

**KERALA STATE CIVIL SUPPLIES DEPARTMENT
COMMISSIONERATE OF CIVIL SUPPLIES**

THIRUVANANTHAPURAM – 695033, Kerala, India;Phone: +91-471-2322155
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Notification No. CCS/4542/2019 – IT4

dated 30 .10.2020

Sub: Contract Appointment to the post of Project Manager & District Project Managers–
Notifications -issued 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 ,2019-20 &2020-21 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(state Level) and 03 district Project managers (district Level- Idukki, Kannur, Malappuram) 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.

Project Manager:

1. **Qualifications, Experience and Age** : MCA/BE/B Tech, preferably with MBA from a recognized university. At the time of interview, if the candidate has not done his BE/BTech in branches like IT/CSE/Electronics/EEE, post qualification of his experience shall be thoroughly checked for experience in fields desired by the department. 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 01.01.2020

2. Skills:

- 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:

- 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).
- 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.
- 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.
- Prepare training manual and other relevant study materials for DPMU or field staff.
- Support F&CS to organize and impart training to State officials and field staff.
- Support Food & Civil Supplies Department in preparing the RFP and Bid Management under the scheme.
- Support State Government for customization and implementation of Web Services to integrate State system with PDSN.
- Support and coordinate with NIC /SI for conducting STQC audit of the: Web Services developed for IM-PDS.
- 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).
- Identify the issues and risks, provide mechanism to resolve the issues and coordinate with stakeholders for issue resolution.
- Support F&CS Department in preparing publicity and awareness campaigns.
- 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 foodgrains 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. **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. Selected candidates will be given offer letter 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.

5. **Number of post:** 01(one only) post for Project Manager

6. **Remuneration:** Consolidated pay of Rs.100000/- per month(Standard deductions like IT applicable.)

7. **Place of work:** The applicant should be willing to work at Head office or any of the other offices of the department if required.

District Project Managers:

1. **Qualifications, Experience and Age:** One resource at each district with minimum qualifications of Bsc (computer science)/BCA/Graduate with diploma in computer/BE/B Tech/MCA from a recognized university, with 2+ years experience in IT/e-governance projects, preferably in large Government projects. The maximum age for the candidate should not be more than 30 years as on 01.01.2020
2. **Roles and Responsibilities:** Facilitate close coordination with SPMU, State NIC team, System Integrator of FPS Automation, District Supply Officers (DSO), Taluk Supply Office, District Information Officers (DIOs)/ District NIC, Fair Price Shop Owner, etc.
 - Regular reporting to DoF&PD AND CPMU team as and when require.
 - Assess and monitor functioning of various components of PDS Computerization ie Digitization, Ration Card Management System, Online Allocation, Supply Chain Automation, Grievance Redressal and FPS Automation in the district.
 - Monitor and keeping stock of current IT infrastructure available at District, Taluks, Go down and FPS level which are provisioned for implementation of End-to-End Computerization Scheme/ IM-PDS Scheme.
 - Support district officers (DSOs/ADSOs) in carrying out the operational and technical work related to PDS operations/reforms.
 - Attend/participate in the training session organized by F&CS and also impart training to the field staff/FPS dealers.
 - Understand software customization requirements of field staff and communicate to DSO/District NIC/SPMU.
 - Submit performance report of PDS operations including End-to-End Computerization and IMPDS implementation to DSO/SPMU on regular basis through MIS system(as per the frequency agreed by State-weekly/monthly basis).
 - Update monthly food grain allocation and distribution figures of Non- Automated FPSs on Annavitran Portal.
 - Update monthly allocation and off-take figures on NFSA Dashboard if supply chain application is not implemented/operational in the district.
 - Regularly monitor and validate following district specific information on NFSA Dashboard and State Portal
 - 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 Go down to State Go down,
 - From State, Go down to Warehouse Corporation(if exist in the state/UT),
 - From State Go downs/Warehouse to Fair Price Shops
 - Acknowledgement from FPS owner on receipt of food grains.
 - Closing balance of FPSs.

- Distribution of food grains 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
- 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

3. **Selection**: The candidates will be allowed to opt for only one district. 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. Selected candidates will be given offer letter 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.
4. **Number of posts**: 3 Posts (for Idukki, kannur, Malapuram district).
5. **Remuneration**: Consolidated pay of Rs. 40,000 for each District Project Manager post (Standard deductions like IT applicable.)
6. **Place of work**: The applicant should be willing to work at any district or Head office as directed by the competent authority.

- **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. Those who are applying for both posts of Project Manager and District Project Managers have to apply separately in two different envelopes. The application should be complete in all aspects. Incomplete/ ineligible / Defective applications will be summarily rejected without any notice to the applicant.
- **Last date of receipt of application**: The last date of receipt of application will be 20.11.2020, 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.
- **Selection procedure**: The selection will be done through interview by the Selection Committee constituted for the same.
- **Date of Interview**: Dates of interview will be published in our website

www.civilsupplieskerala.gov.in and also intimated through email address of the applicants. No TA/DA will be paid for attending the interview.

- 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.
- 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.
- 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 appointments shall apply.

30 October 2020

Trivandrum

Sd/-

Director Civil Supplies

KERALA CIVIL SUPPLIES DEPARTMENT
PUBLIC OFFICE COMPLEX,
THIRUVANANTHAPURAM – 695033, Kerala, India;
APPLICATION FOR THE POST OF PROJECT MANAGER ON CONTRACT BASIS

Passport Size
 Photo (self
 attested over
 the photo)

Notification No. CCS/4542/2019-IT4

dated 30 .10.2020

1	Name	
2	Age & Date of birth as on 01.10.2020 (age should not be more than 40 years as on 01.01.2020 for the post of project manager and 30 years for the district project manager)	
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	Choice of District(in case of District Project Manager)	
12	Academic Qualifications(SSLC onwards)	(self-attested copies to be enclosed)

	Qualification	Name of Institution	Name of University	Year of Passing	% of Marks
13	Post qualification experience (Attach separate sheets if required) (self-attested copies to be enclosed)				
	From	To	Name of Organization	Designation	Nature of work

14	Vigilance/criminal/departmental enquiry pending				
15	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.

*Strike out which is not applicable

Place:

Date:

Signature of the candidate