



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KALAHANDI.
(CIVIL SUPPLIES SECTION)**

Advt No. 3575 /

Dated. 28/10/21

**ADVERTISEMENT FOR THE RECRUITMENT OF TECHNICAL SUPPORT
STAFF ON CONTRACTUAL BASIS**

As per Govt. in FS & CW Deptt. (Odisha) vide Letter No. 13704 Date 20.09.2021 applications are invited from the eligible candidates for 1(one) post of Technical Support Staff for District Project Management Unit, Kalahandi on Contractual Basis of Monthly Consolidated remuneration of Rs 40,000/- per month. The complete application along with other supporting documents should reach the office of the Chief CSO, Kalahandi on or before 05.00 PM date 15.11.2021 positively through Speed/Registered post only. Applications received late after the closing date will not be considered. Also the applications received other than by Registered post/Speed post shall not be entertained.

The details of application form, terms & conditions and roles and responsibilities of the DPMU are available in the District website i.e. www.kalahandi.nic.in


COLLECTOR
Kalahandi

Memo No. 3576 /SC,

Date 28/10/21

Copy to the DIPRO, Kalahandi for information and necessary action. He is directed to publish the same in 2(two) widely circulated local dailies for wide publicity and submit the bill in I & PR approved rate for payment.

Copy to the DIO, NIC, Kalahandi to upload the same along with application form, Terms & conditions, Annexure-A (Total six pages) in the District website.

Copy to Notice Board.


COLLECTOR
Kalahandi

APPLICATION FORM

Application for the post of Technical Support Staff for IM-PDS

1. Name of the Candidate (in **Block** letters) :

2. Father's /Husband's Name:

3. Gender: **Male/Female**

4. Marital Status: **Married/Unmarried**

5. Permanent Address:

6. Present Address:

7. Date of Birth (dd/mm/yyyy) :

Age (as on 01.01.2021) : _____ Years _____ Months _____ Days

8. Educational Qualification (Attach self-attested copies thereof):

Attach your
current self
attested
photograph

Name of The Examination Passed	Name of the Board/ Council/ University	Year of Passing	Total Marks in the exam	Total Marks Secured	Percentage of Marks
H.S.C.					
Passed in odia as a subject in 7 th and above standard					
+2 Arts/Commerce/ Science					
BSC/ BCA/ Graduate with Diploma in computer / B.E/ B –Tech/ MCA/ MBA with 2 years experience (attach experience certificate)					
Diploma in Computer Application					

9. Category: Gen/SEBC/ SC/ST/Sports Person/ Ex-serviceman:

(Strike out which is not applicable and attach the supporting documents issued by the competent authority)

10. Whether physically/Orthopedically handicapped:

(If yes, attach supporting medical certificates issued by the Competent Medical Authority/ Board)

11. Religion:

13. Employment Exchange Registration No. (if any):

14. Attach two Character Certificates (Original) issued by two Gazetted Officers (to be submitted at the time of verification of original documents)

15. Attach two numbers of passport size recent colour Photographs

16. Self attested copy of Adhar Card

17. (a) Mob no.:

(b) E-mail id:

DECLARATION

I do hereby solemnly affirm and state that, the statements made above are true and correct to the best of my knowledge and belief and based on documents and records . Any information if found incorrect, shall entail summary rejection of my candidature.

Place:

Date:

Full Signature of the Candidate

TERMS AND CONDITIONS

The details terms of reference (ToR) for the recruitment are as under:

1. The engagement of Technical Support Staff for IM-PDS scheme shall be purely on contractual basis.
2. Initially, the contract to the selected candidate will be issued for financial year ending with 31.03.2022. The contract may be extended subject to the project requirement and satisfactory performance of the incumbent based on the select key performance indicators. Any further extension of engagement tenure of Technical Support Staff, if necessary in future, shall be made with prior concurrence of this Department.
3. The Candidates below **37 years of age as on 01.01.2021** are applicable for the said engagement.
4. The qualification & the other criteria are as under.

