

Assam State Disaster Management Authority

Application in prescribed form along with attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc. are invited for engagement on contractual basis under Assam State Disaster Management Authority (AIRBMP World Bank Project).

The applicants may have to appear for a written test / interview at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before appearing, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

Sl. No.	Name of the Post	No. of posts
1	Training & Field Executive	2 (Two)

Last date of submission of application is **10th August, 2026, 5 PM**

Further details and prescribed application form may be seen/ downloaded at ASDMA website

<http://asdma.gov.in/> or <https://asdma.assam.gov.in> Assam State Disaster Management Authority (ASDMA),

Application may be submitted at the below address:

**The Chief Executive Officer
Assam State Disaster Management Authority (ASDMA)
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

The intending candidate will have to prepare a presentation of 8 (Eight) minutes reflecting on a case study faced by the candidate on their work experience followed by an interactive session of 10 minutes. The presentation should be brought along with the candidate in a pen-drive on the day of the interview. The date of the interview will be informed to the candidate in due course of time.

Any false declaration / submission of false documents and canvassing in any form will lead to disqualification. Mobile Phone will not be allowed in the Interview Hall. No application will be received through email/fax.

The applicant should mention the name of the post applied for on the top of the envelope containing the application.

Digitally signed by
LAMCHONGHOI SWEETY CHANGSAN
Date: 22-07-2026 14:09:39

Chief Executive Officer
Assam State Disaster Management Authority

**Invitation for Application for the position of Training & Field Executive under Project
Implementation Unit-Assam State Disaster Management Authority, Assam Integrated River Basin
Management Project (AIRBMP)**

Project/ Organization	Assam State Disaster Management Authority/ Assam Integrated River Basin Management Project (AIRBMP), Government of Assam.
Project Category	Training & Field Executive (Sub-Component 3.3 – Circle Disaster Management)
No. of Positions	2 (Two). One Male and One Female
Experience:	5 years (3 years of Specific Experience)
Type of Contract	Individual
Expected Duration of Assignment:	12 months or Co-Terminus with the Project Timeline

A. Introduction:

Assam is one of the States where flood creates havoc every year. The Government of Assam (GoA) is enhancing its water resources planning and management and disaster risk management capacities to address the key water related risks through structural and non-structural measures. As part of this initiative, the Government of Assam (GoA), with financing and technical support from the World Bank, is implementing “Assam Integrated River Basin Management Project (AIRBMP)”. The project aims to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The program focuses on building the requisite institutional capacity, filling critical knowledge gaps, and implementing integrated solutions to tackle the current challenges for climate resilient growth and improved livelihoods.

The Assam State Disaster Management Authority (ASDMA) is a statutory institution constituted as per the adoption of the Disaster Management Act 2005. The ASDMA is responsible for coordination and implementation of disaster preparedness, response and recovery in the State. ASDMA monitors various weather-related natural hazards and advisories from multiple sources which are communicated to field level functionaries and stakeholders. Strengthening the capacity of Assam State Disaster Management Authority has been recognised as a critical aspect in AIRBMP which includes institutional strengthening and modernising the disaster risk management system in Assam. In order to support ASDMA in the implementation of Sub-Component 3.3 under AIRBMP, a Training Coordinator and Support Executive is required as Individual consultant to support the Component Lead (Sub-Component 3.3 – Circle Disaster

Management) in the overall CQRT training & capacity building activities, field-level operations, coordination, and execution of all activities related to Circle Quick Response Teams (CQRTs).

