Assam Society for Comprehensive Financial Management System (AS-CFMS)

(A registered Society under Finance Department of Govt. of Assam)

F-228, F Block, Janata Bhawan, Dispur, Guwahati- 781006

ToR for hiring one Assistant Software Developer under AS-CFMS

A. 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.

B. 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. Currently, the society is implementing a World Bank Externally Aided Project named ASPIRe (Assam State Public Finance Institutional Reforms).

C. The project collaborates with various international and national knowledge partners such as the IMF, UNICEF, NIPFP etc. thereby having an exposure to best practices of international standards in public finance and other such cross learnings from other states.

D. Notwithstanding the closure of the ASPIRe Project, the society shall continue to function in order to sustain and bolster the reforms that were undertaken as a part of this project.

E. The Project Director, AS-CFMS now intends to engage Assistant Software Developer (1 position) to Support the PMU/PIU of all aspects relating to Technical activities (i.e. Application design, development, testing etc.) of the Project Implementation Unit (PIU) as well as to extend support to Project Management Unit (PIU). Overall, he/she will responsible for all development related activities, Full stack of application development, Code Review, Code Versioning, Functionality and Technical Testing, Business Process Re-engineering etc.

1. Objectives and Scope of the Assignment

The Key tasks and responsibilities of the Assistant Software Developer will be to Support the PIU/PMU in the following:-

- Full understanding of SDLC

- Fixing minor bugs

- Familiarity with code base and software, database.

- Testing and generating test report from time to time as required.

- Front end designing, usage of various tools.

- UI/UX development.

- Requirement Analysis and proper documentation.

- To report any system level anomalies or record bugs reported from end users/support team.

- To support Technical Support Team and Helpdesk team for Training and Troubleshooting

- Knowledge of various Enterprise Level Report generation tools & software

- Keep abreast with emerging technologies.

- Reengineered and modernized business processes and procedures for PFM in the State

- People Change Management to transform the approach and thinking for Public Financial Management

- Application Software for IFMIS built on good practices in PFM

- Integration of system with other related ICT systems (PFMS, RBI, AG etc.)

- IT Infrastructure for IFMIS implementation (Data center and DR Site)

- Capacity Building & Training for all related stakeholders on new regulator framework, processes and IT system

- Revised/updated Financial Management Rules, Regulations and Formats in-line with the implemented procedures in IFMIS

- Improved timeliness and reduced administrative burden in budget preparation, allocations, execution & accounting

- Enforcement of standardized and best practice based controls over public expenditure management across government

- Improved Transparency and Efficiency in Public Resources (funds) Management

- Improved accuracy and timeliness in fiscal reporting

- Ensuring uniformity in Budget classification and Chart of Accounts

- Institutionalization of a Community of Practice

- Improved last mile connectivity and infrastructure

2. Reporting and Review

Assistant Software Developer will report to Project Director/Addl. Project Director or any other officer assigned for the purpose.

3. Qualification and Experience

This position requires dynamic, experienced and analytical professional with demonstrated experience of handling similar activities in Societies specially driving external aided projects.

3.1 Essential Qualifications and Experience:

- Must have BE/B-Tech in Computer Science, Information Technology or related Branches/MCA/MSc.(IT)
- Must have experience in delivering similar nature of works in State Government/PSU.

3.2 Desirable Qualifications, Experience and Skill-set:

- Good experience in Java, JSP, Maria DB, Struts, Spring, Hibernate, Spring Security, Bootstrap, Thymeleaf, Kafka, Maven, Apache Superset, Jaspersoft, Docker, Single Sign on, SCM & CI/CD, GitLab, Jenkins, DevOps, CI/CD, Microservice architecture, Containers Orchestration etc
- Willingness and ability to work effectively under pressure and ability to multi-task;
- Willingness and ability to work in a team;
- Excellent interpersonal skills, strong verbal and written communication skills in English

- Basic Understanding of Government structures, procedures, rules and regulations (Preferable).
- Experience in working in any Public Finance Management or associated with e Governance project. (Preferable).

4. How to apply

Candidates are requested to apply in application format provided with this ToR within 21 days of the advertisement. Scanned copy of application form along with other relevant documents should be mailed to hr.ascfms@gmail.com. No hard copies will be accepted.

