

অসম চৰকাৰ



GOVERNMENT OF ASSAM

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OFFICE OF THE DISTRICT COMMISSIONER ::: BAJALI

মদন-ৰাউতানগৰ, পাঠশালা ; MADAN RAUTA NAGAR, PATHSALA.

E-mail: dcbajali@gmail.com Tel: 03666-296999

No: BJDM-01/2022/280-282/2688

Dated, Bajali, the ..... July, 2026

### ADVERTISEMENT

In view of flood emergency and urgent need of Information Assistants in District Emergency Operation Centre (DEOC), Bajali District, the District Disaster Management Authority (DDMA), Bajali invites applications for the following posts on purely temporary basis. For filling up of the said posts intending candidates may submit the application form on or before 18/07/2026.

The applicant may also apply in the prescribed form (Annexure-A) and other testimonials through the email [ddmabajali@gmail.com](mailto:ddmabajali@gmail.com) on or before 18/07/2026.

Name of the Post	No. of Post	Remuneration	Place of Posting	Age	Qualification	Date, Time & Venue for Interview
Information Assistant	2 (Two) nos. on Contractual basis	Rs.16,590/- per month (fixed), subject to deduction of Professional Tax as per norms	District Emergency Operation Centre (DEOC), Bajali	As per Government regulations	Graduate with minimum 2 years relevant experience in a Call Centre involving receiving and processing calls and data management in Government/Semi-Government/Reputed Private organization Or HSSLC (10+2) with minimum 5 years relevant experience in a Call Centre involving receiving and processing calls and data management in Government/Semi-Government/Reputed Private organization.	The date and venue for the Skill test and interview will be informed in due course of time.

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**Eligibility Criteria:**

1. At least 6 (six) months Certificate/Diploma course in Computer Application or Proven skills in Computer Application (MS Word, Excel, PowerPoint, Database, Internet Surfing etc.) in the form of work experience.
2. Fluency in vernacular (Both spoken & written) English and Assamese.

**Major Duties and Responsibilities of Information Assistants engaged in DEOC:**

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 from 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 (1<sup>st</sup> 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 Department /CWC/ IMD/ Agriculture Department etc. during notified flood season (1<sup>st</sup> May- 31<sup>st</sup> 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

  
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- 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 Centre 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.

**Selection Process:**

1. A computer-based skill test will be conducted for candidates whose application forms are found to be correct.
2. The minimum qualifying marks in the skill test for appearing in the interview shall be 50%.

**Important Instructions:**

1. The candidates are advised to visit District Administration website regularly for any update regarding this advertisement.
2. The candidates may download the application form directly from the website i.e. [www.bajali.assam.gov.in](http://www.bajali.assam.gov.in)
3. The candidate should appear in the skill test and interview on the given date/venue/time and bring their application form (Annexure-A) with their original documents and 01 (one) set of self-attested photocopies of the documents.
4. No TA/DA will be admissible for the candidates appearing the interview.
5. The date and venue for the Skill test and interview will be informed in due course of time.


  
District Commissioner  
-cum-

Chairperson, DDMA, Bajali  
Dated, Bajali, the ... July, 2026

Memo No: BJDM-01/2022/280-282 / 2688 - A

Copy to: -

1. The CEO, ASDMA, Janata Bhavan, Dispur, Ghy-6 for favour of kind information.
2. The Circle Officer, Bajali/Sarupeta Revenue Circle. They are requested to hang the advertisement in Notice board of their respective offices for wide publicity.
3. The DIPRO, Barpeta. He is requested to arrange wide publicity of the advertisement in at least 2 (two) leading newspapers preferably, one in Assamese and one in English daily.
4. The DIO, NIC, Barpeta (i/c Bajali) for uploading the advertisement in the district website.
5. The Nazir, O/o the District Commissioner, Bajali. He is requested to arrange the Conference Hall as well as refreshments for the said purpose.
6. Office file.

  
District Commissioner  
-cum-

Chairperson, DDMA, Bajali

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER, BAJALI**  
**District Disaster Management Authority (DDMA), Bajali**

**APPLICATION FORM**

For Engagement of Information Assistant (Contractual)

Date of Receipt (office use only)	Passport Photograph
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**1. Personal Details**

Full Name (in Block Letters)	
Father's/Husband's Name	
Date of Birth (DD/MM/YYYY)	
Age	
Gender	
Nationality	
Category	
Employment Exchange Registration No. (if any)	
Aadhaar No. (Optional)	

**2. Communication Details**

Correspondence Address	
Permanent Address	
Mobile No.	
Alternative Mobile No.	
E-mail ID	

### 3. Educational Qualifications

Examination	Board/University	Year	Percentage/CGPA
HSLC			
HSSLC			
Graduation			
Other			

### 4. Computer Qualification

Course	Institute	Duration	Year

Computer Skills:  MS Word  MS Excel  PowerPoint  Internet  Database  Others \_\_\_\_\_

### 5. Relevant Experience

Employer	Designation	Period	Nature of Duties

Total Relevant Experience: \_\_\_\_\_ Years \_\_\_\_\_ Months

### 6. Language Proficiency

Language	Read	Write	Speak
Assamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 7. Documents to be enclosed

1. Recent Passport Size Photograph
2. Age Proof
3. Educational Certificates & Marksheets
4. Experience Certificate(s)
5. Computer Certificate
6. Identity Proof
7. Address Proof
8. Caste Certificate (if applicable)

- 9. Employment Exchange Registration Certificate
- 10. Any Other

**8. Declaration**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false or incorrect, my candidature is liable to be cancelled at any stage of the recruitment process.

Place:	Date:
	Signature of Applicant

**For Office Use Only**

Documents Verified	
Eligible (Yes/No)	
Remarks	
Verified by (Name & Signature)	