

**KERALA STATE CIVIL SUPPLIES DEPARTMENT**

**COMMISSIONERATE OF CIVIL SUPPLIES**

THIRUVANANTHAPURAM – 695033, Kerala, India;Phone: +91-471-2322155

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Notification No. CCS/76/2019 – IT4

dated 21.06.2019

Sub: Contract Appointment to the post of Project manager–IMPDS Reg

Government of India has approved a Central Sector Scheme “Integrated Management of Public Distribution System (IM-PDS)” which should be implemented during 2018-19 and 2019-20. The objectives of the scheme are as under.

- i. Implementation of nation-wide portability in food grain distribution
  - ii. Implementation of national level data repository for de-duplication of beneficiary / ration card data
  - iii. Integration of Stated PDS system with Central PDS System
  - iv. Employ advanced data analytics techniques on centralized database to bring about continuous improvement in PDS operation
  - v. Develop advanced web and mobile based applications to introduce user-friendly PDS operations
  - vi. Improve the quality of implementation by introducing data security and information standards/benchmarks and providing handholding support to the State
  - vii. Facilitate cross learning and sharing of best practices among States.
- Technical support at State headquarters for smooth operation of activities under IM-PDS Scheme is necessary. Therefore Government of India proposed to have a Project Manager at head quarter of Civil Supplies Department and he will also function as nodal officer to coordinate the issues between DFPD/NIC and State. In addition to this, there would be a technical support staff in each district which will provide quick resolution of issues faced at local level for smooth operation of the scheme.

Civil Supplies Department invites applications for the temporary posts of 01 Project manager(on Contract basis) for a period of one year. The tenure shall be extended as per the performance of the candidate and requirements of the department. The details are given below.

1. Qualifications, Experience and Age: MCA/BE/B Tech, preferably with MBA. At the time of interview, if the candidate has not done his BE/BTech in branches like IT/CSE/Electronics/EEE, post qualification experience shall be thoroughly checked for experience in fields desired by the department. The candidate should have at least one among the following desired qualifications.

- i. PMP by PMI
- ii. ITIL
- iii. PRINCE 2

5+ years post qualification experience in IT/e-governance project management, preferably in large Government projects. The maximum age for the candidate should not be more than 40 years as on 01.01.2019. Department reserves the right to screen and upgrade the qualification/experience based on number of applications received.

2. Desired Certification& Skills: PMP (Project Management Professional)/ITIL(Information Technology Infrastructure Library)/PRINCE 2(Projects in Controlled Environments)

- Experience in Agile teams
- Proven leadership skills

- Expertise in conflict resolutions
  - Analytical and strong organizational skills, with excellent verbal and written ability
3. Roles and Responsibilities:
- A. Facilitate close coordination with all stakeholders including Department of Food & Public Distribution, CPMU, NIC HQ, NIC Kerala Team, NIC AEPDS Team, State officers of Civil Supplies Department, Nodal officers of State Civil Supplies Department, District Project Management Unit (DPMU) team, System Integrator (if any) for PDS Computerization, System Integrator of FPS Automation, District Supply officers (DSO), District Information Officers (DIOs), officers of other Departments (if any).
- B. Assess and monitor functioning of various components of PDS Computerization i.e. Digitization, Ration Card Management System, Online Allocation, Supply Chain Automation, Grievance Redressal and FPS Automation.
- C. Monitor and keep record of current IT infrastructure available at State, District, Taluk, Godown and FPS level which are provisioned for implementation of End To-End Computerization Scheme/ IM-PDS Scheme.
- D. Prepare training manual and other relevant study materials for DPMU or field staff.
- E. Support F&CS to organize and impart training to State officials and field staff.
- F. Support Food & Civil Supplies Department in preparing the RFP and Bid Management under the scheme.
- G. Support State Government for customization and implementation of Web Services to integrate State system with PDSN.
- H. Support and coordinate with NIC /SI for conducting STQC audit of the: Web Services developed for IM-PDS.
- I. Submit performance report of IM-PDS implementation to concerned State official/officers on regular basis (as per the frequency agreed by State - weekly/monthly basis).
- J. Identify the issues and risks, provide mechanism to resolve the issues and coordinate with stakeholders for issue resolution.
- K. Support F&CS Department in preparing publicity and awareness campaigns.
- L. Support State for undertaking assessment of the project as per the scheme provisions.