5. Selection Criteria:

The following steps will be taken to select candidate in most transparent and fair manner:

Step I: Short listing of applications on the basis of those fulfilling essential and desirable qualifications.

Step II: Written test (if project decides so in case of higher number of candidates)

i) The written test will be held to test knowledge in domain of Software development.

Step III: Final Interview- In all cases interview shall be held to test the following:

i) Knowledge of the candidate in software development and java, Database, Java scripts etc.
ii) Communication Skills including writing skills.
iii) Attitude and aptitude towards work at hand.

6. Period of the Assignment / Services:

The assignment will be for a period of one year and may be extended, if necessary but strictly based on satisfactory performance on the position. The appointment would be full time basis and selected candidate would not be permitted to take up any other assignment during the period.

7. Payment Terms and leave eligibility:

- The remuneration would be as per Level L2 and Grade B of the ASPIRe HR Policy Manual with monthly CTP of INR 20,000 to 25,000. Initial base remuneration would be negotiated during interview based on experience and last pay drawn. However, for candidate having exceptional qualification, performance, experience, higher pay package may be negotiated and considered.

- Selected candidates will be eligible for an annual Casual Leave of 12 (twelve) Working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than a total of 14 (= 12+2) working days in a year shall be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. Additionally, paid Medical leave of maximum of 10 days in a year may also be granted subject to production of medical certificates. However, leave of absence on medical grounds beyond 10 days in a year will be treated as leave without remuneration/ CTP. Notwithstanding above, the Project Director, AS-CFMS may grant other special leaves subject to proper justifications.

8. Facilitation by AS-CFMS

- The Assistant Software Developer will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
- The Assistant Software Developer will be provided office space in the PIU along with computer, printer, computer/office consumables, and internet access, as determined by the Project Director.
- The Assistant Software Developer will have to arrange his/her own conveyance facility for attending the PIU. However, for official travel within Guwahati city and for field visits (duly approved by the Project Director) Conveyance facility may be provided, whenever available.

9. Other Details

- This is an indicative ToR only. The Project Director, AS-CFMS reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.
- The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.

- 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.
- No TA, DA or expenses of any kind will be paid for attending the interview.
- Canvassing in any form may lead to disqualification of candidature.
- For any clarification, Please contact HR, ASPIRe at email Id: clarifications_aspire@outlook.com.

APPLICATION FORM FOR THE POSITION OF…………………………

1. **Full Name of the candidate** (In Block Letters):

2. **Father's/Husband' s Name :**

3. **Mother's Name :**

4. **Gender:**

5. **Maritial Status :**

6. **Nationality :**

7. **Permanent Postal Address** (attach a copy of evidence)**:**

8. **Police Station:**

9. **Current Address:**

10. **Mobile No.:**

11. **Mobile No.** *(WhatsApp messenger)* **:**

12. **Email ID :**

13. **Passport No.** *(If available)*: …………………..

14. **Date of Birth** (attach a copy of evidence)(dd/mm/yyyy):

15. **Age** *(As on 1ˢᵗJanuary 2023)* **:**_____Years _____month(s)

16. **Current Designation:**

17. **Current Employer's Full Address with contact email and phone number:**

18. **Educational Qualification** (attach copies of certificates)**:**

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. **Training details relevant to the position applied** (attach copies of certificates)**:**

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. **Total Professional Experience :** _____Years _____ month(s)

Paste Recent Passport Photo

21. **Details of Professional Experience** *(Starting from latest **)(attach copies of experience certificates):*

Sl.	Designation	Organization	From (MM/YYYY)	To (MM/YYYY)	Last net salary drawn (per annum)	Summary of Services provided

** Attach latest salary certificate.

22. **Write a brief note describing why would like to be associated with us :** *(Maximum 250 words)*

23. **Languages proficiency:**(please tick √)

Sl.	Language	Read	Write	Speak

24. **Computer proficiency:**

Sl.	*Program/Software/Applications*	*Excellent*	*Good*	*Average*

25. **Names and Addresses of two persons from whom we may seek reference about you:**

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

26. **Have you ever been discharged or forced to resign from any position?** *(If yes furnish details)*

> **Declaration**: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AS-CFMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AS-CFMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.
>
>
> Date :   Signature of the Candidate
> Place :

IMPORTANT Notes:

1. Candidates shall complete this application in not more than 8 pages **strictly** 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 application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.*

2. **While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).**

3. **Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.**