

**Terms of Reference: Recruitment of Assistant Software Developer under the World Bank  
funded ASPIRe Project**

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| <b>Project/ Organisation:</b>           | Assam State Public Finance Institutional Reforms (ASPIRe)<br><br>Assam Society for Comprehensive Financial Management System(AS- CFMS),Finance Department, Government of Assam |
| <b>Project Category:</b>                | IT enhancements in public financial management   |
| <b>Position:</b>                        | Assistant Software Developer   |
| <b>No. of Post:</b>                     | One  |
| <b>Application Deadline:</b>            | 15/08/2022   |
| <b>Type of Contract:</b>                | Individual Contract  |
| <b>Languages Required:</b>              | English and Assamese   |
| <b>Expected Duration of Assignment:</b> | 12 Months which will be extended based on satisfactory performance and deliverables  |

**Background:**

Finance Department is implementing Assam State Public Finance Institutional Reforms (ASPIRe) with World Bank funding of \$44 million USD (Rs. 274cr. 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 83 treasuries /sub-treasuries and is connected to the central server located at DoAT, Kar Bhawan. There are approx. 8500 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 17 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 17 years which needs major updates& modifications.

### **1. Objective of the Assignment:**

The Project Director, ASPIRe, intends to hire **Assistant Software Developer** for carrying out certain upgrades in the exiting CTMIS software, 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 positions of **Assistant Software Developer**. The Project Director, ASPIRe, is seeking interested and qualified professionals to apply.

### **2. Detailed scope of work:**

The **Assistant 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 with 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.
- To attend the issues of Citizens and Government Offices through Phone Calls, Calllogs etc.
- To deliver any other activities as assigned by supervisor or authorities at any point of time.
- Perform requisite testing of software using automated tools, prepare test cases, test reports etc and submit to concerned authorities.

### **3. Supervision and Performance Evaluation:**

The **Assistant Software Developer** will report directly to the Project Director, ASPIRe 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:

- Development and provide support related to CTMIS application.
- Developmental activities, on-boarding of Department/ULB and Banks in GRAS and Payment modes.
- Development and provide support activities related to PFMS and DBT.
- Development and provide support related to Memorandum of Errors (MoE) Module for GST-RBI integration.
- Development and provide support activities related to RBI e-Kuber for Receipts and regular Payments (Salary/Non Salary, FoC, Non FoC, Pension, Orunodoi etc).
- Development and provide support related to different modules (Unmarried Daughter, Companionate Family pension etc.) of Pension application DPIS.
- Development and provide support activities of Call-Logs and user queries by Treasuries, DDOs and Departments.
- Development and provide support activities related to NPS registration and Contribution of employees through integration with NSDL.
- Development and provide support activities of ATISIS portal for implementation of the “Assam Tea Industries Special Incentive Scheme, 2020”.
- Development and provide support activities of AMFIRS portal for implementation of the “Assam Microfinance Incentive and Relief Scheme, 2021”.
- Development and provide support related to the pension disbursement on the basis of data as received from Krityagata portal and P-SAI system of AG.
- Development and provide support related to DIDS related activities such as UAT, On-boarding of Schemes as well as operational support & maintenance after handover from System Integrator (SI).
- Development and provide support related to all the State DBT Schemes such as Orunodoi, Re-SVAYEM, Abhinandan etc.

#### **4. Qualification Requirements**

- Education: Minimum Bachelor in Engineering in Computer Science/IT or MCA or a closely related field from any recognized university or college, as a regularly enrolled student (excluding studies in distance education mode). Having at least 60% marks in 10th, 12th and Graduation.

- The candidate should have handled one large project on all aspects from concept to implementation stage.
- The candidate should be aware of banking norms, government processes, procedures, stakeholder management and implementation strategies.
- Excellent knowledge of written and spoken English and Assamese and should have advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.
- Strong interpersonal relations, communication and team-work skills

### **5. Experience and Skill Set Requirements**

- At least one year of experience in banking and financial services sector or any other experience in similar nature.
- Must have sound knowledge on JAVA, PHP, Oracle, MySQL and other programming languages.
- Preference will be given to candidates having sound knowledge and prior experience in UI/UX design and/or Tester and/or Technical Content Writer.
- Age: Not more than 40 years.

