

Assam State Disaster Management Authority

Vacancy Announcement

Application in prescribed form along with attested copies of all certificates, mark sheets pertaining to educational qualification, requisite computer knowledge, relevant work experience certificates, recent passport size photo (03 copies) etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis for the following position under Assam State Disaster Management Authority (ASDMA)

Sl.No.	Name of the Post	No. of postion
1.	Junior Administrative Assistant	1 (one) No.

Last date for submission of application is **18-03-2026/5.00 PM** and should address to:

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

Age as on 01-01-2026: Should not be below 21 years and above 43 years as on 1st January 2026. The applicants shortlisted on the basis of eligibility criteria may have to appear for a Written Test/Computer Test for which no TA / DA shall be paid for the purpose. The number of candidates to be called for written test/computer skill test will be decided by the Authority on the basis of merit list prepared for the purpose. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

How to apply: Candidate should apply in prescribed application format only.

Prescribed application format and further details regarding requisite qualification, remuneration and other eligibility criteria for the aforementioned vacancy may be seen/ downloaded at ASDMA website <https://asdma.assam.gov.in>

Sd/-
Deputy Secretary & SPC,
Assam State Disaster Management Authority.

Terms of Reference for the post of Junior Administrative Assistant

Post Title: Junior Administrative Assistant under ASDMA

Essential Qualifications:

- Graduate degree in any discipline from a recognized University
- Proficiency in Computer Application is essential especially MS-Word/MS-Excel/PowerPoint/Use of Internet, Tally etc.

Duty Station: Guwahati, Assam

Duration of the Contract:

- The Contract will initially be for a period of three years, subject to annual renewal.
- The appointment will be purely on a contract basis and the party would not be entitled to any claims, rights, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.
- The services of the party shall stand automatically terminated at the expiry of the contract period.
- Notwithstanding anything contained herein above, the services of the party may be terminated at any time if the party is found to be guilty of any insubordination, intemperance or other misconduct as per the Assam Civil Services Discipline & Appeal Rule or of any breach or nonperformance.
- Either party may terminate this contract at any time, upon 15 working days written notice to the other party. The tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to contractual agreement between the Authority and the Party.
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Remuneration:

Pay Band (PB-2)	₹ 14000 – 49000
Grade Pay (GP)	₹ 8700

Applicable Rules Assam Services (Revision of Pay) Rules, 2017 (ROP 2017)

- In case of official travel outside the duty station, he/she will be guided by the rules of entitlement as laid down in the Administrative and Financial Rules of ASDMA.

Duties and Responsibilities:

The Junior Administrative Assistant will be posted at ASDMA Headquarters of Assam to work with the Assam State Disaster Management Authority under the direct supervision of the Chief Executive Officer, ASDMA and perform the following duties:

- Custodian of all files relating to concerned ASDMA.

- All typing works.
- Receipt and dispatch of Dak and movement of files.
- Assisting Finance Officer & Accountant of ASDMA in various accounts and payment related works.
- Coordination of various financial matters in consultation with the Finance Officer & Accountant of ASDMA.
- Any other duties and responsibilities that may be assigned from time to time.

Leave:

The Party will be entitled to Casual Leave of 12 days and other leave as per the Assam Leave Rules.

Income Tax:

Income Tax will be applicable as per Rules.

