

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH, ODISHA**

(FS & CW SECTION)

Advertisement No 635 / /Dated 07.06.2022

**ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT**

In pursuance of Letter No. 13704/20.09.2021 and Letter No.7725 dt.25.05.2022 of Food Supplies & Consumer Welfare Department, Government of Odisha, Bhubaneswar, application forms are invited from prospective eligible and experienced candidates for contractual engagement for the post of "TECHNICAL SUPPORT STAFF" for District Project Management Unit (DPMU), Deogarh under Integrated Management of Public Distribution System (IM-PDS) Scheme.

Information in details including job description, eligibility criteria & general instructions for submission of application(s) may be seen in District Website <https://deogarh.nic.in>, <http://www.foododisha.in> & <http://oscsc.in>.

The application shall be submitted through Speed Post/Registered Post only addressed to "Civil Supplies Officer, District Civil Supplies Office, Deogarh, At- Babusahi (near Head Post Office), PO/Dist-Deogarh (Odisha), PIN-768108.

Closing date for submission of complete application in all respect is 30<sup>th</sup> June 2022.

  
COLLECTOR, DEOGARH

## GENERAL INSTRUCTIONS

1. Eligible candidates are required to submit the detailed Curriculum Vitae (CV) accompanied by self attested copies of relevant testimonials, by Registered Post/Speed Post only, so as to be received in the Office of Civil Supplies Officer, Deogarh by **30.06.2022, 5.00 PM**. Application 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 at this end.
2. The application shall be addressed to :  
Civil Supplies Officer  
District Civil Supplies Office,  
At- Babusahi (Near Head Post Office), Deogarh  
PO/Dist- Deogarh (Odisha), PIN-768108
3. The envelope containing the application should be super- scribed with the name of the post applied for in bold letters.
4. The nature of the position advertised is purely contractual subject to various norms which may change from time to time. The position shall be filled up through interview of shortlisted candidates. The date and venue of interview will be intimated to the candidate by post/e-mail.
5. Initially the Contract to the selected candidate will be issued for financial year ending with 31.03.2023. The contract may be extended subject to the project requirement and satisfactory performance of the incumbent based on the selected key performance indicators. Any further extension of engagement of Technical Support Staff, if necessary in future, shall be made with proper concurrence of FS & CW Deptt.
6. The extension of the contract cannot be claimed as a matter of right.
7. Persons employed with Commercial/Govt./ PSU Sector shall apply through proper channel and shall produce a " No Objection Certificate" from their employer at the time of interview.
8. The applicant should not be convicted in any Court of Law or involved in any criminal case.
9. The candidature shall stand cancelled if found to be canvassing in any manner during the recruitment process. This office reserve the right to cancel the engagement process and/or the candidature of any/all candidates at any time, without assigning any reason thereof.
10. Ammendment/Corrigendum/Cancellation etc.,if any shall be published only in district Website District Website <https://deogarh.nic.in>, <http://www.foododisha.in> & <http://oscsc.in>.  
Documents to be attached with application:-
  1. Self attested photo copies of all Mark Sheets and Educational qualification of candidate.
  2. Experience Certificate.
  3. Documents supporting to proof of age.( 10<sup>th</sup> Certificate).
  4. Two self attested passport size colour photograph.
  5. Character Certificate from two Gazetted Officer.
  6. No Objection Certificate where applicable.
  7. Identity proof and address proof.



## TERMS OF REFERENCE

Government of India in association with Government of Odisha has implemented "Integrated management of PDS (IMPDS)" Scheme in the State. The Scheme is related with National level de-duplication of ration cards based on Aadhaar, National level portability (One Nation One Ration Card) and implementation of all e-Governance activities related to IM-PDS scheme.

For overseeing the entire operation, Deogarh District shall engage one professional for the post of "Technical Support Staff" for District Project Management Unit (DPMU) at District level on contractual basis upto 31.03.2023.

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 on contractual basis.
2. Initially, the contract to the selected candidate will be issued for financial year ending with 31.03.2023. 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 Food Supplies & Consumer Welfare Department, Government of Odisha.
3. The candidates below 37 Years of age as on 01.01.2021 are eligible for the said engagement.
4. The qualification and other criteria are as under:

Name of the Post	Number of Staff	To be deployed at	Requisite Qualification	Monthly consolidated Remuneration
"Technical Support Staff" for IM-PDS scheme	01	In the Office and administrative control of CSO-cum-District Manager, OSCSC Ltd., Deogarh	BSc/BCA/Graduate with Diploma in Computer/ BE/ B. Tech/ MCA/ MBA with 2+ years' experience	Rs.40,000/-

5. The position shall be filled up through interview of shortlisted candidates.
6. The Roles and Responsibilities of the District Project Management Unit (DPMU) manned by the Technical Support Staff (TSS) are enclosed at Annexure-A.

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

1. To facilitate close coordination with State 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 customization 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 Annavitarn 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:

*MS*

- (a) Addition / deletion / modification of ration cards through RCMS System 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

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