Terms Of Reference: Recruitment of One number of IT personal under the World Bank funded ASPIRe project

Project/Organisation	Assam State Public Finance Institutional Reforms(ASPIRe) /Assam Society for Comprehensive Financial Management System(AS-CFMS), Finance Department, Government of Assam
Application Deadline :	13/04/2017
Project Category	IT enhancements in public financial management
Type of Contract :	Individual Contract
Languages Required :	English and Assamese
Expected Durationof Assignment :	12 Months which will be extended based on satisfactory performance and deliverables

Background:

Finance Department is implementing Assam State Public Finance Institutional Reforms(ASPIRe) with World Bank funding of $44 million USD (Rs. 274 cr. Approx.). The key components of the project include Strengthening Public Finance Framework & Strengthening Capacity and Governance by implementation of Treasury Reforms, Improving Efficiency of tax administration, providing effective tax payer's services by reforms in business processes and information systems in Revenue generating Departments.

The Directorate of Accounts and Treasury (DoAT), also under the Finance Department is responsible for all treasury operations, i.e. exercising control over budget execution- payments and receipts, stamps management, monthly financial reporting to the AG (A&E) etc. Government of Assam has 60 treasuries /sub-treasuries and is connected to the central server located at DoAT, KarBhawan.There are approx. 6500 DDO's who submit bills to the treasuries/ sub treasuries. The operations of DoAT are automated to an extent, with the functioning of Comprehensive Treasury Management Information System (CTMIS) application of DoAT developed in 2005, which is now 10 years old and is being maintained & incrementally upgraded by an in house team. CTMIS system's development, deployment &up gradationhave been in a phased manner over the last 10 years which needs major updations& modifications.

1. **Objective of the Assignment:**

The State Project Director (SPD), ASPIRe, intends to hire IT personnel: **one Oracle DBA** for carrying out certain upgrades in the exiting existing CTMIS,under DOAT to cope up with the changes & challenges faced in the IT field while delivering the services to the stakeholders by the treasuries. Accordingly this TOR has been framed for the positions of Oracle DBA. The Project Director, ASPIRe, is seeking interested and qualified professionals to apply.

1.1. **Detailed scope of work:**

The DBA under the guidance of Director, Accounts & Treasuries will perform following duties & responsibilities:-

- To study the existing CTMIS and its architecture and the enhancements already developed.
- To deliver the modules for integration for external IT systems as per the timelines.
- To document the activities including codes and methodologies and to get it signed by the competent authority
- To look after the software support, maintenance and development work

2. **Supervision and Performance Evaluation:**

2.1. The IT personnel will report directly to the State Project Director (SPD), ASPIRe Project and will work closely with System Administrator of Director Of Accounts & Treasuries. The System Administrator will be responsible for reviewing the performance of the personnel and State Project Director will approve their deliverables. The details & timelines for the deliverables are as follows:

2.2. **Deliverables:**

Sl No	Description OF tasks	Deliverables		
1.	**Implementation e-kuber implementation for all payments. Currently it is operational only for regular salary. Activities will include enhancements for**	1. **Making provision for all type of payment processing in CTMIS** 2. **Return Scrolls from eKuber for automated**		

	capturing of the beneficiary bank master details, consumption of scrolls, alert messages sms and email, reports for handling erroneous transaction, consumption of return scrolls etc	Accounts 3. Reports, Views for different acknowledgement files sent from eKuber		
2.	Budget module and Ceiling Module(finassam.in) already developed by Finance Department need to be integrated with CTMIS. Validations are to be inbuilt to check the budgeted amount before passing the bills at treasury level. Expenditure details against the Budgetary head to transmitted to finassam.in	1. Incorporating Budget data in CTMIS 2. Distributed(upto DDO) Budget Data to CTMIS 3. Inbuilt validation and automated deduction against expenditure 4. Ceiling Information capturing(upto DDO level)		
3.	Pay roll module developed by the Finance Department need to be integrated to CTMIS. Capturing of the details of transaction entered by the DDO in finassam.in	1. Develop the online bill submission module for all bill types. 2. Updating the employee database while generating paybills.		
4	Public Financial Management System: Identification of lacunae	1. Mapping of Schemes(planning commission code)		

	in existing system and to automate the rest of the process.	with Budget head(integration with finassam.in) 2. Allocation of funds(ie release of ceilings integration with finassam.in)		
5	Fixing of Bugs for the test cases provided by the Third Party security auditor(STQC/NIC).			
6	Automate the entire process of NPS integration of CRA with CTMIS.	1. PPAN in CTMIS and Online PRAN Generation in CRA system 2. Uploading Contribution in CRA system. Automating Sanctions and drawal process as well as Fund Transfers 3. MIS Generation based on the exchange of data of CTMIS & CRA		
7	Migration of Oracle 10G to 11i	1. Prepare roadmap for migration 2. Suggest the activity related to database 3. Reports analysis		

		and role based **access**		

3. **Minimum Qualification and Experience:**

   The incumbent is required to possess:

   a) <u>**Oracle DBA**</u>

   Basic Education Qualification:MCA/BE (comp Sc) /B Tech (Comp Sc)

   Experience: should have OCP certificate and at least three years working experience in Production environment in Linux platform. Must have knowledge in RMAN , Standby Server , Tape Backup , Shell scripting, Performance Tuning etc. Working knowledge of Oracle Application Server will give added advantage.

