



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER :::: UDALGURI**  
**(Disaster Management Branch)**

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No. ECF:68201/111

To

The Director of Information & Public Relations, Assam  
Dispur, Guwahati-06

Sub : Regarding publishing of advertisement for Walk-In-Interview of the post of Field Officer (Disaster Management), Udalguri Revenue Circle in daily newspaper (one in Assamese and one in English)

Ref : Advertisement issued vide ECF No. 68201/109, Dtd. 26/06/2023

Sir/Madam,

With reference to the subject cited above, I have the honour to request you to publish the advertisement for Walk-In-Interview of the post of Field Office (Disaster Management), Udalguri Revenue Circle in daily newspaper (one in Assamese and one in English)

**“A walk-in interview will be held on 5th July 2023 in the Office Chamber of Deputy Commissioner, Udalguri for engagement of 01(One) Field Officer (on contractual basis) for Udalguri Revenue Circle. Education qualification, remuneration, engagement period and other details can be downloaded from the website <https://udalguri.assam.gov.in>.”**

This is for your kind information and necessary action.

Yours faithfully,

**Signed by Biraj Baruah,**  
**Acs**

**Date: 27-06-2023 15:04:28**  
Addl. Deputy Commissioner-cum-CEO  
DDMA, Udalguri

MEMO No. ECF:68201/111-A

Copy to :

1. The DIPRO, Udalguri. He is requested to coordinate and ensure publication of the advertisement.
2. The DIO, NIC, Udalguri for information and necessary action.
3. PA to DC for kind appraisal of the Deputy Commissioner, Udalguri.
4. Office Copy.

I/43160/2023

**Sd/-**

Addl. Deputy Commissioner-cum-CEO  
DDMA, Udalguri

## **ADVERTISEMENT**

ECF No. 68201/109

A walk-in interview will be held on **5th July 2023** in the Office Chamber of Deputy Commissioner, Udalguri for engagement of 01(One) Field Officer (on contractual basis) for Udalguri Revenue Circle.

1. **Name of Post** : Field Officer (Disaster Management) for Udalguri Revenue Circle (on contractual basis).
2. **Nos. of Post** : 01 (One).
3. **Essential Qualification**:

- Bachelor's degree in Science or with Statistics, Geography, Environmental Science or Geology as a subject, or Diploma in Civil Engineering or Architecture from a recognized University/ Institution.
- Should not be below 21 years and above 35 years as on the 1<sup>st</sup> day January of 2023, relaxable in case of SC/ ST candidates as per rules.
- Computer skills specially MS Word/ Excel/ Power Point/ Internet Usage/ E-mails.
- Preference will be given to candidates having done B.C.A or equivalent course on Computer Science.

4. **Duty Station**:

He/ She will be stationed in Revenue Circle Office and will work under the direct control and supervision of the Circle Officer, who will be the authority to sanction leave and Reporting Officer in respect of performance appraisal.

5. **Period of Service**: 01 (one ) year.

6. **Remuneration**: An amount of Rs. 20,000/- will be paid as fixed and consolidated monthly remuneration which includes:

Pay	: Rs. 15,000/-
Mobility Allowances	: Rs. 4,000/-
Telephone Charges	: Rs. 1,000/-

7. No TA/DA will be provided to the candidates appearing in the interview, candidates should bring all original documents relating to educational qualification, Caste and age proof certificate, Permanent Residence Certificate and other certificates relating to additional qualifications.
8. Time/ Date of interview: 10:00 A.M. onwards on 5th July 2023.
9. Venue – 1<sup>st</sup> floor, D.C.'s Office, Udalguri.
10. Interested candidates should attend the interview along with all required educational testimonials (certificates, marksheets etc.) in original.
11. Details of terms & conditions, duties & responsibilities etc. may be obtained from Disaster Management Branch, DDMA, Udalguri.

**Signed by Sadnek Singh**

**Date: 26-06-2023 14:48:48**

Deputy Commissioner-cum-Chairman  
DDMA, Udalguri.

Memo ECF No. 68201/109-A

Copy to:

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur,

I/42282/2023

Guwahati-06 for kind information.

2. The Circle Officer, Udalguri/ Mazbat/ Kalaigaon/ Khoirabari & Harisinga for information with a request to display the advertisement in their respective office.
3. The District Information & Public Relation Officer, Udalguri for wide publicity and to advertise it in the Assam Tribune and Niyomia Barta through DIPR.
4. The Asstt. Employment Officer, District Employment Exchange, Udalguri for information and necessary action.
5. Head Asstt., D.C's Office, Udalguri for information and to display the advertisement to the notice board of Deputy Commissioner's Office, Udalguri.
6. Office file.

**(e-signed)**

Deputy Commissioner-cum-Chairman  
DDMA, Udalguri.