OFFICE OF THE COLLECTOR, CUTTACK,

(CIVIL SUPPLIES SECTION)

No. 2273 / Dtd. 25.8.22

To

The Joint Director (Advertisement),
Information and Public Relation Department,
Odisha, Bhubaneswar.

Sub.: **Publication of Advertisement No.2272 dated 25.08.2022 in Print Media.**

Ref.: Letter No.-13704/FSCW dt. 20.09.2021 & letter no.-7725 dt. 25.5.2022 of F.S. & C.W. Department.

Sir,

With reference to the subject cited above, I am directed to say that, this Office is going to invite applications from prospective eligible and experienced candidates for contractual engagement for the post of "TECHNICAL SUPPORT STAFF" for District Project Management Unit (DPMU), Cuttack under integrated Management of Public Distribution System (IM-PDS) Scheme. The gist of the advertisement is enclosed here with for your kind reference.

It is therefore requested to kindly publish the above Advertisement in two widely circulated local dailies in 01 (one) edition only covering minimum readable space for information of all within 1st. September, 2022.

Encl. Advertisement No.2272 dt. 25.08.2022 (One sheet)

Yours faithfully,

25.8.22

Chief Civil Supplies Officer,
Cuttack

Memo No. 2274 **/Dt.** 25.8.22

Copy forwarded to the D.I.P.R.O., Cuttack for information. He is requested to take necessary steps for it's publication with 1st. September,2022.

25.8.22

Chief Civil Supplies Officer,
Cuttack

Memo No. 2275(1-6) **/Dt.** 25.8.22

Copy along with Advertisement No.2272 dated 25.08.2022 forwarded for information and necessary action to

1. PD, DRDA, Cuttack
2. Sub-Collector, Cuttack
3. All B.D.Os in the District
4. District Manager, OSCSC Ltd., Cuttack
5. All Tahasildars in the District
6. Deputy Commissioner, CMC, Cuttack
7. Executive Officers of ULB of this District
8. All District Level Officers
9. All CSO-Cum- District Manager, Odisha,
10. P.A. to Collector, Cuttack

It is requested to kindly display the advertisement in their Office Notice Board for information of all.

25.8.22

Chief Civil Supplies Officer,
Cuttack

OFFICE OF THE COLLECTOR, CUTTACK,
(CIVIL SUPPLIES SECTION)

No. 2272 / Dtd. 25.08.2022

ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT

In pursuance of letter No.13704 dt.20.09.2021 and Letter No.-7725 dt. 25.5.2022 of Food Supplies and Consumer Welfare Department Government of Odisha, Bhubaneswar, applications are invited from prospective eligible and experienced candidates for contractual engagement for the post of "**TECHNICAL SUPPORT STAFF**" for District Project Management Unit (DPMU), Cuttack under Integrated Management of Public Distribution System (IM-PDS) Scheme.

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

The application shall be submitted through Speed Post/Registered Post only addressed to Civil Supplies Officer, District Civil Supplies Office, Cuttack , At – Collectorate Building, At/P.O- Chandinichouck, Dist. – Cuttack , Pin -753002.

Closing date for submission of complete application in all respect 15.09.2022.

By order of the Collector

25.8.22

Chief Civil Supplies Officer,
Cuttack.

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 Aadhar, 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, districts shall engage one professional in the post of "Technical Support Staff" for each District Project Management Unit (DPMU) at the district level.

The details term of reference (TOR) for the requirement 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 candidates 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 and 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.,Cuttack	B.Sc./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 short listed candidates.
6. The roles and responsibilities of the District Project Management Unit (DPMU) managed by the Technical Support Staff (TSS) are enclosed at Annexure- A.

