

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 five (5) personnel for Direct Benefit Transfer-
Project Monitoring Unit (DBT-PMU) under AS-CFMS**

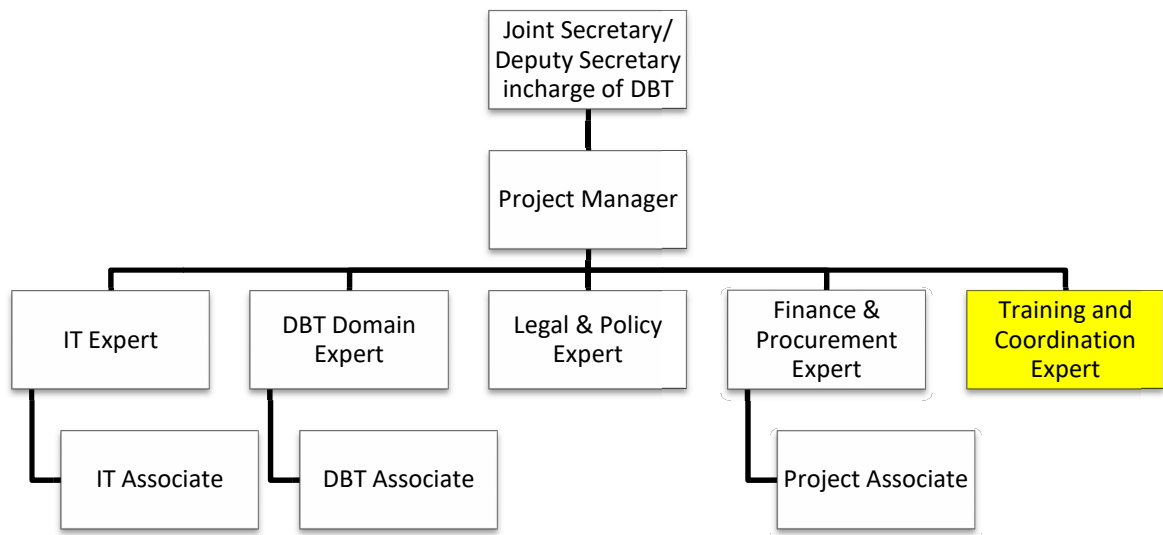
- A. A Special Purpose Vehicle (SPV) named “Assam Society for Comprehensive Financial Management System (AS-CFMS)” has been set up for implementing and managing Public Financial Management Reforms including IT-related projects in the Finance Department and other revenue generating departments.
- B. The 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. Cash Transfers or Direct Benefit Transfer (DBT) as it is known in India, is the popular method of transferring social benefits to the marginalized sections of societies across the world. DBT schemes are both cash-based transfers as well as in-kind schemes. The Government of India has been an early adopter of DBT which was started with initiatives like PAHAL, JAM, etc. Owing to the success of PAHAL, the Government of India has now re-implemented a large number of Centrally sponsored schemes in DBT mode. Government of Assam has also taken several such measures of implementing various schemes for social security and the welfare of its citizens. Apart from the schemes by the Central Government, there are few significant schemes introduced by the Government of Assam such as Orunodoi , Indira Miri Schemes etc.
- F. The State DBT PMU for Assam was set up in the year 2017 and is working with the DBT Mission India for the promotion of DBT in the State of Assam.
- G. The Finance Department has developed and rolled out a high-end platform “**Digital Infrastructure for DBT schemes (DIDS)**” under the World Bank-funded ASPIRe Project. Under the DIDS implementation, a common functional database for social programs, also known as integrated Social Registry (SR) is built. SRs are the information systems that support the intake, registration, and determination of potential eligibility for one or more social schemes/programs run by the government.
- H. A lean Programme Management Unit (PMU) is existent which handles the day-to-day operations. However, the State Government wants to strengthen it further and build in-house capacity. Hence, additional resources is proposed to be on boarded and trained so that they can implement the DIDS solution and DBT

schemes. Accordingly, the Project Director, AS-CFMS now intends to engage the following personnel for the DBT PMU.

SI No	Designations	No. of positions
1	Project Manager	1
2	IT Expert	1
3	Legal & Policy Expert	1
4	Finance & Procurement Expert	1
5	DBT Expert	1
TOTAL		5

Overall, the unit will be responsible for all DBT-related activities.

Organizational Structure to be followed is:



1. Objectives and Scope of the Assignment

The PMU would be the nodal unit for the promotion of DBT in the state and would have the following roles and responsibilities:

Regarding DIDS:

- a. On-boarding of DBT schemes in coordination with departments on the DIDS Platform.
- b. Support the state government in designing and implementing an extensive IEC plan for beneficiaries on the DIDS Platform and the approach.
- c. Feasibility and Gap Assessment
- d. Provide support for assessment of Network Coverage and Unbanked areas.
- e. Assisting Government Department in readiness to onboard schemes on the DIDS Platform
- f. Regular activities in promotion of the DIDS by the PMU
 - i. Assessment and understanding of the schemes run by the participating department.