Name of Post	Number of Staff	To be Deployed at	Requisite Qualification	Monthly Consolidated Remuneration
Technical Support Staff for IM-PDS Scheme	1(one) Kalahandi Dist	In the Office and under Administrative control of Chief CSO-cum-DM, OSCSC Ltd	BSc/ BCA/ Graduate with Diploma in computer/ BE/B.Tech/ MCA/ MBA with 2+ year Experience	Rs 40,000/-

5. The position shall be filled up through interview of shortlisted candidates.
6. The details of roles & responsibilities of DPMU Staff is at **Annexure-A**.
7. The envelope containing the application should be super scribed with the name of the post applied for in **BOLD** letters .
8. The extension of the contract cannot be claimed as a matter of right.
9. The candidature shall stand cancelled if found to be canvassing in any manner during the recruitment process. The Collector reserves the right to cancel the engagement process and /or the candidature of any/all candidates at any time without assigning any reason thereof.
10. Any dispute related to the recruitment process shall be entertained in the jurisdiction of Kalahandi district only.

Annexure-A

**Roles & Responsibilities of the District Project Management Unit (DPMU)
Manned by the Technical Support Staff (TSS)**

1. To facilitate close coordination with District Project Management Unit (SPMU), the System Integrator/vendor of FS & CW Department for FPS Automation, District Chief Civil Supplies Officer/Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspectors of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners etc shall ensure smooth & successful functioning of automated and authenticated distribution of PDS commodities and distribution data uploading to FPS server from Fair Price Shops, as per mandate of Department of Food & Public Distribution (DoFPD) of Government of India/FS & CW Department, Odisha.
2. Regular reporting to DoF&PD, CPMU and SPMU team as and when required.
3. Access and monitor functioning of various components of PDS computerisation i.e. Digitization of Ration Card Management System, Online Allocation, Supply Chain Automation/Operation in OSCSC Depots, Grievance Redressal and FPS Automation in the district.
4. Monitor and keep stock of current IT infrastructure/inventory supplied to Districts, RCMS Centres at Blocks/ULBs/DGRO Offices, OSCSC Godowns and to Fair Price Shops which are provisioned for implementation of End-to-End Computerisation scheme/IM-PDS Scheme.
5. Render services and all necessary support to District Chief Civil Supplies Officer/Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspectors of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners in carrying out the operational and technical work related to PDS operations/reforms.
6. Attend/participate in the training sessions organised by Food Supplies and Consumer Welfare Department/OSCSC related to PDS operations and also impart training to the field staff/FPS dealers as per requirement.
7. Understand software customisation requirements of field staff and communicate to District Chief Civil Supplies Officer/Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspectors of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners/SPMU.
8. Submit performance report of PDS operations including End-to-End Computerisation and IM-PDS implementation to CCSOs/CSOs/SPMU on regular basis through MIS systems (as per the frequency agreed by the state-weekly/monthly basis).
9. Update monthly food grains allocation and distribution figures of Non-automated FPSs on Annavitam Portal.
10. Update monthly allocation and off-take figures of non-NFSA dashboard, in the district.
11. Regular monitoring and validate following specific information on Government of India and State Portals:

- a) Addition/deletion/modification of ration cards through RCMS Systems at District level.
- b) Issuance/re-new/cancellation/suspension of FPS licenses.
- c) Management of allocation order up-to FPS level.
- d) Monitoring the entire supply chain operations i.e. movement of PDS commodities against State allocation orders, from FCI Godowns to OSCSC godowns, OSCSC godowns to Fair Price Shops;
 - i. Timely lifting of PDS wheat from FCI godowns and its availability in OSCSC Depots against allocation released from FS & CW Department;
 - ii. Timely movement of PDS commodities from OSCSC godowns to Fair Price Shops for distribution, its correct receipt/acknowledgement at Fair Price Shops in electronic mode, cent percent distribution in electronic/automated mode, Aadhaar authenticated distribution and timely uploading of distribution data to Annavitran portal of Government of India and others as instructed from this Department from time to time;
 - iii. Timely digitization of non-automated distribution at FPSs in Annavitran portal of Government of India as necessary;
 - iv. Closing Balance/Physical Balance at FPSs after completion of distribution;
 - v. All operations under One Nation One Ration Card (ONORC) programme;
 - vi. Authentication of beneficiaries (AADHAR/OTP/Others)
 - vii. Resolving authentication failure cases;
 - viii. Non-lifting cases or denied cases (if any) due to technical/other reasons.

e) Grievance Redressal

Grievances received and its resolution under PDS:

- i. Through all toll-free numbers (1967 & 14445 at present)
- ii. Online Grievance System by Post By Hand
- iii. Grievance received and disposed during the month:
 - Non attended or non-disposed cases with reasons;
 - Smooth functioning of online grievance systems and toll-free numbers and preparation/submission of reports.
- iv. Collection of reports from the offices of District Grievance Redressal Officer (DGRO) and submission to FS & CW Department;