B. Specific Requirement for the Project:

The Executive/Consultant proposed to be engaged shall provide the services for –

Component 3: Disaster Risk Management; Sub-component-3.3 Circle Disaster Management

C. Objectives:

ASDMA proposes to strengthen Circle Disaster Management Committees through the establishment and operationalization of Circle Quick Response Teams (CQRTs) at the revenue circle level. Under Phase 1 of AIRBMP, a total of 50 CQRTs have been constituted across 50 Revenue Circles in 19 districts. Each CQRT comprises 8 active members and 8 standby members, creating a decentralized cadre of trained first responders at the Circle level functioning under the command of the Circle Officer to support preparedness, response, and community-level disaster management activities. A total of 400 CQRT members are proposed to be trained under Phase 1 of AIRBMP through structured capacity-building interventions. Each CQRT batch will undergo a comprehensive 30-day residential training programme covering thematic areas such as Disaster Management, Disaster Preparedness, Early Warning Communication, Search & Rescue, Fire Safety, Medical First Response (MFR), Water, Sanitation and Hygiene (WASH), Gender Sensitivity, Respectful Engagement, Psycho-social Factors, Camp Management and other related subjects. In addition, CQRT members will be equipped with Personal Emergency Response Kits (ERKs) and specialized response equipment to enhance operational readiness. Dedicated Material Banks are also proposed at the Revenue Circle level for storage and deployment of emergency response equipment, with 11 Material Banks planned for construction under Phase 1 of AIRBMP. The incumbent will support the Component Lead (Sub-Component 3.3 – Circle Disaster Management) in planning, implementation, coordination, training & capacity building, field-level operations, monitoring, and execution of all activities related to CQRTs and associated interventions across multiple districts and stakeholders

D. Scope of the work:

The scope of work of the executive/consultant includes but not limited to-

1. Support in the overall planning and implementation of all training and capacity building activities for CQRTs, including facilitation of logistical arrangements, venue readiness, participant mobilization, and organization of 30-day CQRT training and refresher programs as well as other training activities under the sub component.

2. Coordinate with the training institutes and the Technical Training Agency hired under the sub-component for scheduling, implementation of the annual training calendar, and successful conduct of all training programs.
3. Work closely with the training agency for engagement of trainers, quality management of training delivery, monitoring of trainer performance and deliverables of the training agency, and collection of trainee & training satisfaction metrics.
4. Manage, oversee, and supervise day-to-day training activities at the training institute.
5. Facilitate pre-training briefings, review meetings, and post-training debriefs with all stakeholders.
6. Act as the day-to-day point of contact between ASDMA, the training institute, Technical Training Agency for seamless execution and timely approvals.
7. Support field-level constitution of CQRTs, implementation and monitoring of CQRT-related activities, including regular field visits to assess operational readiness, identify challenges faced by CQRT members, and ensure effective functioning under Circle Officers.
8. Assist in coordination with circle and district administrations, CQRT members, and other stakeholders for data collection, documentation, and progress reporting.
9. Prepare periodic progress reports, validate training records, attendance sheets, assessment data and other documents. Support report writing, data analysis, preparation of dashboards/presentations, and documentation of lessons learned and knowledge products pertaining to training & capacity building of CQRTs.
10. Support the Component Lead of the sub-component in procurement activities, supply & distribution of Emergency Response Kits (ERKs), insurance coverage of CQRT members, development of IEC materials, training modules, facilitator guides, course books, SoPs, incentive claim settlement mechanisms, and linkages with other government schemes.
11. Provide support to the Component Lead of the sub-component in hiring of agencies/vendors, quality review of deliverables, preparation of procurement plans, communication plans, and financial arrangements related to CQRT training and capacity building.
12. Track follow-up actions from training sessions and ensure completion of pending tasks.
13. Carry out any other tasks assigned by the Competent Authority as and when required

E. Deliverable:

All the activities under the scope of work or any other work allotted by CEO-ASDMA, AIRBMP.

D. Qualifications

Master's Degree in a relevant discipline (preferably in Social Work, Disaster Management, Mass Communication, Sociology, Rural Development, or any relevant field).

