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WEB:	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	
PA	<input type="checkbox"/>	Mail <input checked="" type="checkbox"/>	SMS <input type="checkbox"/> Local <input type="checkbox"/>
RP <input type="checkbox"/>	SP <input type="checkbox"/>	OP <input type="checkbox"/>	SM <input type="checkbox"/>

File No.CS-13/9/2021-CIVIL SUPPLIES-JAGATSINGHPUR COL

I/51977/2021

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, JAGATSINGHPUR  
(F.S & C.W SECTION)**

**ADVERTISEMENT**

No. 3917 /Dt. 05.11.2021 /

**ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT FOR THE POST OF  
TECHNICAL SUPPORT STAFF UNDER DISTRICT PROJECT MANAGEMENT  
UNIT, JAGATSINGHPUR**

Applications are invited from the prospective eligible and experienced candidates for the post of Technical support staff under DPMU.Jagatsinghpur for contractual engagement basis. Information in detail including Job description, Eligible Criteria & General Instructions for submission of application shall be available in the district website portal [www.jagatsinghpur.nic.in](http://www.jagatsinghpur.nic.in) with effect from dt.**08.11.2021**

The applicant shall submit the application through Speed Post/Registered Posts only addressed to "**Civil Supplies Office, Collectorate, Jagatsinghpur, Dist.- Jagatsinghpur Pin- 754103**"

The last date for receipt of the Application is dt.**17.11.2021**



**Collector & District Magistrate  
Jagatsinghpur**

7/2021

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, JAGATSINGHPUR  
(F.S & C.W SECTION)**

**ADVERTISEMENT**

No. 3918 /Dt. 05.11.2021 /

**GENERAL INSTRUCTION**

1. Eligible candidates should submit the detailed Curricular Villae (C.V) accompanied by the self-attested copies of relevant testimonials by Regd. Post /Speed Post only. The last date for receipt of application is .....up to 5 P.M . Applications received other than Regd. Post & Speed post shall not be entertained. Applications received after the due date shall not be acceptable /entertained.
2. The application should be addressed to  
**Civil Supplies Officer  
Collectorate, Jagatsinghpur,  
Dist-Jagatsinghpur, Pin-754103.**
3. The envelope containing the application should be supper-scribed with the name of the post applied for in bold letters.
4. The nature of the post advertised is purely contractual subject to various norms which may change from time to time.
5. The contract to the selected candidate will be issued on annual basis. The contract may be extended subject to the project requirement and satisfactory performance of the incumbent based on the select key performance indicator.
6. The extension of the contract cannot be claimed as a matter of right.
7. The position shall be filled up through an interview of a shortlisted candidate.
8. The candidature shall stand canceled if found to be canvassing in any manner during the recruitment process. The office reserves the right to cancel the engagement process and /or the candidature of all candidates at any time, without assigning any reason thereof.

**Details of vacancy**

Name of the Post:-	: -Technical Support Staff
No. of vacancy	: -1
To be deployed at	: - CSO-Cum-District Manager, OSCSC Ltd.Jagatsinghpur.
Qualification	: - BSC/BCA/Graduate with diploma in Computer/B.E./ B.Tech/MCA/MBA.
Experience	: - Min 2+ years experience in Technical support work.
Age Limit	: - The Candidate should be a citizen of India and below 37 years of age as on 01.01.2021.
Language	: -Fluent Oral and written communication skills in English and Odia Language.
Competency skill	: - The candidates should have a strong technical ability to manage multiple works within the stipulated deadline.

The details of Roles and Responsibilities of the incumbent is annexed as

**Annexure-I**

**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:
    - o Non attended or non-disposed cases with reasons;
    - o 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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/7/2021

**FORM-A**  
**FORMAT OF APPLICATION**

POST APPLIED FOR: \_\_\_\_\_

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Sex (Male/Female):
4. Marital Status (Married/Unmarried):
5. Permanent Address:
6. Present Address:
7. Mobile Number (if any):
8. Email Address (if any):
9. Date of Birth as per Christian era: \_\_\_\_\_; Age (as on 01.01.2021) \_\_\_\_\_
10. Educational Qualification (Attach copies thereof):

Paste your recent  
self-attested  
Passport Size  
photograph

Name of the Examination Passed	Name of the Board/Council/University	Year of Passing	Aggregate of Marks Secured	Grade/Division	% of Marks Secured
H.S.C					
+2Arts/Commerce/Science					
Others					

11. Nationality:
12. Attach two Character Certificates issued by two Gazetted Officer/ Medical Practitioner etc.(mention name, designation of the officers):

Signature of the Candidate

**DECLARATION**

I do hereby solemnly affirm and state that I am aware about the provisions of Contractual Engagement of Technical Support Staff (Method of Recruitment and Conditions of Services) and the statements made above are true and correct to the best of my knowledge and belief and based on record.

Place:

Date:

Signature of the Candidate

List of Enclosures: (mention in chronological manner)

Signature of the Candidate