

**Assam Electronics Development Corporation Ltd. (AMTRON)**  
**Industrial Estate, Bamunimaidan, Guwahati-781021**  
**www.amtron.in**

**No: AEDC/EDP/IMPDS-Manpower/61/755**

**Date: 26.12.2019**

**Recruitment Notice**

Assam Electronics Development Corporation Limited (AMTRON) invites applications from eligible candidates for engagement as Project Manager, Junior Project Manager and Technical Support Staff on contract basis in various State/UT Headquarter, districts and Food & Civil Supplies Department of Assam.

The employment is purely contractual in nature initially for Six (6) months. Interested and eligible candidates may apply only online for the same, through the official website of the Corporation (www.amtron.in) from 29.12.2019 to 17.01.2020.

The detailed terms and conditions of engagement are as given below:

**1. Name of Posts, Nos. of Positions, Qualification and Experience:-**

Sl	Name of the Post	No of Positions	Minimum Qualification	Minimum Experience
1	Project Manager at State Headquarter	1	B.E./B.Tech/MCA	5+ Years experience preferably in PDS Domain
2	Junior Project Manager at State Headquarter	1	B.E./B.Tech/MCA/B.SC(Co mputers)/BCA	3+ Years experience preferably in PDS Domain
3	Technical Support Staff at District	33	B.E./B.Tech/MCA/B.SC/BC A/Graduate with diploma in Computer	2+ Years experience preferably in PDS Domain

**2. Roles & Responsibilities :**

**1. Project Manager & Junior Project Manager**

- (I) Facilitate close coordination with all stakeholders including Department of Food & Public Distribution, CPMU, NIC HQ, State officers of Civil Supplies Department, Nodal officers of State Civil Supplies Department, District Project Management Unit (DPMU) team, System Integrator (if any) for PDS Computerization, System Integrator

of FPS Automation, District Supply Officers (DSO), District Information Officers (DIOs), officers of other Departments (if any).

- (II) Assess and monitor functioning of various components of PDS Computerization i.e. Digitization, Ration Card Management System, Online Allocation, Supply Chain Automation, Grievance Redressal and FPS Automation
- (III) Monitor and keep record of current IT infrastructure available at State, District, Taluka, Godown and FPS level which are provisioned for implementation of End-To-End Computerization Scheme/ IM-PDS Scheme.
- (IV) Prepare training manual and other relevant study materials for DPMU or field staff.
- (V) Support F&CS to organize and impart training to State officials and field staff
- (VI) Support Food & Civil Supplies Department in preparing the RFP and Bid Management under the scheme
- (VII) Support State/UT Government for customization and implementation of Web Services to integrate State system with PDSN
- (VIII) Support and coordinate with NIC/SI for conducting STQC audit of the Web Services developed for IM-PDS.
- (IX) Submit performance report of IM-PDS implementation to concerned State official/officers on regular basis (as per the frequency agreed by State/UT - weekly/monthly basis).
- (X) Identify the issues and risks, provide mechanism to resolve the issues and coordinate with stakeholders for issue resolution.
- (XI) Support F&CS Department in preparing publicity and awareness campaigns.
- (XII) Support States/UTs for undertaking assessment of the project as per the scheme provisions.

## **2. Technical Support Staff**

- I. Facilitate close coordination with SPMU, State NIC team, System Integrator of FPS Automation, District Supply Officers (DSO), District Information Officers (DIOs)/ District NIC, Fair Price Shop Owner, etc
- II. Regular reporting to DoF&PD and CPMU team as and when required.

- III. Assess and monitor functioning of various components of PDS Computerization i.e. Digitization, Ration Card Management System, Online Allocation, Supply Chain Automation, Grievance Redressal and FPS Automation in the district
- IV. Monitor and keeping stock of current IT infrastructure available at District, Taluka, Godown and FPS level which are provisioned for implementation of End-To-End Computerization Scheme/IM-PDS Scheme.
- V. Support district officers (DSOs/ ADSOs) in carrying out the operational and technical work related to PDS operations/reforms.
- VI. Attend/participate in the training session organized by F&CS and also impart training to the field staff/ FPS dealers
- VII. Understand software customization requirements of field staff and communicate to DSO /District NIC/ SPMU.
- VIII. Submit performance report of PDS operations including End-to-End Computerization and IM-PDS implementation to DSO/ SPMU on regular basis through MIS system (as per the frequency agreed by State -weekly/monthly basis).
- IX. Update monthly food grain allocation and distribution figures of Non-Automated FPSs on Annavitran Portal
- X. Update monthly allocation and off-take figures on NFSA Dashboard if supply chain application is not implemented/operational in the district
- XI. Regularly monitor and validate following district specific information on NFSA Dashboard and State Portal
  - Addition/ deletion/ modification of ration cards through RCMS system
  - Issuance/re-new/ cancellation/ suspension of FPS licenses
  - Timely generation of allocation order up to FPS level
  - Monitor movement of commodity and verify quantity against allocation order
    - From FCI Godown to State Godown
    - From State Godown to Warehouse Corporation (if exist in the State/UT),
    - From State Godowns/ Warehouse to Fair Price Shops
  - Acknowledgment from FPS owner on receipt of foodgrains
  - Closing balance of FPSs
  - Distribution of food grains at FPSs covering following
    - Lifting against portability
    - Authentication of beneficiaries (Aadhaar /OTP/ others)
    - Authentication failure cases
    - Non-lifting cases
    - Denied cases (if any) due to technical/other reasons.
  - Grievance Redressal

