

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, SAMBALPUR**  
(District Information Services Council)

**Advertisement No. 47/DISC**

**Dated 29/12/2009**

Applications are invited from the intending candidates for engagement of 1(One) DISC (District information Service Council ) Co-coordinator in Sambalpur District on annual contractual basis @ Rs. 5,000/-Per month for a period of one year subject to periodical performance review. The candidate should have minimum qualification of B.E./B.Tech in IT/Computer Science/Electronics or MCA from a reputed institute. Applications in prescribed format may be sent to Collector & District Magistrate, Sambalpur so as to reach on or before **20/01/2010**. The detailed information is available in the website (<http://www.sambalpur.nic.in>).

Sd/-  
CHAIRMAN ,DISC-CUM Collector,Sambalpur

**Memo No \_\_\_\_\_**

**Dated**

Copy to the Advertising Manager, The Dharitri , Sambalpur Edition with a request to immediately publish the Advertisement in the esteemed News Paper using minimum space and font with a minimum cost.

CHAIRMAN ,DISC-CUM Collector,Sambalpur

## Terms and Conditions

1. The assignment shall be for a period of one year on a purely contractual basis subject to periodical performance review.
2. Preference will be given to candidates belongs to Sambalpur District.
3. He/She shall be B.E./B.Tech in IT/Computer Science/Electronics or M.C.A. The applicant should have depth of knowledge in Database Management system, Windows/Linux operating system, ORACLE, MySQL,VB.NET,ASP.NET, Microsoft Office package and should be conversant with browsing internet,e-mail and should have excellent Verbal and written communication skill in English and oriya.
4. The Office hour, working days , holidays and leaves would be as per Orissa Govt. Regulations.
5. The applicant should be within age group of 21 years to 32 years as on 01.04.2009 (Age relaxation as per rules for reserved category of candidates )
6. The date of interview shall be intimated to the applicant by e-mail/post and will be available in the Sambalpur District Website <http://www.sambalpur.nic.in> .
7. The application filed in all respect as per the following proforma shall reach before the Chairman-cum-Collector,Sambalpur by **20/01/2010** and the applications received beyond the stipulated date shall not be entertained.
8. **The application incomplete in any respect is liable to be rejected** and the information furnished by the applicant if found incorrect in any stage is liable for action under law and is liable for forfeiture of candidature.
9. A self address envelop affixing postage stamp of Rs.25.00 & two recent passportsize photographs duly attested by gazetted officer should be enclosed with the application.
10. The undersigned reserves the right to cancel all/any application without assigning any reason thereof.
11. This advertisement along with application form is also available in the Sambalpur District website(<http://www.sambalpur.nic.in> ).

Sd/-

CHAIRMAN ,DISC-CUM Collector,Sambalpur

**JOB DESCRIPTION FOR DISC COORDINATOR****Background**

The Dept. of IT, GoO has already communicated to all districts to establish DISC vide notification no 1480 dated 13.6.06 with the objectives; Promote IT usage and bridge digital divide, plan, implement and promote the activities of district portal, formulate eGov agenda, promote electronic delivery of citizen services, facilitate and promote interaction with various stakeholders and support preparation and implementation of information management district plan.

In order to facilitate the implementation of different IT & ITes projects in the district. District Information Services Council (DISC) Coordinators shall be appointed in each District by the respective District Collector. The DISC Coordinator will work for the implementation and monitoring of the Computer Based Information Systems at the designated District Headquarters.

**Job Description**

DISC Coordinator will manage, coordinate, implement, and facilitate District's citizen centric e-Governance programme. This individual is responsible for ensuring that citizen centric programme and scheme databases / procedures are maintained and properly executed, including development, change requests, and enterprise integration projects. The Coordinator will also act as liaison between District Collectorate Office, DRDA, Tahasil and other service providers and the backend IT staff implementing the IT programme under National eGovernance Plan(NeGP).

**Essential Duties and Responsibilities:**

Perform system configuration, mapping, and management of Computer based services delivery system. Setup new services as and when introduced. Act as the main point of contact on all computer related errors and troubleshooting issues. Monitor all daily inbound and outbound electronic document transmissions. Lead, coordinate, and administer key process improvements to citizen services implementations. Participate in design and review of new applications and integration strategies of computer-based systems. Coordinate with network & hardware support providers, application development, and database administration functions to ensure availability, reliability, and scalability of the e-District systems to meet citizen demands. Monitor and test system performance and provide performance statistics and reports. Perform data audits and quality control measures. Recommend and execute modifications to software systems in order to improve efficiency, reliability, and performance. Establish and implement policies, procedures, and technologies to ensure the services delivery system security. Develop and maintain all process documentation.

**Qualification and Skill Set**

The DISC Coordinator shall be a **BE / B.Tech in IT/ Computer Science / Electronics or MCA**. The applicant should have in depth knowledge of Database management systems, Windows/Linux operating system, Oracle, My SQL, VB.net, ASP.net, Microsoft Office Package and should be conversant with browsing internet, email. The applicant should have excellent verbal and written communication skills in English & Oriya.

**Duration**

This assignment shall be for a period of 1 year on a purely contractual basis subject to periodic performance review.

**Fees**

A monthly consolidated fee of **Rs.5, 000 /-** shall be paid.

**Reporting**

The DISC Coordinator shall report to the District Collector or a nominated representative of the District Collector.

The office hours, working days, holidays and leaves would be as per Orissa Government Regulations.

**APPLICATION FORM**

**Name of the Post: District Information Service Council (DISC) Coordinator**


**Advt. Ref. No.**

**Date of Advt.**

**District Name : Sambalpur**

Name				
Mailing Address				<b>Tel :</b> <b>STD Code:</b> <b>Mobile:</b> <b>E-mail</b>
Date of Birth : Marital Status : Gender : Place of Permanent Residence( attach document):				<i>(Please attach passport sized photograph in this space )</i>
<b>Education History ( Attach copies of relevant certificates, mark sheets)</b>				
	Institution & University Names	Specialization / Degree/ Diploma	Year of passing	Division & percentage of Marks or Equivalent
School				
Higher Secondary				
Graduation				
Professional Qualification : : Post Graduate : Other				

<b>Employment History :</b> Please provide details of all positions held –starting with your present employment and going back to the first – in the space below :				
<b>Organization</b>	<b>Designation</b>	<b>Key-Responsibilities</b>	<b>Dates</b>	
			<b>From</b>	<b>To</b>
<b>Current Employment :</b> ( attach the relevant documents )				
Name, Address and Brief information about the Organization				
Designation and Job Description				
Reporting Relationships: - Whom do you report to ? - Who reports to you ?				
Gross Salary & Allowances ( Cost to Organization )				

<b>Computer Literacy</b> : Please provide brief details of computer skills, or information in support of your ability to work with computers, in the space below.									
<b>Software / Package/ Application</b>			<b>Details of Exposure and Assessed Proficiency :</b>						
<b>Joining Time</b> : Please confirm your ability to be based in <b>advertised district headquarters</b> and join within two weeks of selection. In case of any constraint – please elaborate in the space provided :									
Language	Ability to converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Oriya									
Hindi									
Any other 									

Certified that the information furnished above correctly describes my qualifications and me.

**Date :**

**(Signature of Applicant )**

**Place :**

**Full Name of the Applicant**

List of documents attached

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| 1. | 3. | 5. |
| 2. | 4. | 6. |