



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK
(Establishment Section)

No 9008 /Estt
[BBE-XVI(A)-RECR-08/2021-TSS]

Dated 26/10/ 2021

ADVERTISEMENT

Applications are hereby invited from the interested candidates for recruitment of Technical Support Staff purely on contractual basis with consolidated monthly remuneration as noted below under “**Integrated Management of Public Distribution (IM-PDS) Scheme**” 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. The qualification & other eligibility criteria as under:

Name of the Post	Vacancy	To be deployed at	Requisite educational qualification	Monthly consolidated remuneration
(1)	(2)	(3)	(4)	(5)
Technical Support Staff for IM-PDS scheme	01 (One) for Bhadrak district	In the Office and under Administrative Control of District Chief Civil Supplies Officer/CSO-cum-District Managers, OSCSC Ltd.	BSc/BCA/Graduate with Diploma in Computer/B.E/B.Tech/MCA/MBA with 2+ years' experience in Technical Support work/data management work	Rs.40,000/- per month

Last date of receipt of application is 10.11.2021 by 5.00 PM through Speed Post/Regd. Post only. No other mode of receipt will be entertained. Applications received beyond the stipulated date or through other mode (courier/by hand) shall not be entertained.

A. Other eligibility Criteria:- An applicant in order to eligible for the post he/she must be

- below 37 years of age as on 01.01.2021.
- able to read, write and speak in Odia.
- of good character
- if married must not have more than one spouse living.
- the applicants against whom vigilance/criminal case is pending shall not be eligible.
- candidates who are over aged, under qualified, not having requisite percentage of marks, not having requisite experience etc. need not apply.

B. How to apply:-

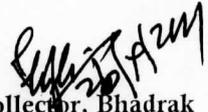
- The candidates fulfilling the eligibility criteria are advised to download the application format from Bhadrak district website www.bhadrak.nic.in which to be filled by the candidate in English language only.
- The applicant should affix recent colour passport size photograph at top right side of the application form.
- The applicant should submit self attested copy of certificates/documents from HSC onwards towards proof of qualification, marks, age, experience, residence certificate along with application form duly signed by the applicant and submitted the application form with all enclosures in a sealed cover through Speed Post/Regd Post only. All the applicants should clearly write on the top of the sealed envelope “**Application for the post of Technical Support Staff for IM-PDS scheme for Bhadrak district**”. Application should reach the undersigned on or before **10.11.2021 by 5.00 PM. The undersigned will not be responsible for any postal delay caused.**
- Applications without supporting documents/incomplete/not-fulfilling the prescribed criteria in any respect shall be rejected.
- The candidate already employed in Govt./Semi-Govt/Central PSU/State PSU/any other organization shall submit “No Objection Certificate” issued by their present employer at the time of interview if shortlisted.

C. Selection Process:-

- There shall be an interview of the candidates by the selection committee and final selection will be made basing on the performance in the interview.
- After selection, the candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials.
- The decision of the Selection Committee shall be final and binding on all candidates in all aspects relating to eligibility, acceptance or rejection of the application, selection of the candidate etc. No enquiry/correspondence will be entertained in this regard.
- Selected candidate will be issued contract for the financial year ending with **31.03.2022.**

D. General Information and Instructions for applicants:-

- Applicants fulfilling the eligibility criteria may apply for the above post through Speed Post only. After short listing basing on the required eligibility criteria, the shortlisted candidates will be called to appear in the interview which will be notified to the candidates through their email/district portal/notice board.
- Candidates are required to come for interview with self photo ID proof (Voter ID card / PAN card / Driving License / Aadhar card / Passport).
- The applicants have to exhibit requisite documents / experience certificates which shall clearly establish his/her eligibility as per conditions mentioned above, without which his/her candidature shall be rejected. The experience certificate of the Employer/s must clearly specify the period of incumbency, name of the post and nature of responsibility.
- In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form. Certification towards AICTE / UGC recognition of Institutions / Universities shall also be submitted at the time of submission of application form, wherever applicable, without which the application shall not be considered & shall be rejected.
- If any candidate is found to have suppressed any material information or furnished false information /documents, his/her case shall not be considered for the post applied for and in case already engaged on the basis of the said information / documents, his / her service shall be terminated forthwith.
- Candidates who have been disengaged earlier from the any organization/office on administrative ground such as disobedience / poor performances / misbehavior / criminal activity etc. are not eligible.
- No personal correspondence / queries will be entertained. All communication will be made through email /official website / Notice Board. Canvassing in any form will render the candidate disqualified for the post.
- The undersigned reserves the right to modify/cancel this advertisement for contractual recruitment at any stage of recruitment process without assigning any reason thereof.
- The result of the interview shall be published in the official website of bhadrak district i.e www.bhadrak.nic.in only.
- The Role and Responsibility of the District Project Management Unit(DPMU) manned by the Technical Support Staff (TSS) prescribed by the Government in FS & CW Department is annexed as **Annexure-I.**
- The application form is annexed as **Annexure-II.**