- Grievances received from following sources
  - Toll Free
  - Online Grievance System
  - By post
  - By hand
- Grievances received and disposed during month
- Non attended or non-disposed cases with reasons
- Functioning of online grievance system and Toll Free number.

### **3. Tenure of Service:**

The engagement is purely on contract basis for Six (6) months. Selected candidates have to arrange his/her laptop, internet connectivity for official works by himself/herself. Corporation reserves right to transfer the selected candidates from one station to another as and when required.

### **4. Salary:**

The engagement is on monthly fixed pay basis including EPF contribution for the entire period of engagement. The breakup of pay and EPF is as shown below.

#### **i) Project Manager:**

- Salary : Rs. 84,883.00
- Local Conveyance : Rs. 4000.00
- Mobile and Connectivity : Rs. 1000.00
- EPF Contributions per month: Rs. 3600.00

#### **ii) Junior Project Manager:**

- Salary : Rs. 48,500.00
- Local Conveyance : Rs. 3000.00
- Mobile and Connectivity : Rs. 1000.00
- EPF Contributions per month: Rs. 3600.00

#### **iii) Technical Support Staff**

- Salary : Rs. 30,309.00
- Local Conveyance : Rs. 2500.00
- Mobile and Connectivity : Rs. 1000.00
- EPF Contributions per month: Rs. 3600.00

The EPF contributions shall be deposited to the individual EPF Accounts of the incumbents.

### **5. Important Dates :**

Opening Date for submission on line application: 29/12/2019

Last Date for submission on line application: 17/01/2020

For shortlisted candidates, downloading of call letter and date & venue of test/viva-voce will be informed later.

## **6. How to Apply:**

A candidate can apply only ONLINE through website [www.amtron.in](http://www.amtron.in). No other mode of application is acceptable. The online application can be uploaded following the typical steps as mentioned below:

- Visit [www.amtron.in](http://www.amtron.in)
- Click on the link Recruitment and then click Apply Online against this Notification
- Register yourself into the portal
- Login using your Registration No.
- Fill-up and submit the online application form

The online registration shall close by midnight of the *last date of submission of applications* as mentioned above in this notification. Incomplete or wrongly filled applications will be rejected. On submission of the online application, the applicant will receive an *acknowledgment number* which he / she needs to retain for use in future. It is to be noted that submission of the online application does not automatically qualify any candidate for the position and also does not imply verification of credentials of the applicant.

## **7. Supporting Documents to be uploaded:**

The applicant must upload the following documents while submitting his/her online application to support the eligibility criteria mentioned above:

- Age Proof: 10th standard Admit Card/certificate for examination or birth certificate.
- Educational Qualification certificates
- Professional/Global Certificates, as applicable for his/her applied post
- Work Experience Certificates
- Proof of last remuneration drawn, if any.
- Photo Identity Card: PAN card/Driving License/Passport/Voters ID card or any other Photo ID card issued by a Govt. Agency.
- Latest passport size photograph
- Scanned copy of his/her signature

## **8. Selection Procedure:**

Online applications will be shortlisted on the basis of the eligibility criteria and educational qualification. List of shortlisted candidates will be uploaded in the website [www.amtron.in](http://www.amtron.in). The shortlisted candidates will be called for viva-voce through downloadable call letters. Selection Committee(s) will be constituted for viva-voce. Selection of the candidates will be done on the basis of their performance in test/viva-voce, educational qualification and work experience. No TA/DA will be entertained for appearing in the test/viva-voce.

Sd/  
Managing Director,  
Assam Electronics Development Corporation Ltd.