Activities related to coordination and monitoring of DPMUs

- i. Regularly coordinate with District Project Management Unit (DPMU) to review the following information which would be available on NFSA Dashboard
- Addition/ deletion/ modification of ration cards through RCMS System
  - Issuance/re-new/ cancellation/ suspension of FPS licenses
  - Timely generation of allocation order up to FPS level
  - Monitor movement of commodity and verify quantity against allocation order
  - From FCI Godown to State Godown,
  - From State Godown to Warehouse Corporation (if exist in the State/UT),

- From State Godowns/ Warehouse to Fair Price Shops
  - Acknowledgement from FPS owner on receipt of foodgrains
  - Closing balance of FPSs
  - Distribution of foodgrains at FPSs covering following
  - Lifting against portability
  - Authentication of beneficiaries (Aadhaar /OTP/ others)
  - Authentication failure cases
  - Non-lifting cases
  - Denied cases (if any) due to technical/other reasons.
  - Details of food grains distributed through non automated FPSs
  - Grievance Redressal
  - Grievances received from following sources
  - Toll Free
  - Online Grievance System
  - By post
  - By hand
  - Grievances received and disposed during month
  - Non attended or non-disposed cases with reasons
  - Functioning of online grievance system and Toll Free number
- ii. Assess F&CS for contract management of Agency and monitor deployment/ attrition of DPMU staff.
- iii. Support F&CS department to review performance of DPMU staff for further processing of their payment.
4. Application Form: Only physical application will be considered. The applicants should apply in the format given as Annexure 'A'. The application forms should be sent by registered post/speed post to "The Director, Commissionerate of Civil Supplies, Public Office Complex, Trivandrum - 695033, Kerala" super scribing the name of post on the envelope. The application should be complete in all aspects. Incomplete/ ineligible / Defective applications will be summarily rejected without any notice to the applicant.
5. Last date of receipt of application: The last date of receipt of application will be 15.07.2019, 5 PM. Applications received after the last date will be summarily rejected without any notice to the applicant. The department reserves the right to reject any application without assigning any reason.
6. Selection procedure: The selection will be done through interview by the Selection Committee constituted for the same.
7. Date of Interview: Dates of interview will be published in our website [www.civilsupplieskerala.gov.in](http://www.civilsupplieskerala.gov.in) and also intimated through email address of the applicants. No TA/DA will be paid for attending the interview.
8. Selection: The rank list will be prepared based on marks of interview conducted by the Selection Committee and the list of selected candidates will be published in website [www.civilsupplieskerala.gov.in](http://www.civilsupplieskerala.gov.in). Selected candidates will be given offer letter for the appointment as the Project Manager of IMPDS on contract basis for a period of one year from the date of signing contract. The Selected candidate should sign a contract with the department in the prescribed format.
9. Number of posts: 01(one only)
10. Remuneration: Consolidated pay of Rs.75000/- per month. ( Standard deductions like IT applicable.)
11. Place of work.: The applicant should be willing to work at Head office or any of the other offices of the department if required.
12. Usual conditions of contract appointment shall apply: The Department reserves the right to reject any application. Department also reserves the right to terminate the service of the

appointed candidates, by giving notice period of 15 days, without assigning any reason.

13. Admit card for the short listed candidates appearing for interview will be sent through e-mail and the list of short listed candidates will be published in department website before the date of interview.

14. General Conditions:

- i. The applications should be submitted strictly in the format prescribed.
- ii. The notification can be withdrawn any time by the competent authority without assigning any reason there for. The cancellation, if any, will be published in the website of the department.
- iii. All other usual conditions of appointment shall apply.

21 June 2019  
Thiruvananthapuram

Sd/-  
Director of Civil Supplies

**KERALA STATE CIVIL SUPPLIES DEPARTMENT**

**COMMISSIONERATE OF CIVIL SUPPLIES**

PUBLIC OFFICE COMPLEX,

THIRUVANANTHAPURAM – 695033, Kerala, India;

Passport Size  
Photo (self  
attested over  
the photo)

**APPLICATION FOR THE POST OF PROJECT MANAGER ON CONTRACT BASIS**

Notification No. CCS/76/2019-IT4

dated 21.06.2019

1	Name				
2	Age & Date of birth as on 21.06.2019 (age should not be more than 40 years as on 01.01.2019)				
3	Sex				
4	Nationality				
5	Religion				
6	Caste & Category				
7	Phone Number : Land Mobile				
8	Email ID (Shall be legible, all future correspondence will be through email ID only)				
9	Permanent Address				
10	Address for Communication				
11	Academic Qualifications(SSLC onwards)	(self-attested copies to be enclosed)			
	Qualification	Name of Institution	Name of University	Year of Passing	% of Marks

12	Post qualification experience (Attach separate sheets if required) (self-attested copies to be enclosed)				
	From	To	Name of designation	Designation	Nature of work
13	Vigilance/criminal/departmental enquiry pending				
14	Any other information (Attach separate sheets if required)				

Self-attested copies of academic qualifications, experience and proof for age to be enclosed along with the application. Incomplete/ ineligible/defective applications will be summarily rejected without giving any notice to the applicant.

#### DECLARATION

1. I hereby declare that all information furnished in the application form are true, complete and correct to the best of my knowledge and belief. I also agree that my candidature/appointment shall be cancelled at any stage/time if it is found that the information furnished is wrong.

2. I agree to receive all correspondence by email.

Place:

Date:

Signature of the candidate