Collector, Bhadrak

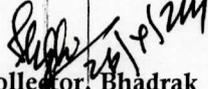
Memo No 9009 /Estt Dated 26/10/ 2021

Copy forwarded to the Additional Secretary to Government, FS & CW Department, Odisha, Bhubaneswar for information with reference to his letter No.13704/FSCW dated 20.09.2021.

Copy forwarded to the DIO, NIC, Bhadrak for information and necessary action. He is requested to hoist the said advertisement in the district website for wide circulation .

Copy forwarded to Notice Board of Collectorate/Sub-Collector's Office, Bhadrak/ All Tahasildars/BDOs for wide circulation.

Copy forwarded to the CSO, Bhadrak for information and necessary action.


Collector, Bhadrak

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 & ON 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 PUS computerisation i.e. Digitization of Ration Card Management System, Online Allocation, Supply Chains 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 & ON 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;

APPLICATION FOR RECRUITMENT FOR THE POST OF TECHNICAL SUPPORT STAFF (TSS) ON CONTRACTUAL BASIS UNDER INTEGRATED MANAGEMENT OF PUBLIC DISTRIBUTION (IM-PDS) SCHEME

Post applied for _____

Advertisement No & Date _____

1. Full name of the applicant (in capital letter) _____

2. Father's name _____

3. Date of birth(DD/MM/YY) _____
(As recorded in HSC or equivalent exam)

4. Age as on 01.01.2021: _____ Years _____ Months _____ Days

5. Gender (Male/Female) _____

6. Marital Status(Married/Unmarried) _____

7. Address:-

Present Address	Permanent Address
_____	_____
_____	_____
_____	_____
Dist _____ PIN _____	Dist _____ PIN _____

Paste recent colour
passport size
photograph and sign
across

8. State of Domicile/Resident _____

9. Contact details:- Mobile No. _____ alternate MobileNo _____

Valid email id _____

10. Academic Qualification : (HSC or equivalent onwards)

Sl No.	Exam Passed	Name of the Institute	Name of the Board/Univer sity	Whether regular Course (Yes/No)	Duration of the Course	Year of passing	Marks (excluding 4 th optional)		Percentage of marks (%)
							Full Mark	Marks secured	
1									
2									
3									

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute and also attach a copy of such norms/certificate fixed by the University/Institute concerned)

11. Professional/Statutory Qualification :

Sl No.	Exam Passed	Name of the Institute	Name of the Board/Univer sity	Whether regular Course (Yes/No)	Duration of the Course	Year of passing	Marks (excluding 4 th optional)		Percentage of marks (%)
							Full Mark	Marks secured	
1									
2									
3									

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute and also attach a copy of such norms/certificate fixed by the University/Institute concerned)

11. Post Qualification Experience :

Sl No.	Name of the Organization where worked	Post held with Basic pay/Scale of Pay	Duration of experience		Total Years of experience (in years and months)	Type of assignment handled/Specific nature of work/duty performed
			From	To		
1						
2						
3						

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 is liable to be rejected / terminated. I also declare that I have never been disengaged from service under any organization on administrative ground such as disobedience / poor performances/ misbehavior/ criminal activity etc.

Date:

Full Signature of the Applicant

Place:

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 Identity Proof (Voter ID card / PAN card / Driving License / Adhar card / Passport).