GENERAL INSTRUCTIONS

1. Eligible candidates are requested 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, Cuttack by 15.09.22, 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- Collectorate Building , Cuttack
   P.O.-Chandinichouck, P.S.-Lalbag,
   Dist.- Cuttack, Pin No.-753002
3. The envelope containing the application should be super-scribed with the name of the post applied for in bold letters.
4. The candidate should be of sound in mind and having minimum fitness to move to different places of the district for extending technical support.
5. 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 shortlist candidates. The date and venue of interview will be intimated to the candidates by post/e-mail only.
6. Initially the contract to the selected candidate will be issued for financial year ending with 31.3.2023. 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.
7. The extension of the contract cannot be claimed as a matter of right.
8. 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.
9. The application should not be convicted in any Court of Law or involved in any criminal case.
10. 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.
11. Amendment/Corrigendum/Cancellation etc. if any shall be published only in district Website www.cuttack.nic.in/www.foododisha.in & www.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 in support of age (10th 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.

APPLICATION FORM

Advertisement No.		Photograph
Name of the Post		Identity Proof No.

1. Applicant Name :		
2. Father's Name :		
3. Date of Birth	4. District of Domicile :	5. Sex :
6. Age as on 01.01.2021		
7. Present Contact Address :-		
Permanent Contac Address:-		
8. Contac Telephone No. – Mobile No.-		
9. Email Address :-		
10. Languages known as spoken/written :		
11. Professional Qualification details :		

Sl. No.	Exam. Passed	Name of Board/University	Year of passing	Marks(excluding 4th optional)			Duration of Course
				Full Mark	Marks Secured	% of Marks	

12. Employment Record :-

Total years of post-qualification experience : -

13. Experience Details (starting from present /last employment):-

Name of the Employer.	Post Held	From Date	To date	Total	
				Year	Month

Declaration : I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that, if at any stage, it is found that any of the above material information is false/incorrect or is suppressed by me my candidature/appointment under Civil Supplies Office, Cuttack is liable to be rejected/terminated.

Date:

Place : Full Signature of the Applicant.

List of enclosure(s):-

Note:

1. The following documents are to be enclosed along with the application :
   a. Two copies of passport size colour self-attested photographs. One copy of self-attested photograph will however to affixed at the position in the application form.
   b. Self-attested photocopies of documents in support of age, qualification, experience etc.
   c. Self-attested photocopy of Identify Proof (Voter ID card/PAN card/Driving License/Aadhar card / Passport).

Annexure-A

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, Civil Supplies Officer/ Additional CSO/ ACSOs, Block/ ULB level Marketing Inspectors/ Inspectors of Supplies, Procurement Inspectors (PIs) of OSCSC godown, 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, SPMU team as and when required.

3. Access and monitor functioning of various components of PDS computerization 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 Block/ ULB/ DGRO Offices, OSCSC godowns and to Fair Price Shops which are provisioned for implementation of End-to End Computerization scheme/ IM-PDS Scheme.

5. Render services and all necessary support to District Civil Supplies Officer, Additional CSO/ ACSOs Block/ULB level Marketing Inspectors/ Inspectors of Supplies, Procurement Inspectors (PIs) of OSCSC godown, Fair Price Shop Owners in carrying out the operational and technical work related to PDS operations/ reforms.

6. Attend/ participate in the training sessions organized 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 the District Civil Supplies Officer, Additional CSO/ ACSOs Block/ ULB level Marketing Inspectors/ Inspectors of Supplies, Procurement Inspectors (PIs) of OSCSC godowns, Fair Price Shop Owners/SPMU.

8. Submit performance report of PDS operations including End-to-End Computerization and IM-PDS implementation to CSOs/ SPMU on regular basis through MIS systems (as per the frequency agreed by the state-weekly/ monthly basis)

9. Update monthly food grains allocations and distribution figures of Non-automated FPSs on Annavitran 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 PFS licenses.
c) Management of allocation order up-to PFS 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 godown 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 Deptt.
ii. Timely movement of PDS commodities from OSCSC godowns to Fair Price Shops for distributions, 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 of 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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