   Knowledge of Java is desirable

3.1 . **Other qualities or Requirements:**

   i.   Willingness and ability to work effectively under pressure and ability to multi-task;

   ii. Willingness and ability to work in a team;

   iii. Excellent interpersonal skills, strong verbal and written communication skills in English

3.2. **Preferable Requirements:**

   i.   Basic Understanding of Government structures, procedures, rules and regulations.

   ii. Experience in working in any Public Finance Management.

4. **Period of the Assignment / Services:**

   4.1. The assignment will be for a period of one year and may be extended if necessary and based on satisfactory performance. The appointment of IT personnel would be full time basis and they would not be permitted to take up any other assignment during the period. The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason thereof.

5. **Remuneration and Payment Terms:**

5.1. The remuneration would be not be more than 3.96 per annum i.e 33000 per month.

5.2. They will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the SPD, AS-CFMS Society may relax this condition.

6. Facilities to be provided by the client

6.1. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

6.2. Provide sitting space in the server room along with computer, printer, computer/office consumables, and internet access.

7. Selection Criteria

The selection committee will prepare a short list of candidates for each of the positions on the basis of their past experience of handling similar types of projects/ assignments, educational background, technical strength and domain knowledge. Only short listed candidates will be called for the personal interview.

8. Last Date of receipt of application: 21/11/2016

Terms of Engagement:

1. The appointment of IT personnel will be purely on contract basis for a period of one year. The service may be renewed solely based on performance, output and desired conducts. Department has a right to end the contract at any point of time with a prior notice of one month.

2. The successful candidates will have to sign a contractual agreement in the prescribed format.

3. The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.

4. The application format and other details may be obtained and downloaded from the following web-address- **treasuryassam.in; treasury.assam.gov.in; www.finance.assam.gov.in**;

5. How to apply: Download the application form from(see Annexure below) **;** **treasuryassam.in; www.finance.assam.gov.in** and submit duly filled in forms to the following **address(the envelope should be superscribed the post applied for)**:

Director Of Accounts & Treasuries,

5th floor, KarBhawan,

Ganeshguri, Guwahati-781006: Phone: 0361-2232507

6. Date of interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.

7. No TA, DA or expenses of any kind will be paid for attending the interview.

8. Inability to produce any of the required documents at the time of interview will render the application ineligible for the selection.

9. Canvassing in any form will result in disqualification and legal action.

10. Applications received after last date fixed for receipt of applications through mail or post will not be entertained.

11. Only short listed candidates will be called for the interview and Finance Department will not bear any of the costs incurred by the applicant(s) towards preparation, submission of his/her application or attending the viva voce.

Project Director, ASPIRe Project
Room No. 005, Ground Floor
F-Block, Assam Secretariat
Dispur, Guwahati-6

FORMAT FOR SUBMISSION CV

POST APPLIED FOR:-

1. **Full Name:**
2. **Nationality** :
3. **Complete Permanent Address** (attach a copy of evidence)**:**
4. **Police Station:**
5. **Current Address:**
6. **Telephone/ Cell No.:**
7. **Email address:**
8. **Date of Birth** (attach a copy of evidence):
9. **Current Designation:**
10. **Current Employer's FULL Address with contact email and phone number:**

<div style="float:right; border:1px solid black; padding:10px;">Paste self attested Recent Passport Photo</div>

11. **Educational qualification** (attach a copies of evidences)**:**

Sl.	Examination	Year of Passing	Name of School/College	Name Board/ University	Class/ Percentage of marks obtained
1.	HSLC/Class-X				
2.	HSSLC/Class-XII				
3.	Graduation in _____				
4.	Post graduation in _____				

12. **Training details relevant to the position applied** (attach a copy of evidence)**:**

Sl.	Training Field	Period of Training
1.		
2.		
3.		

13. **Total Experience in relevant field (in years)***: …………………..* *(give break up)*
14. **Experience (in years)** *in Government Projects***: …………………**
15. **Languages known:**
16. **Computer proficiency:**
17. **Employment Record** *(Starting from the latest):*

From: **To:** **Employer:** **Position Held:** **Monthly Remuneration** *(attach copy of latest salary certificate):* **Summary of services provided:**

   Add boxes as required

18. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** *(clearly showing role played, duration of input, complexity of work undertaken, and core competencies)*

Name of assignment or project: **Year:** **Employer:** **Main Features of the project:** **Positions held:** **Activities performed:**	

   Add boxes as required

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates should provide CV (not more than 8 pages) as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.***

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