

GENERAL INSTRUCTIONS

1. **The candidates below 37 years of age as on 01.01.2021 are applicable for the said engagement.**
2. **Eligible candidates are required to submit the detailed Curriculum Vitae (CV) accompanied by self-attested copies of relevant testimonials, by Registered Post/Speed Post only, so as to be received Department by the closing time and date. Application received late after the closing date will not be considered. Also the applications received other than by Registered Post/Speed Post shall not be entertained at this end.**
3. **The application shall be addressed to:**

**Civil Supplies Officer-cum- District Manager,
OSCSC Ltd., Mahisapat, Dhenkanal-759001**
4. **The envelope containing the application should be super-scribed with the name of the post applied for in bold letters.**
5. **The nature of the position advertised is purely contractual subject to various norms which may change from time to time.**
6. **The contract to the selected candidate will be issued on annual basis. Initially, the contract to the selected candidate shall be issued for financial year ending with 31.03.2022. The contract may be extended subject to the project requirement and satisfactory performance of the incumbent based on the select key performance indicators.**
7. **The extension of the contract cannot be claimed as a matter of right.**
8. **The candidature shall stand cancelled if found to be canvassing in any manner during the recruitment process. The Department reserve the right to cancel the engagement process and/or the candidature of any/all candidates at any time, without assigning any reason thereof.**

**Roles & Responsibilities of the District Project Management Unit (DPMU)
managed by the Technical Support Staff (TSS)**

1. To facilitate close coordination with District Project Management Unit (DPMU), the System Integrator/Vendor of FS & CW Department for FPS Automation, District Chief Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB Level Marketing Inspectors/Inspector of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners etc. shall ensure smooth & successful functioning of automated and authenticated distribution of PDS commodities and distribution data uploading to FPS server from Fair Price Shops, as per mandate of Department of Food & Public Distribution (DoFPD) of Government of India/FS & CW Department, Odisha.
2. Regular reporting to DoF&PD, CPMU and SPMU team as and when required.
3. Access and monitor functioning of various components of PDS computerization i.e. Digitization of Ration Card Management System, Online Allocation, Supply Chain automation/Operation in OSCSC Depots, Grievance Redressal and FPS Automation in the district.
4. Monitor and keep stock of current IT infrastructure/inventory supplied to Districts, RCMS Centers at Blocks/ULBs/DGRO Offices, OSCSC godowns and to Fair Price Shops which are provisioned for implementation of End-to-End Computerisation scheme/IM-PDS Scheme.
5. Render services and all necessary support to District Chief Civil Supplies Officer/Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspector of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners in carrying out the operational and technical work related to PDS operations/reforms.
6. Attend/participate in the training sessions organized by Food Supplies and Consumer Welfare Department/OSCSC related to PDS operations and also impart training to the field staff/FPS dealers as per requirement.
7. Understand software customization requirements of field staff and communicate to District Chief Civil Supplies Officer/ Civil Supplies Officer, Additional CSO/ACSOs, Block/ULB level Marketing Inspectors/Inspector of Supplies, Procurement Inspectors (PI) of OSCSC godowns, Fair Price Shop Owners/SPMU.
8. Submit performance report of PDS operations including End-to-End Computerisation and IM-PDS implementation to CCSOs/CSOs/SPMU on regular basis through MIS systems (as per the frequency agreed by the state-weekly/monthly basis).
9. Update monthly food grains allocation and distribution figures of non-automated FPSs on Annavitran Portal.
10. Update monthly allocation and off-take figures of non-NFSA dashboard, in the district.
11. Regular monitoring and validate following specific information on Government of India and State Portals:
 - a) Addition/deletion/modification of ration cards through RCMS Systems at District level.

- b) Issuance/re-new/cancellation/suspension of FPS licenses.
- c) Management of allocation order up-to FPS level.
- d) Monitoring the entire supply chain operations i.e. movement of PDS commodities against State allocation orders, from FCI Godowns to OSCSC godowns, OSCSC godowns to Fair Price Shops;
 - i. Timely lifting of PDS wheat from FCI godowns and its availability in OSCSC Depots against allocation released from FS & CW Department;
 - ii. Timely movement of PDS commodities from OSCSC godowns to Fair Price Shops for distribution, its correct receipt/acknowledgement at Fair Price Shops in electric mode, cent percent distribution in electronic/automated mode, Aadhar authenticated distribution and timely uploading of distribution data to Annavitran portal of Government of India and others as instructed from this Department from time to time;
 - iii. Timely digitization of non-automated distribution at FPSs in Annavitran portal of Government of India as necessary;
 - iv. Closing Balance/Physical Balance at FPSs after completion of distribution;
 - v. All operations under One Nation One Ration Card (ONORC) programme;
 - vi. Authentication of beneficiaries (AADHAR/OTP/Others)
 - vii. Resolving authentication failure cases;
 - viii. Non-lifting cases or denied cases (if any) due to technical/other reasons.
- e) Grievance Redressal

Grievances received and its resolution under PDS:

- i. Through all toll-free numbers (1967 & 14445 at present)
- ii. Online Grievance System by Post By Hand
- iii. Grievance received and disposed during the month:
 - Non attended or non-disposed cases with reasons;
 - Smooth functioning of online grievance systems and toll free numbers and preparation/submission of reports.
- iv. Collection of reports from the offices of District Grievance Redressal Officer (DGRO) and submission to FS & CW Department;

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**COLLECTOR & DISTRICT MAGISTRATE,
DHENKANAL**