

eSamiksha Cell – at Chief Minister’s Office

Chief Minister’s Secretariat, Janata Bhawan, Dispur, Guwahati-781006

Draft Terms of Reference (ToR) for Technical Manager

1. **BACKGROUND:** eSamiksha, an online Monitoring and Compliance Mechanism has been developed by NIC, Cabinet Secretariat, New Delhi and implemented at Chief Minister’s Office, Assam to fast track the compliance of pending Action-Points/Issues/Projects, etc. of various implementing agencies such as Departments/Districts/Organizations of the Government; generated from Minutes of Meetings. The system has helped in enhancing efficiency, bringing transparency, and reducing the need of protracted correspondence. It automates real-time tracking of Action-Points/Issues/Schemes, etc. starting from online submission to its compliance. It has also helped in saving time of CMO & Departmental Officers otherwise spent in manual collection of Action Taken reports from the Implementing Agencies. In this context, recognizing the need to make the system more robust and sustainable, **setting up of “eSamiksha Cell” at Chief Minister’s Office is approved by Hon’ble Chief Minister.**
2. **PRIMARY OBJECTIVE:** The primary objective of the “eSamiksha Cell” at CMO is to manage and administer the different aspects of the portal and to continue the operations of the portal sustainably. They will support the Officers of CMO in operating the portal other than data entry as and when sought.
3. **PROPOSED CELL DETAILS:**
The proposed cell under e Samiksha will be financed under the Assam Agribusiness and Rural Transformation Project (APART) of ARIAS Society. Currently, eSamiksha is being hosted at **State Data Centre, AMTRON** with URL as “<https://esamiksha.assam.gov.in>”. A sub-component of the APART project under project Management & Monitoring would support provisioning of technical assistance to the Office of the Chief Minister for monitoring the progress and performance of development programs including Externally Aided Projects. Part of this Technical Assistance will support the establishment of eSamiksha Cell at CMO. Currently, eSamiksha is being hosted at **State Data Centre, AMTRON** with URL as “<https://esamiksha.assam.gov.in>”. Under the Cell, **2 (two) professionals** from the relevant field shall be placed at the Chief Minister’s Office on contractual basis as **Technical Managers**. They will be supervised on all administrative matters by the Nodal Officer designated for eSamiksha, as per the work allocation of the Chief Minister’s Office. They shall also work closely with the Officers of CMO who has been allocated different Departments for supervision of Departmental monitoring.
4. **ROLE OF eSAMIKSHA CELL:**
 - i. Coordinate all matters relating to eSamiksha and ensure timely and proper uploading of data into the portal.
 - ii. Tracking of the Minutes of Meeting chaired by the Hon’ble Chief Minister, Assam and uploading of the same correctly in eSamiksha.
 - iii. Liaisoning with other stakeholder departments/districts and ensuring timely updation of Action Taken by the HoD/Nodal Officers of Departments/Districts.
 - iv. Support in preparing reports as per the format desired by CMO on as and when required basis.

- v. Manage day-to-day operations of the portal including databases, web operations etc.
- vi. Resolute any issues faced by Users of Departments/ Districts, or any other organizations involved in eSamiksha.
- vii. Capacity building of newly on boarded users in a systematic manner; provide them training whenever required for smooth implementation and functioning of the portal at all levels.
- viii. Maintaining User Accounts and Profiles of all officers on boarded in eSamiksha.
- ix. Database backup and schedule recovery.
- x. Co-ordinate with NIC for any troubleshooting of software issue, server issue or any other issue raised by any User.
- xi. Any other task assigned by the Nodal Officer-eSamiksha.

5. **ELIGIBILITY CRITERIA:**

- i. **Educational Qualification** - The candidate must possess at least a **B.E. / B. Tech (IT/Computer Science) /MCA.**
- ii. **Working Experience** – The candidate should have at least **(3) three-years of professional experience after graduation in the relevant field with minimum one year of dedicated experience in government sector in the field of IT.**
- iii. **Computer Skills** - The candidate 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.
- iv. **Age – Age of the Candidate** should not be more than 40 years as on **01st June 2024.**
- v. **Desirable Experience, Skills, etc.:**
 - Candidate should have a strong analytical and problem-solving skills, with good communication and time management skills.
 - Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multitasking
- vi. **Language** - Fluency in English, Assamese and Hindi is essential.

6. **DURATION OF CONTRACT. TENURE :**

- i. The tenure of “eSamiksha Cell” is intended for the entire duration of the project and co-terminus with the project period of APART. However, continuity of both technical managers beyond **eleven (11) months** from the date of signing the agreement will depend upon his/her performance. The decision of the Nodal Officer (NO) shall be final and binding in this regard. The contract management shall be done as per the Project rules.
- ii. The contract with the Technical Manager 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/ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART’s closing date. The Directorate/ Department/ Govt. of Assam/ ARIAS Society shall not undertake any responsibility for subsequent deployment of both Technical Managers.
- iii. The Technical Manager will have to serve the project on full time basis. He/she will render his/her duties from the CMO.

7. **PAYMENT TERMS & LEAVE :**

- i. The consolidated fixed remuneration of the Technical Manager shall be **Rs. 5.00 lakhs - 7.20 lakh per year.** Taxes as applicable shall be dealt with as per applicable laws.
- ii. The provisions of leave would be as per provisions of HR Policy of ARIAS Society.

8. FACILITIES TO BE PROVIDED TO THE TECHNICAL MANAGER :

S/he will be given access to all documents, reports, correspondence, contracts available and any other information as deemed necessary for smooth accomplishments of tasks assigned. S/he will be provided with office space along with computer, printer, office consumables, and internet.

Note: This is a draft ToR and CMO reserves the right to change, update or modify this ToR at any stage till the recruitment process is completed.