

**Terms Of Reference: Recruitment of One Senior Developer under the World Bank funded
ASPIRe project**

Project/Organisation	Assam State Public Finance Institutional Reforms(ASPIRe) /Assam Society for Comprehensive Financial Management System(AS-CFMS), Finance Department, Government of Assam
Application Deadline :	15/05/2018
Project Category	IT enhancements in public financial management
Type of Contract :	Individual Contract
Languages Required :	English and Assamese
Expected Duration of Assignment :	12 Months which will be extended based on satisfactory performance.

Background:

Finance Department is implementing Assam State Public Finance Institutional Reforms(ASPIRe) with World Bank funding of \$44 million USD (Rs. 274 cr. Approx.). The key components of the project include Strengthening Public Finance Framework & Strengthening Capacity and Governance by implementation of Treasury Reforms, Improving Efficiency of tax administration, providing effective tax payer's services by reforms in business processes and information systems in Revenue generating Departments.

The Directorate of Accounts and Treasury (DoAT), also under the Finance Department is responsible for all treasury operations, i.e. exercising control over budget execution- payments and receipts, stamps management, monthly financial reporting to the AG (A&E) etc. Government of Assam has 60 treasuries /sub-treasuries and is connected to the central server located at DoAT, Kar Bhawan. There are approx. 6500 DDO's who submit bills to the treasuries/ sub treasuries. The operations of DoAT are automated to an extent, with the functioning of Comprehensive Treasury Management Information System (CTMIS) application of DoAT developed in 2005, which is now 10 years old and is being maintained & incrementally upgraded by an in house team. CTMIS system's development, deployment & up gradation have been in a phased manner over the last 10 years which needs major updations & modifications.

1. Objective of the Assignment:

The State Project Director (SPD), ASPIRe, intends to hire IT personnel: 1 Senior Software Developer for carrying out certain upgrades in the exiting existing CTMIS, under DOAT to cope up with the changes & challenges faced in the IT field while delivering the services to the stakeholders by the treasuries. Accordingly this TOR has been framed for the position of one Senior Software Developer. The Project Director, AS-CFMS, is seeking interested and qualified professionals to apply.

1.1. Detailed scope of work:

The Senior Software Developer under the guidance of Director, Accounts & Treasuries will perform following duties & responsibilities:-

- To study the existing CTMIS and its architecture and the enhancements already developed.
- To deliver the modules for integration for external IT systems as per the timelines.
- To document the activities including codes and methodologies and to get it signed by the competent authority
- To look after the software support, maintenance and development work

2. Supervision and Performance Evaluation:

2.1. The IT personal will report directly to the State Project Director (SPD), APFMS Project and will work closely with System Administrator of Director Of Accounts & Treasuries. The System Administrator will be responsible for reviewing the performance of the personnel and State Project Director will approve their deliverables. The details & timelines for the deliverables are as follows:

2.2. Deliverables:

SI No	Description OF tasks	Deliverables	Linked DLI	Timelines
1.	Implementation e- Kuber implementation for all payments through Bills/Cheques from Treasuries.	1. Making provision for all type of payment processing in CTMIS 2. Enforcing validations for less	Non-salary payments over Rs 1.00 lac by e-payment mode, including works payments (through e-Kuber)	T₁+12

		failure		
2.	Budget module and Ceiling Module(finassam.in) already developed by Finance Department need to be integrated with CTMIS.	1. Incorporating exchange of Budget, SD, Errata, Reappropriation 2. Reducing wrong ceiling consumption at CTMIS while processing	Budget Control exercised online by at least 90% of Treasuries.	T₂+16
3.	Pay roll module developed by the Finance Department need to be integrated to CTMIS. Capturing of the details of transaction entered by the DDO in finassam.in	1. Develop the online bill submission module for all bill types. 2. Updating the employee database while generating paybills.	Online Payroll module used by DDO's to generate salary bill for over 80% of employees	T₁+24
4	Public Financial Management System: Identification of lacunae in existing system and to automate the rest of the process.	1. Mapping of Schemes(planning commission code) with Budget head(integration with finassam.in) 2. Allocation of funds(ie release of ceilings integration with finassam.in)		T₂+48
5	Fixing of Bugs for the test cases provided by the Third Party security auditor(STQC/NIC/AG			T₁+52

	audit/etc.).			
6	Automate the entire process of NPS integration of CRA with CTMIS.	<ol style="list-style-type: none"> 1. PPAN generation in CTMIS and subsequent transfer of subscriber information as per CSRF for and Online PRAN Generation in CRA system and updating in CTMIS 2. Uploading Contribution in CRA system. Automating Sanctions and drawal process as well as Fund Transfers 3. MIS Generation based on the exchange of data of CTMIS & CRA. 4. Any other development work that arises from time to time. 		T ₂ +52
7.	Support in State DBT portal	<ol style="list-style-type: none"> 1. Onboarding Schemes and exchange of data 		