E. Experience

- Minimum (5) five years of total experience in the social sector out of which minimum specific experience of three years in coordinating and managing Training and Capacity Building activities preferably in the field of Disaster Management/Disaster Preparedness/Community Organization/livelihoods etc.
- Candidates must have demonstrated experience in planning, organizing, and coordinating training programs, field-level operations, stakeholder liaison, data collection, and reporting in areas related to training and capacity building preferably in the field of Disaster Management/Community Organization/Livelihoods etc.
- Familiarity with working with Donor (World Bank, ADB, etc.) funded projects/World Bank, NGOs and other development agencies would be preferable
- Prior experience of managing and coordinating implementation of project pertaining to training & capacity building of first responder in the DM context would be considered as an added advantage, including working with communities, volunteers, DDMA's and stakeholders such as Civil Defense & Home Guards, Fire & Emergency Services etc.
- Certification of Training completed under Civil Defense, Fire & Emergency Services etc. would also be considered as added advantage

F. Competencies

- Excellent project management and coordination skills, including liaison and coordination with multiple stakeholders, coordination of field activities, logistical management, quality assurance, and a results-driven approach to execution.
- Strong training and capacity building skills, including planning, organizing, coordinating, and monitoring training programmes, training delivery processes, and related capacity-building interventions.
- Proficiency in use of Computers particularly in MS-Excel, SPSS etc. to manage data base and generation of reports, with overall good communication skills (in Assamese, English, Hindi)
- The applicant should be physically fit to undertake extensive field visit within and outside the state.
- Strong inter-personal skills, communication, networking and team-building skills

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

G. Duration of Assignment

- I. The duration of the contract shall be initially for 12 months or shall be co-terminus with the project timeline, whichever is earlier. Further, the contract of the consultant shall be reviewed and renewed based on performance and work requirement. In case of non fulfilment of service requirements or in-appropriate conduct or pre-term closure of the project, ASDMA will terminate the contract agreement with the consultant.
- II. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel extensively in other districts of Assam to different project sites.

H. Travel Requirements

The Executive will be required to undertake regular visit to the CQRT training institutes, field-visits to the districts and tours as per the project requirements.

I. Reporting and Performance Review

The incumbent will work under the supervision of the Component Lead-CQRT and shall report to the Project Director, PIU-ASDMA, AIRBMP. The work and performance of the Executive shall be reviewed by the Project Director, PIU-ASDMA, AIRBMP on a periodic basis.

J. Facilities to be Provided by the Client (ASDMA)

The client will provide the team with the following facilities and services:

- Office space including furniture and utilities
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations. The consultant will be responsible for data security of collected information during the project term and will not share data with any other third party other than ASDMA and World Bank without obtaining approval of ASDMA. Breach of data security by the consultant will lead to termination of contract.
- Counterpart staff to work with.

K. Remuneration:

□ ₹70,000/- to ₹1,00,00/- per month (inclusive of local taxes) and will be fixed during negotiations based on experience and previous assignments undertaken.

Transit expenses likely to be incurred by the consultant pertaining to the project site shall be reimbursed based on actuals with justified ceiling limits to be confirmed during contract negotiations.

Sd/

**Chief Executive Officer
Assam State Disaster Management Authority.**

Prescribed Application Form (To be downloaded)

Recent Passport Size
Photograph

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

Training & Field Executive

Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board / University Examinations.
- Please enclose copies of work experience certificates, if any.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Gender : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date

Month

Year

4. Complete Age as on (01-01-2026) Years.

5. ☐ SC ☐ ST ☐ OBC ☐ Gen

Please specify the Caste (In case of SC/ST candidates proper

caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

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10. Educational Qualifications (HSLC / HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(Degree)					
(Post Graduate)					

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

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13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

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14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

18. Email ID:

19. Telephone/ Mobile No.(s):

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20. Distinction / Award / Special Achievements / Extra Curricular Activities (attach a separate sheet if required):

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21. Names and Addresses of two persons from whom we may seek reference about you:
(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity)

Sl no	Name of the person & designation (if any	Address	Phone no	E-mail id
1.				
2.				

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for educational qualification, work experience and age.
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED**