor closely during implementation stage
- Prepare any other ToRs/Technical Requirements/Concept Notes etc. for any other interventions/procurements felt necessary at design stage.

### **Tendering Stage**

- Successful tendering and award of all activities

### **Implementation Stage**

- Coordination of Implementation Activities for Establishment of Geo Spatial Lab, Cell Broadcasting, IEMS, SEOC including DEOCs and Circle EoCs, TPA for Geo-Spatial Lab and TPA for Cell Broadcasting.

- Coordination of Implementation of any other interventions/procurements felt necessary at design stage.

## **11) Planning and Contracting**

The expected date of joining is within 1 month after the provision of the offer letter. The duration of the position shall be for 3 years, to be reviewed and renewed annually based on performance and work requirements. The consultant shall be based full-time at the ASDMA office and must be willing to travel extensively in other districts of Assam to different project sites. The engagement will be on a contract basis without entitlement to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to the said post or any other post. Either party may terminate this contract at any time, upon 30 working days' written notice to the other party.

## **12) Qualifications and Competencies**

Qualification:

### *Essential*

- ME, M.Tech in Computer Science/Electronics and Communication/Remote Sensing & GIS/Information Technology or MSc in Geo-Informatics or related fields from a University/Institution of national importance.

### *Desirable*

- PhD in Computer Science/Electronics and Communication/Remote Sensing & GIS/Information Technology/ Geo-Informatics.
- Diploma or certification in Project Management.
- Women, Transgender and LGBTQ candidates will be given preference.

### **Experience:**

#### *Essential*

- Total Experience- A minimum of 15 years of demonstrated experience in IT networking and cloud technologies, Integration of various EOC software suite with EWDS applications, Integration of EOCs between State, District and Revenue Circle, Integration of 3<sup>rd</sup> party applications, sensors etc., Design and development of EOC functional systems and their automation, Emergency alerting and alert dissemination technologies, Large Scale Mapping using GIS & Remote Sensing, etc. For applicants having a PhD, the minimum experience required would be 10 years.
- Excellent analysis and report writing skill is crucial.
- Excellent IT skills like usage of utility software including MS Office, Stata, MATLAB, ChatGPT besides geo spatial programming including script writing and geo database management using modern tools like Javascript, Python interfacing with open source and proprietary GIS platforms.

- Good communication skills and experience of working with partners and donor agencies; pro-activeness, positive attitude and professional integrity are required as well.
- Demonstrated experience leading teams and delivering high-quality and timely project results, including management of complex contracts.

#### *Desirable*

- Knowledge and use of technology-enabled tools for disaster management, planning, and social development projects
- Experience in the Assam context and conversational abilities in Assamese/Bengali will be an added advantage over the above-mentioned capabilities.
- Experience working on Externally Aided Projects

### **13) Remuneration**

INR 1,50,000/- to INR 2,00,000/- per month (inclusive of local taxes) and will be finalized and fixed during negotiations based on the qualifications and experience. TA/DA and Allowances admissible as per project norms.

### **14) Reporting and Performance review**

The Incumbent will report to the Project Officer-AIRBMP, ASDMA who will also report on the performance to CEO, ASDMA for review. Moreover, the Incumbent will also inform and coordinate with the concerned focal point of ASDMA for regular field level inputs.

### **15) Facilities to be provided to the Incumbent.**

ASDMA will provide the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs.
- The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities as and when required.

### **16) Other terms and conditions**

- The interview will take place at the **Office of the Assam State Disaster Management Authority (ASDMA), Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan, Dispur, Guwahati-781006.**

- The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications. ***Candidates can also apply online by sending their filled application form along with supporting documents duly signed and scanned at [piu.asdma.proc@gmail.com](mailto:piu.asdma.proc@gmail.com) within the stipulated deadline.***
- No TA/DA will be paid for attending the interview.
- Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected.
- The applicants may have to appear for a written test/interview at the venue, date and time as decided and directed by the Authority, at their own cost.
- Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, 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. Canvassing in any form will lead to summary disqualification
- Last date for submission of Application (Online/Offline) is **03<sup>rd</sup> April 2024 up to 1700 Hours** and should addressed to:

The Chief Executive Officer,  
Assam State Disaster Management Authority (ASDMA),  
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,  
Dispur, Guwahati- 781006, Assam, India



10. Educational Qualifications (HSLC / HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(Degree)					
(Post Graduate)					

11. Other Qualifications, If any:


12. Computer Proficiency (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:


Pin Code:



17. Permanent Address of the Applicant:


Pin Code:

18. Email ID:


19. Telephone/ Mobile No.(s):

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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, work experience 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.