

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
KHANAPARA : GUWAHATI – 781 022

No. AASC(A/E)66/2006/

Dated the 9th June, 2011

Advertisement

Applications are invited from eligible candidates for filling up the following posts/assignments in the Centre for Disaster Management, Assam Administrative Staff College, Khanapara.

Post	Educational Qualification	Experience	Salary
A] 1 (one) post of Head of Centre	The post will be filled up on deputation basis from serving officers of the All India Services / Central Services / Assam Civil Service / Assam Police Service / State Forest Service / Officers from State Works Deptts. / Teachers from recognized universities and government aided institutions (In the case of state government officials, only those in the rank of Additional Secretary need apply) Or On contract basis by a person with a post graduate degree from a recognized university in Environmental Science/ Geology / Geography / Civil Engineering / Chemical Engineering / Social Science / Management / Disaster Management (Preference will be given to candidates with a Ph.D degree). Retired persons below the age of 64 years with the above qualifications may also apply.	The candidate should have experience in the field of development/ Disaster Management. Experience in training related activities would be an added qualification. At least 15 years experience in direct training/ teaching in related field.	Rs. 10.00 lakh per year (For serving officer, pay will be protected subject to a maximum of Rs.10.00 lakh only per year)
B] 1(one) post of Assistant Head of the Centre	The post will be filled up on deputation basis from serving officers of the All India Services/Central Services/ Assam Civil Service/ Assam Police Service/State Forest Service/ Officers from State Works Deptts./ Teachers from recognized universities and government - aided institutions (In the case of State government officials, only those in the rank of Deputy Secretary need apply) Or	The officer should have experience in the field of Development/ Disaster Management with experience in direct training.	Rs. 5.00 lakh per year (For serving officers, - pay will be protected subject to a maximum of Rs.5.00 lakh per year only)

	On contract basis by a person with a post graduate degree from any recognized universities in Environmental Science/ Geology / Geography / Civil Engineering/ Chemical Engineering/ Social Science/ Management/ Disaster Management.	At least 5 years teaching experience in college/ university in related field with experience in training	
C] 1(one) post of Research Officer	The post will be filled up on contract basis by a person with a post graduate degree in any discipline from any recognized university with working knowledge on Computer.	5 year working experience in Computer ie. Word processing, Power Point Presentation, Spread sheet, Database Management	Rs. 3.00 lakh per year

In case of government employees, applications may be submitted through proper channel. Candidates will have to appear before an interview board where original copies of all testimonials will have to be produced. No TA and DA shall be paid for attending the interview. Candidates will be informed individually regarding the date and time of interview.

Applications in plain paper indicating name, date of birth, present and permanent address, email ID and contact nos., office address, present post held, name of the organization, educational qualifications with photo copies of certificates, experience and nature of work done with certificates.

The Job Chart of the Posts:

1. **The Head:** would provide leadership to the Centre and undertake all required activities viz. Human Resources Department, research, training, documentation, database, public awareness and capacity building and provide all required expertise and assistance to the State Government in the field of disaster management and mitigation and also actively liaise with the Assam State Disaster Management Authority and the National Institute of Disaster Management, (NIDM) New Delhi.
2. **Assistant Head :** would provide assistance to the Head of the Centre for Disaster Management in various activities such as training, documentation, research, public awareness, database and capacity building.
3. **Research Officer :** would provide assistance to the Head and Assistant Head of the Centre in all activities including preparation of training calendar, preparation of reports to be submitted to NIDM and State Government etc.

The term of the Centre and the term of engagement of the faculty is subject to receipt of grants from NIDM, New Delhi and will be on terms and conditions prescribed by the Government of Assam.

The last date for submission of applications for each of the posts mentioned above is 26.06.2011.

Director of Training
Assam Administrative Staff College
Khanapara, Guwahati-22.