- ii. Understanding the fitment of the core functionality of the scheme into DIDS like eligibility criteria, conditionality, etc.
- iii. Detailed assessment to understand the work flow, processes, etc. for delivery of social benefits by the (participating) departments.
- iv. Configuration of the DIDS platform and train the users based on the roles.
- v. Maintain the beneficiary and scheme registries as the SoPs and protocols defined.
- vi. Train the IT users of the department on the same, shall also train the users on beneficiary data updates etc.
- vii. Resolve any issues related to the usage of the functional features of the application.
- viii. Generation of custom reports for regular reporting or support for policy development based on socio-economic indicators.
- g. Act as a day-to-day support group for DIDS, and ensure that the DIDS platform is available as per the defined support SLAs

Regarding the DBT Schemes implemented by the Finance Department:

- a. Coordinating with the State Level Governance Committee for the promotion of DBT in the state.
- b. Assist in preparing scheme guidelines, operational process documents, and beneficiary data preparation for rolling out schemes
- c. End-to-end scheme & beneficiary management through online portal
- d. End-to-end management including preparation of scheme documentation, brochures, ceremonial launch, etc.
- e. Assisting departments in data collection, collation and disbursement of funds.
- f. Monitoring and evaluating the progress of various departments on DBT related indicators vis-à-vis expected outcomes.
- g. Designing Citizen Feedback/Grievance redressal mechanism for beneficiaries.
- h. Design Strategy for Last Mile Pilot / POC and assist in implementation in collaboration with service providers.
- i. Coordination of various Payments & Settlement networks along with banks to explore solutions for Last Mile Delivery of benefits.
- j. Facilitating IT as-is assessment, organizing meetings, seminars, and workshops for Stakeholders
- k. Support in preparation of governance framework and functional dashboard for tracking Digital Payments targets majorly with Key Performance Indices (KPIs)
- l. Standardization of SLBC functioning and establish coordination with the banks and other financial institutions.
- m. Assisting the Department in implementing a seamless project management & monitoring of the SLBC program.

- n. Coordinating with SLBC and regional offices of Banks to develop reporting formats for scheme implementation progress for various schemes.
- o. Functional Design details for web-portal and define processes, which shall enable banks to do regular payments.
- p. Conduct Capacity Building sessions
- q. Coordination with Departments and other stakeholders to ensure updated reporting in State DBT Bharat Portal
- r. Establish proactive liaising between State Government Departments, Banks and SLBC
- s. Standardization of SLBC reports as per the recommendation of RBI and requirements of Finance Department
- t. Assisting Government in aligning, mobilizing and monitoring activities of key banking parameters
- u. Any other task may be assigned

2. Reporting and Review

The Project Manager will report to the Joint Secretary / Deputy Secretary in charge of DBT, Finance Department.

Other members of the team will report to the Project Manager or as per the organization structure above.

The final authority on any issue(s) that may arise during the employment period of the employee shall be resolved by the Project Director, AS-CFMS Society, and the decision taken by the PD shall prevail. The annual performance review will be done as per the HR Policy of the AS-CFMS Society

3. Qualification and Experience

a. Project Manager

- Education: Post Graduate degree/diploma in Business Administration, Public Policy or a closely related field or B Tech/ BE (Information Technology/Computer Science), from a recognised university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Certifications (preferred but not Mandatory) — PMP /PgMP /CAMP /PRINCE2 /CompTIA Project+ or other industry equivalent certifications
- Age: Not more than fifty-five (55) years as on 1st January 2023.
- Experience: Eleven to fifteen (11-15) years of thematic experience in handling large e-Governance projects of Government / public sector. For graduates experience in the specific sector shall be over fifteen years.
- The candidate should have handled at least one large project on all aspects from concept to implementation stage.

- The candidate should be aware of government processes, procedures and stakeholder management and implementation strategies.
- Excellent knowledge of written and spoken English and working knowledge of Assamese are required and should have computer knowledge in MS Office and other applications
- Strong interpersonal relations, communication and teamwork skills

b. IT Expert

- Education: Minimum B Tech/ BE (Information Technology/Computer Science) or MCA, from a recognised university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Age: Not more than fifty-five (55) years as on 1st January 2023.
- Experience: At least seven (7) years in case of post-graduates or ten (10) years in case graduates of thematic experience in handling large e-Governance projects of Government/public sector.
- The candidate should have handled at least one large project on all aspects from concept to implementation stage.
- The candidate should be aware of government processes, procedures and stakeholder management and implementation strategies.
- Excellent knowledge of written and spoken English and should have computer knowledge in MS Office and other applications
- Strong interpersonal relations, communication and team-work skills

c. Legal & Policy Expert

- Education: Minimum Bachelor's Degree in Law (LLB or equivalent) from a recognised university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Age: Not more than fifty-five (55) years as on 1st January 2023.
- Experience: At least seven (7) years in case of post-graduates or ten (10) years in case graduates of thematic experience in legal advisory.
- Experience with the government (as a regular employee or consultant) will be preferred.
- The candidate should have good knowledge of using Microsoft Office Suite.
- Proficiency in English
- Knowledge and experience in handling court matters at the level of the High Court
- Familiarity with banking norms, government processes, procedures, etc.
- Excellent communication skills, drafting skills and good working knowledge of computers

- Excellent knowledge of written and spoken English and should have computer knowledge in MS Office and other applications
- Strong interpersonal relations, communication and team-work skills

d. Finance & Procurement Expert

- Education: Minimum Post Graduate Degree/Diploma in Finance or Accounts from a recognised university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Age: Not more than fifty-five (55) years as on 1st January 2023.
- Experience: At least seven (7) years in case of post-graduates or ten (10) years in case graduates of thematic experience in rural / development banking / financial services including insurance, pension, etc.
- Should have good knowledge of financial inclusion, banking systems and sectoral understanding relating to banking regulations and policies.
- Should have proven experience with DBT-PFMS, BC-FI model (PMJDY), etc.
- Should have a good understanding of annual credit plan preparation (ACP) at/in coordination with SLBC, NABARD, RBI, etc.
- Should have at least two (2) years of proven experience in procurement and contract management
- Excellent communication skills, drafting skills and good working knowledge of computers
- Excellent knowledge of written and spoken English and should have computer knowledge in MS Office and other applications
- Strong interpersonal relations, communication and team-work skills

e. DBT Expert

- Education: Minimum Post Graduate degree/diploma from a recognised university or college, as a regularly enrolled student (excluding studies in distance education mode)
- Age: Not more than fifty-five (55) years as on 1st January 2023.
- Experience: At least seven (7) years in case of post-graduates or ten (10) years in case graduates of thematic experience in handling large e-Governance projects of Government/public sector.
- Previous experience in managing Consulting projects with Central/State Government with strong DBT ecosystem experience will be preferred
- Prior experience in Public Financial Management Systems or Digital Financial Services, within the public sector is essential
- Mandatory Experience in BPR, Change Management
- Should have an understanding of Aadhaar, Financial Inclusion & DBT projects
- Understanding of Government Programs/Schemes

- Preference will be given to people who have developed the DBT Strategy and its implementation in other States / Government of India (GoI) Ministries or have work experience in the Financial Inclusion domain in Grant-making agencies etc.
- Preferred to have experience having implemented at least one large-scale IT system in Central/State Government or in the Private Sector
- Excellent knowledge of written and spoken English is required and should have computer knowledge of MS Office and other applications
- Strong interpersonal relations, communication and teamwork skills

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 candidates in most transparent and fair manner:

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

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

- i) The written test will be held to test knowledge in the respective domain.

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

- i) Knowledge of the candidate in their respective domain
- 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 two years for Project Manager and DBT Expert and one year for the other three positions from the date of joining and may be extended, if necessary but strictly based on satisfactory performance. The appointment would be on full time basis and selected candidates would not be permitted to take up any other assignment during the period. The appointment is of a temporary nature and the appointment can be cancelled at any time without assigning any reason thereof.

7. Payment Terms and leave eligibility:

- The indicative range for the positions are as follows:

SI No	Designations	No. of positions	Proposed Level and Grade as per HR Policy of AS-CFMS for pay structure	CTP Range / Month (Rupees)
1	Project Manager	1	L1 – A	1,50,000 - 2,15,000
2	IT Expert	1	L1 – B	95,000-1,60,000
3	Legal & Policy Expert	1	L1 – B	95,000-1,60,000
4	Finance & Procurement Expert	1	L1 – B	95,000-1,60,000
5	DBT Expert	1	L1 – B	95,000-1,60,000
TOTAL		5		

- The monthly Cost to the Project will be as per the ASPIRe HR policy of the AS-CFMS Society inclusive of Performance Linked Incentive, Communication Allowance and Medical Allowance.
- The CTP offered will be decided based on the previous salary history, qualification, experience and competency of the candidate. Project Director, AS-CFMS reserves the right to offer higher CTP, than indicated above, to deserving candidates based on previous experience and other criteria.
- 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 DBT-PMU will have access to all the required documents, correspondence, and any other information associated with the project assignment and as deemed necessary.
- The DBT-PMU will be provided office space along with computer, printer, computer/office consumables, and internet access, as determined by the Project Director.
- The members of the DBT-PMU will have to arrange her/his own conveyance facility for attending office. 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 a 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. Marital 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 1st January 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)

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 :
Place :

Signature of the Candidate

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.**