

**Draft Terms of Reference (ToR) for Management Information Systems (MIS) Operator, PFMS portal management under MOVCD-NER Scheme at Guwahati under Directorate of Horticulture &FP, Assam, MOVCD-Cell.**

**(A) OBJECTIVES OF THE ASSIGNMENT & SCOPE**

1. The **MIS Operator** will be responsible for maintaining the MIS relating to the MOVCD-NER Scheme along with PFMS Portal activities. The scope of the assignment includes contributing towards the project MOVCD-NER for maintaining the portal MIS as well as PFMS supporting the officials in uploading the data in Systematic Tracking of Exchanges in Procurement (STEP) and to ensure that internet connectivity and email system relating to the scheme running all times, troubleshooting computer software and hardware related issues in the scheme. In addition, MIS Operator will support the officials of on MIS &PFMS related issues.
  - ❖ **The key job responsibilities of the MIS Operator include:**
    - a. Coordinate all matters with officials relating to MIS and PFMS and to ensure timely and proper uploading of data/ information into the project MIS as authorized.
    - b. Timely submission of data/ information and other materials to be uploaded on portal.
    - c. Support the officials of Directorate of Horticulture &FP, Assam, MOVCD-NER Cell in timely uploading related data
2. **Systematic Tracking of Exchanges in Procurement (STEP) of MOVCD-NER , Assam.**
  - a. Support the officials in procuring necessary software, applications, installing, configuring and their need based maintenance.
  - b. Coordination of data entry activities under MOVCD, Assam.
  - c. Day to day management of PFMS and MIS including data bases, web operations and ensuring its hassle free availability to users.
  - d. Establishment and administration of an efficient e-mail system, maintaining user accounts and profiles, including LAN and controlling privileges and permissions for sharing, accessing data information among users and from common/central/ shared folders/ drives.
  - e. Monitor access of users to restricted/prohibited sites and virus management through administration of efficient and update anti-virus systems.
  - f. Monitoring database server performance, error log, event log, transaction log etc. Performing preventive maintenance tasks to ensure minimum system downtime.
  - g. Database back up and schedules recovery
  - h. Providing server administration, technical and helpdesk support related functions, reporting and identifying system's security, repairing software and hardware malfunctions, install and uninstall applications and hardware to keep the system current and working efficiently, monitoring, assisting users with information technology resources and ensure that MIS protocol is adhered to by all users in the cell.
  - i. Troubleshooting of computer hardware and software, network functionality and technical issues, maintenance of routing system in particular WAN/LAN connectivity on a daily basis.
  - j. Maintaining the technical aspects of the Social media pages, blogs, online discussion forums, if any of the MOVCD Cell.

- k. Undertake field-visits and tours to the project locations, with prior approval of the Head of Department. Occasional out of the state visits may also be required as directed by the Head of Department.  
Any other task assigned by Nodal Officer- MOVCD/ Director of Horticulture &FP, Assam

**(B) QUALIFICATIONS, EXPERIENCE, AGE ETC.**

3. **Educational Qualification:** The PFMS and MIS Operator must possess at least Master of Computer Application (MCA) three years Degree in Computer Science.
4. **Working Experience:** The PFMS and MIS Operator should have at least 4-5 years professional experience in the field of PFMS and MIS in any public/ private sector organization.
5. **Computer Skills:** The PFMS and MIS Operator must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications and software & hardware computer systems.
6. **Language:** Fluency in English, Hindi and Assamese is essential.
7. **Desirable Qualifications, Experience, Skills etc:**
- a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multi tasking
  - b. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.
  - c. Experience in PFMS and master trainer in PFMS.
8. **Age:** Age of the candidate should not be more than **35 years** as on **1<sup>st</sup> August, 2022**.

**(C) DURATION OF CONTRACT, NOTICE PERIOD ETC.**

9. The tenure of **MIS Operator** is intended for the entire duration of the project i.e. **up to 2024** and co- terminus with the project period of MOVCD. However, continuity of the **MIS Operator** beyond one (1) year from the date of signing the agreement will depend upon his/her performance.
10. The contract with **MIS Operator** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Directorate/Department/ Govt. of Assam. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the MOVCD closing date. The Directorate shall not undertake any responsibility for subsequent deployment of PFMS and **MIS Operator**.
11. The PFMS and **MIS Operator** shall not assign or sub-contract, *in whole or in part*, his/her obligations except with the Reporting Officer's prior written consent. The **MIS Operator** will have to serve the project on full time basis. He/she will provide services from the Office of the Directorate of Horticulture &FP, Assam.

**D) REMUNERATION, PAYMENT TERMS & LEAVE**

12. The consolidated fixed remuneration of the MIS Operator shall be **3.60 lakhs** per year. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. The fixed remuneration may be enhanced on an Annual Basis, based on the prevailing project rules. *87% of the remuneration would be paid as fixed salary while 13% would be linked to performance.* The remuneration may be enhanced on an annual basis as per the prevailing project rules.
13. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
14. The provisions of leave would be as per prevailing Government of Assam rules.

**G) REMUNERATION, PAYMENT TERMS & LEAVE**

- 17. The consolidated fixed remuneration of the MIS Operator shall be 3.60 lakhs per year. Taxes as applicable shall be dealt with as per applicable laws. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. The fixed remuneration may be enhanced on an Annual Basis, based on the prevailing project rules. 87% of the remuneration would be paid as fixed salary while 13% would be linked to performance. The remuneration may be enhanced on an annual basis as per the prevailing project rules.
- 18. Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per prevailing project rules.
- 19. The provisions of leave would be as per prevailing Government of Assam rules.

**H) REPORTING & PERFORMANCE REVIEW**

- 20. **PMFS and MIS Operator** will report to the Director of Horticulture &FP, Assam. The performance of the **MIS Operator** will be evaluated by Nodal Officer, MOVCD and a consolidated quarterly report shall be submitted to the Director for further processing.

**I) FACILITIES TO BE PROVIDED TO PMFS and MIS OPERATOR**

- 21. Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The PMFS and **MIS Operator** will be provided with one office cubicle/workstation/ shared office space along with computer, printer, computer stationery/office consumables, and internet access.

**Note: This is a draft ToR and Director of Horticulture &FP, Assam reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.**

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Prepared by - Nodal officer, MOVCD  
5/09/2022

Director of Horticulture &FP  
Assam, Kazapara, Ghy-22  
5/9/2022