GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER ::::: CHARAIDEO

(District Disaster Management Authority**)**

E-mail: dc-charaideo@gov.in / charaideodeoc@gmail.com

eCF No. 121065/

ADVERTISEMENT

Application in standard form with attested copies of all certificates, testimonials, mark sheets, recent passport size photo, contact number, etc. are invited from intending candidates of Indian Nationality for engagement on purely contractual basis under the District Disaster Management Authority, Charaideo, O/O The District Commissioner, Charaideo, for the under mentioned post

1. **Name of Post: Information Assistant, District Emergency Operation Centre (DEOC)**
2. **No. of Post:** Total **2 (Two)** nos.
3. **Essential Qualification:**

i. Graduate or equivalent degree from a recognised University, preferably with 2-5 years of experience working in DEOCs.
ii. At least six months Certificate /Diploma course in Computer Application or Proven skills in Computer Application (MS Word, Excel, Power Point, Internet Surfing, Assamese Typing etc.) in the form of work experience.
iii. Fluency in spoken & written in Assamese & English.
iv. Candidate should be a resident of Charaideo district.

4. **Age:** Should not be below 21 years and above 35 years as on 1st day of January/2026 (as decided) relaxable in case of SC/ST candidates as per rules.
5. **Duration of the contract:**

i. The contract will be initially for 1 (One) year subject to annual renewal on the basis of performance appraisal.
ii. The appointment will be purely on contract basis and the selected candidates will be not 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.
iii. The services of the candidate can be terminated at any time if the candidate is found to be guilty of insubordination, misconduct or non-performance.

6. **Duties and responsibilities of the Information Assistants of DEOCS:**

i. 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/summaries the activities of the past shift to next shift personnel before handing over his/her duty.

ii. 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.

iii. Information Assistants will collect Telephone Bills and give the same to the IC for necessary payments every month to avoid disconnection of the same.

iv. 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).

v. 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.

vi. 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.

vii. Concerned contact details available in EOC will need to be updated periodically by the Information Assistants every month or as and when necessary.

viii. 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 WTMsg.) or other means of communication.

ix. 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.

x. Information Assistant deployed in the Morning shift 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.

xi. FRIMS and other reports collected from the Revenue Circles will be compiled in prescribed formats by 12 Noon positively during flood season & Reports signed by the concern officer will be sent to SEOC through email/fax latest by 2 PM every day.

xii. 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.

xiii. 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.

7. Duty Station: District Emergency Operation Centre (DEOC), Charaideo

8. Remuneration: An amount of Rs. 16,590/- will be paid as fixed.

9. Last Date of Submission: Applications complete in all respect in the standard form along with testimonials should be submitted at District Disaster Management Branch Room No. 8 Drop Box, O/O District Commissioner's Office, Charaideo on or before 02/11/2026. Application received after 5.00 P.M 02/11/2026 will be summarily rejected. No applications will be received through email or fax.

10. The applicants have to appear for written test and/or interview at the venue, date and time, which will be notified in due course of time on the website of the District Administration, Charaideo and District Commissioner's Office Notice Board. No T.A./D.A.shall be paid for the purpose.

(For detailed guidelines please visit District Administration website)

Digitally signed by
NEHA YADAV
Date: 16-10-2026
15:41:20

District Commissioner cum
Chairperson
District Disaster Management
Authority (DDMA)
Charaideo

eCF No. 121065
Copy to:

1. The Addl. CS to the Govt. of Assam, Revenue & Disaster Management and CEO ASDMA, Dispur, Guwahati — 6 for favour of kind information.
2. All Revenue Circle Officers under, Charaideo District for information.
3. The District, Information & Public Relations Department, Charaideo for kind information requested to publish the said advertisement in at least two daily local newspapers.
4. All members of the selection committee for information and necessary action.
5. The District Employment Officer, Charaideo, with a request to put the Advertisement in the office Notice Board.
6. The DIO, NIC, Charaideo for publishing the advertisement and detailed guidelines on the district website.
7. Notice Board, O/o District Commissioner Office, Charaideo

(e-Signed)
District Commissioner cum
Chairperson
District Disaster Management
Authority (DDMA)
Charaideo