

Assam Society for Comprehensive Financial Management System
(AS-CFMS)
(A Registered Society under Finance Department)
F-Block, Assam Secretariat, Dispur, Guwahati-781006 (Assam, India)

ToR for Hiring Senior Technical Support Personnel (Sr. TSP) under AS-CFMS

A Special Purpose Vehicle (SPV) namely Assam Society for Comprehensive Financial Management System (AS-CFMS) has been established to implement and manage Public Financial Management Reforms (PFMR), including enterprise-level IT systems within the Finance Department and other revenue-generating departments of the Government of Assam.

The Society is headed by a Project Director and Additional Project Director, supported by domain experts, IT professionals, and consultants engaged on deputation and contractual basis. The Society is responsible for managing advanced e-Governance platforms such as GRAS, Cyber Treasury, IFMS modules, and integrated financial dashboards aligned with national and international best practices.

The Project Director, AS-CFMS, intends to engage a Senior Technical Support Personnel (Sr. TSP) to provide high-level functional, technical, analytical, and coordination support to the FMIS/PMU/PIU teams in GRAS, Cyber Treasury, financial reporting systems, and allied digital governance initiatives.

1. Objectives and Scope

The Senior Technical Support Personnel shall provide advanced technical and operational support to ensure robust functioning, compliance, and optimization of financial management systems including GRAS and Cyber Treasury platforms.

The Sr. TSP will:

- Lead monitoring and performance review of GRAS/Cyber Treasury operations across Treasuries and Works Divisions.
- Supervise digital correspondence management and workflow automation. Review monthly accounts submissions and ensure reconciliation with AG and line departments.
- Generate analytical dashboards, financial performance metrics, and executive-level reports.
- Support expenditure tracking, budget control, forecasting, and variance analysis. Strengthen cybersecurity compliance and audit preparedness of financial systems.
- Provide advanced troubleshooting and user support across departments. Assist in system upgrades, data migration, integration with external platforms, and process re-engineering.
- Coordinate with NIC/IT vendors/technical partners for issue resolution and system enhancements.
- Ensure adherence to IT governance, data protection standards, and digital documentation protocols.
- Undertake any strategic or operational responsibilities assigned by reporting authorities.

2. Reporting

The selected candidate shall report to the Additional Project Director, ASCFMS/ Project Head, FMIS.

Performance shall be periodically reviewed by the Project Head, with deliverables subject to approval by the State Project Director, AS-CFMS Society.

3. Qualifications and Experience

3.1 Essential

Education:

- Graduate in Engineering (IT/Computer Science/Electronics), MCA, MBA (Finance/IT), M.Com, or equivalent.
- Preference for candidates with postgraduate qualifications.

Experience:

- Minimum 3–5 years of experience in IT-enabled financial systems, government e-Governance projects, treasury/budget systems, or enterprise application support.
- Experience in working with Government Departments, PSUs, or large-scale ERP/FMIS implementations.

Technical Skills:

- Advanced proficiency in MS Excel (Pivot Tables, Power Query, Macros, Data Validation, Dashboards).
- Working knowledge of database systems (SQL queries, data extraction, report generation).
- Familiarity with financial management systems, IFMS, treasury applications, or GRAS-like platforms.
- Understanding of APIs, system integration, and digital workflow automation.
- Knowledge of cybersecurity basics, access control mechanisms, audit trails, and data privacy compliance.
- Exposure to MIS reporting tools, BI dashboards (Power BI/Tableau preferred).
- Understanding of ITIL-based service management practices.

Core Competencies:

- Strong analytical and problem-solving ability.
- Capacity to handle multiple stakeholders and tight deadlines.
- Excellent drafting and communication skills in English.
- Leadership and mentoring capability for junior TSP staff.
- Ability to prepare high-level notes, cabinet memoranda inputs, and briefing materials.

3.2 Desirable

- Experience in Government accounting frameworks, Treasury Rules, Financial Rules, Budget Manual, and Audit processes.

- Familiarity with GFR, FRBM compliance, PFMS, or RBI banking integration mechanisms.
- Certification in cybersecurity, data analytics, ERP systems, or project management (PMP/Prince2 preferred).
- Experience in digital record management systems, e-Office platforms, and workflow digitization.
- Exposure to cloud-based infrastructure and server environment coordination.
- Understanding of cybersecurity audits, vulnerability assessment, and compliance reporting.

4. Key Responsibilities

Provide senior-level support for GRAS/Cyber Treasury operations and analytics.

- Monitor system performance, uptime, and issue resolution timelines.
- Develop financial dashboards, variance analysis reports, and trend analysis.
- Ensure accuracy, integrity, and security of financial data.
- Coordinate reconciliation between Treasury, AG, Banks, and Line Departments.
- Lead digitization, data archival, and audit compliance activities.
- Facilitate capacity-building sessions and training workshops for stakeholders.
- Maintain documentation, SOPs, user manuals, and system update logs.
- Assist in policy formulation, digital reforms, and system modernization initiatives.
- Support IT security audits, vulnerability mitigation, and compliance reporting.

5. Period of Assignment

- Engagement shall initially be for one year, extendable based on performance and project requirement.
- Full-time contractual appointment; no parallel assignments permitted.
- Engagement is purely temporary in nature and may be terminated at any time without assigning reasons.

6. Remuneration and Leave

- **Remuneration:** Rs. 55,000 – Rs. 80,000 per month
 - For deserving & meritorious and experienced ones, remuneration is negotiable
- **Leave Entitlement:**
 - 12 days Annual Paid Leave + 2 Restricted Holidays.
 - Absence beyond 14 working days per year treated as Leave Without Pay.
 - Casual Leave beyond 5 consecutive days only with prior approval of SPD.

7. Selection Criteria

Selection will be based on Walk-in Interview assessing technical knowledge, communication skills, and aptitude.

8. Other Terms

- Appointment is purely contractual and project-based.

- No claim for regularization, absorption, or continuation beyond contract period.
- Confidentiality of financial and government data must be strictly maintained.
- Violation of cybersecurity or data protection norms shall invite termination and legal action.
- Canvassing in any form will result in immediate disqualification.

9. How to Apply

- Apply via provided format within 10 days to hr.ascfms@gmail.com (PDF only, <20 pages with docs). No hard copies.