		2. Time to time deploy new version provided by Bharat DBT and accordingly restructure the database.		
8.	eGRAS Support	1. Maintenance and Developmental work in future to incorporate new features as per requirement. 2. Integration with other Revenue earning Departments. Training need to provide other department. 3. Integration with EODB		
9	Dashboard	Development of a Centralized Dashboard System for CTMIS. Addition of BI features for decision making		
10	Report generation	Create new Report as per requirement		

3. Minimum Qualification and Experience:

The incumbent is required to possess:

Senior Software Developer:

Basic Education Qualification: MCA/BE /B.Tech in computer Science/IT

Experience: 5 Year working experience in J2ee, Oracle query, Struts, Hibernate, j-query , php, web service & Oracle report (Preferably in Finance domain). Implementing digital signature and best security practices for hacking free environment **Optional :** Knowledge of open source softwares .

3.1 . Other qualities or Requirements:

- i. Willingness and ability to work effectively under pressure and ability to multi-task;
- ii. Willingness and ability to work in a team;
- iii. Excellent interpersonal skills, strong verbal and written communication skills in English

3.2. Preferable Requirements:

- i. Basic Understanding of Government structures, procedures, rules and regulations.
- ii. Experience in working in any Public Finance Management.

4. Period of the Assignment / Services:

4.1. The assignment will be for a period of one year and may be extended if necessary and based on satisfactory performance. The appointment of IT personal would be full time basis and they would not be permitted to take up any other assignment during the period. The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time without assigning any reason thereof.

5. Remuneration and Payment Terms:

- 5.1. The remuneration would be not be more than 6 lakhs per annum i.e 50000 per month.
- 5.2. The IT personal will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the SPD, AS-CFMS Society may relax this condition.

6. Facilities to be provided by the client

- 6.1. Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- 6.2. Provide sitting space in the server room along with computer, printer, computer/office consumables, and internet access.

7. Selection Criteria

The selection committee will prepare a short list of candidates for each of the positions on the basis of their past experience of handling similar types of projects/ assignments, educational background, technical strength and domain knowledge. Only short listed candidates will be called for the personal interview.

8. Last Date of receipt of application: 15/05/2018

Terms of Engagement:

1. The appointment of IT personal will be purely on contract basis for a period of one year. The service may be renewed solely based on performance, output and desired conducts. Department has a right to end the contract at any point of time with a prior notice of one month.
2. The successful candidates will have to sign a contractual agreement in the prescribed format.
3. The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.
4. The application format and other details may be obtained and downloaded from the following web-address- www.finance.assam.gov.in; treasuryassam.in;
5. How to apply: Download the application form from ; www.finance.assam.gov.in; treasuryassam.in and submit duly filled in forms to the following address:
Director Of accounts & Treasuries,
5th floor, Kar Bhawan,
Ganeshguri, Guwahati-781006
6. 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.

7. No TA, DA or expenses of any kind will be paid for attending the interview.
8. Inability to produce any of the required documents at the time of interview will render the application ineligible for the selection.
9. Canvassing in any form will result in disqualification and legal action.
10. Applications received after last date fixed for receipt of applications through mail or post will not be entertained.
11. Only short listed candidates will be called for the interview and Finance Department will not bear any of the costs incurred by the applicant(s) towards preparation, submission of his/her application or attending the viva voce.

**Project Director, ASPIRe Project
Room No. 218, 2nd Floor
F-Block, Assam Secretariat
Dispur, Guwahati-6**

Annexure
FORMAT FOR SUBMISSION CV

1. **Full Name:**
2. **Nationality** (attach a copy of evidence):
3. **Complete Permanent Address** (attach a copy of evidence):
4. **Police Station:**
5. **Current Address:**
6. **Telephone/ Cell No.:**
7. **Email address:**
8. **Date of Birth** (attach a copy of evidence):
9. **Current Designation:**
10. **Current Employer's FULL Address with contact email and phone number:**
11. **Educational qualification** (attach a copies of evidences):

Paste self
attested Recent
Passport Photo

Sl.	Examination	Year of Passing	Name of School/College	Name Board/ University	Class/ Percentage of marks obtained
1.	HSLC/Class-X				
2.	HSSLC/Class-XII				
3.	Graduation in				
4.	Post graduation in				

12. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

13. **Total Experience in relevant field (in years):** (give break up)
14. **Experience (in years) in Government Projects:**
15. **Languages known:**
16. **Computer proficiency:**
17. **Employment Record (Starting from the latest):**

From:	To:
Employer:	
Position Held:	
Monthly Remuneration (attach copy of latest salary certificate):	
Summary of services provided:	

Add boxes as required

18. **Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for** (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project: Year: Employer: Main Features of the project: Positions held: Activities performed:	
-----------------------------------------------------------------------------------------------------------------------------------	--

Add boxes as required

Attach self attested certificates/testimonials.

IMPORTANT Note: Candidates should provide CV (not more than 8 pages) 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 CV along with certificates/testimonials shall not be more than 20 (twenty) pages or else CV may not be considered.****