### **6. Remuneration and Payment Terms**

The remuneration would be as per Level L2 and Grade B (CTP Monthly Rs. 20,000 to Rs. 25,000 and have the provision of enhancement up to 23% at the time of renewal on the basis of performance) of the HR Manual, initial base remuneration would be negotiated during interview based on experience and last pay drawn.

Leave Provision: As per HR manual.

### **7. How to apply**

Candidates are requested to apply in application format provided with this ToR on or before 15<sup>th</sup> August 2022. Scanned copy of application form along with other relevant documents should be mailed to [careeraspire@outlook.com](mailto:careeraspire@outlook.com)

No hard copies will be accepted.

### **8. Period of the Assignment/ Services:**

The assignment will be for a period of one year and maybe extended if necessary and based on satisfactory performance. The appointment of Assistant Software Developer 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.

#### **9. Facilities to be provided by the client**

Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.

Provide sitting space in the server room along with computer, printer, computer/office consumables, and internet access.

#### **10. Selection Criteria**

The Scrutiny Committee will shortlist candidates based on the criteria of Step I Only short listed candidates will be called for the personal interview.

##### **Step I: Short Listing of the Applications (Min 4 out of 5 marks)**

- i) Application according to the given format
- ii) Basic Education Qualification
- iii) Year of Experience
- iv) Knowledge of Microsoft Tools (Self Declaration)
- v) Past experience of handling similar types of projects/ assignments.

##### **Step II: Online Test (Min 3 out of 5 marks, in case of large number of candidates)**

Fixed duration online test will be conducted for

- i) Verification against Sl. No. (iv) Of Step I (2 marks).
- ii) Verification against Sl. No. (v) Of Step I (2 marks).
- iii) Written communication skill (2 marks)

##### **Step III: Final Interview (30 marks for each panelist)**

- i) Appearance and Attitude (10 marks)
- ii) Communication Skill (10 marks)
- iii) Cross verification of Step II (10 marks)

#### **11. Terms of Engagement:**

- a. The appointment of Assistant Software Developer will be purely on contract basis for a

period of one year.

- b. 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.
- c. The successful candidates will have to sign a contractual agreement in the prescribed format.
- d. The contract shall not confer any right or claim of extension/ absorption in the department at any point of time whatsoever.

**APPLICATION FORM FOR THE POSITION OF.....**

1. Full Name of the candidate(In Block Letters):
2. Father's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Spouse's Name
7. Nationality :
8. Permanent Postal Address (attach a copy of evidence):
9. Police Station:
10. Current Address:
11. Mobile No.:
12. Mobile No. (WhatsApp messenger) :
13. Email ID :
14. Passport No. (If available): .....
15. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
16. Age (As on 1<sup>st</sup> August 2022) :\_Years\_\_\_\_month(s)
17. Current Designation:
18. Current Employer's Full Address with contact email and phone number:
19. Educational Qualification (attach copies of certificates):

|                                |
|--------------------------------|
| Paste Recent<br>Passport Photo |
|--------------------------------|

| 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) |         |                 |                 |                        |                                     |

20. 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.  |                               |                      |                       |

21. Total Professional Experience : \_\_\_\_\_Years\_\_\_\_month(s)

22. 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.

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

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24. Languages proficiency:(please tick √)

| Sl. | Language | Read | Write | Speak |
|-----|----------|------|-------|-------|
|     |          |      |       |       |
|     |          |      |       |       |
|     |          |      |       |       |

25. Computer proficiency:

| Sl. | Program/Software/Applications | Excellent | Good | Average |
|-----|-------------------------------|-----------|------|---------|
|     |                               |           |      |         |
|     |                               |           |      |         |
|     |                               |           |      |         |

26. Names and Addresses of twopersons from whom we may seek reference about you:

*(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)*

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

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

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| <p><b>Declaration:</b> 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.</p> |  |
| <p>Date :<br/>Place :</p>  | <p style="text-align: right;">Signature of the Candidate</p> |

**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.**