

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 Technical Support Personnel (TSP) under AS-CFMS

A Special Purpose Vehicle (SPV) named Assam Society for Comprehensive Financial Management System (AS-CFMS) has been set up for implementing and managing Public Financial Management Reforms, including IT-related projects in the Finance Department and other revenue-generating departments.

The society is currently headed by a Project Director and an Additional Project Director, with a mix of government personnel on deputation and consultants engaged on a contractual basis. The society is implementing projects with exposure to international best practices in e-Governance and financial management.

The Project Director, AS-CFMS, now intends to engage Technical Support Personnel to support the PMU/PIU in GRAS, Cyber Treasury, and allied systems, ensuring smooth operations, reporting, and IT-enabled workflows.

1. Objectives and Scope

The Technical Support Personnel will assist the FMIS team in:

- Managing Dak and Correspondence related to GRAS/Cyber Treasury.
- Maintaining Issue/Receipts/Dispatch registers digitally and ensuring timely circulation.
- Monitoring monthly submission of accounts from Treasuries and Works Divisions; initiating reminders and follow-ups with AG and line departments.
- Preparing performance reports of Treasuries and dispatch status.
- Supporting expenditure and finance budget reporting.
- Compiling GRAS-related reports for senior officers.
- Providing basic IT and portal support for GRAS/Cyber Treasury systems.
- Assisting in digitization, cybersecurity compliance, and audit readiness.
- Undertaking any other activities assigned by reporting officers.

2. Reporting

The selected candidate shall report to the Additional Project Director , ASCFMS/Project Head, FMIS . Performance will be reviewed by the Project Head, and deliverables approved by the State Project Director, AS-CFMS Society.

3. Qualifications and Experience

3.1 Essential

- Education: Graduate (MBA preferred).
- Experience: Fresh graduates may apply.
- Skills:

- Ability to multitask and work under pressure.
- Team collaboration and interpersonal skills.
- Strong verbal and written communication in English.
- Basic IT troubleshooting and training capability.

3.2 Desirable

- Understanding of government structures, procedures, rules, and regulations.
- Knowledge of accounting or banking processes.
- Proficiency in MS Excel, PowerPoint, and Word.
- Familiarity with GRAS/Cyber Treasury portals.
- Awareness of digital file management, e-office systems, and cybersecurity protocols.

4. Key Responsibilities

- Support GRAS/Cyber Treasury operations and reporting.
- Ensure accuracy and timeliness of financial data entry.
- Assist in preparation of expenditure and budget reports.
- Facilitate communication between Treasuries, Works Divisions, and AG.
- Provide IT-enabled support for digitization and compliance.
- Maintain audit-ready documentation and reporting.

5. Period of Assignment

- Engagement will be for one year, extendable based on performance and requirement.
- Full-time appointment; no other assignments permitted.
- Temporary (non-official) nature; can be terminated at any time without assigning reason.

6. Remuneration and Leave

- **Remuneration:** Rs.35,000–Rs.51,500 per month
- For deserving & meritorious and experienced ones, remuneration is negotiable
- **Leave:**
 - 12 annual paid leave days + 2 restricted holidays.
 - Absence beyond 14 working days per year treated as leave without pay.
 - Casual leave beyond 5 consecutive days not permitted, except under SPD's approval.

7. Facilities Provided by Client

- Access to required documents, correspondence, and project-related information.
- Sitting space in server room with computer, printer, consumables, and internet access.
- Access to GRAS/Cyber Treasury systems and dashboards.

8. Selection Criteria

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

9. Other Terms

- Appointment purely on contract basis; renewable based on performance.
- No claim of extension/absorption in department.
- Canvassing in any form will result in disqualification and legal action.

10. How to Apply

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