

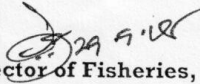
**Directorate of Fisheries,
Odisha, Cuttack**

Phone: 0671-2414061, Fax: 0671-2410521,
E-mail: director.odifish@gmail.com
Website: www.odishafisheries.com

REQUEST FOR EXPRESSION OF INTEREST

"Engagement of MIS Expert"

Directorate of Fisheries, Odisha, Cuttack invites application in prescribed format from eligible candidates with sealed cover through Regd. Post/ Speed Post only to engage one MIS Expert to provide the services for Project Monitoring Unit of Directorate of Fisheries, Odisha, Cuttack. The details in this regard can be downloaded from the Directorate Website:- www.odishafisheries.com . Last date of submission of application is 26th October, 2018 at 5:00 P.M.


Director of Fisheries,
Odisha, Cuttack

Expression of Interest for Engagement of Management Information System (MIS) Expert for development of PMU in the Directorate of Fisheries, Odisha, Cuttack.

I. Title and Reporting

Title: Management Information System (MIS) Expert

Duty Station: Cuttack

Duration of Contract: One year and extendable depending upon availability of fund and satisfactory performance.

Reporting to: Directorate of Fisheries, Odisha, Cuttack,
At- Dry Dock, Jobra, Cuttack-753007

II. Description of the Works:

Directorate of Fisheries is looking for suitable candidate for a Management Information System (MIS) Expert. He/She will be responsible for the following activities:

- Support implementation of identified modalities for Fisheries data collection from different districts including set-up of systems and tools for integration of MIS & GIS system.
- Provide technical support and oversee collection, analysis, interpretation and dissemination of information.
- Support and participate in information exchange and Co-ordination mechanisms with partners and relevant information systems/units.
- The person should be technically sound to design & development of new Software for local needs.

III. Functions/Key Results Expected:

- Leading the design and establishment of a robust Web based MIS system for the Directorate of Fisheries. Integration of GIS to the system will be given advantage.
- Collection of Monthly/Quarterly Action Plan and Progress Reports through online MIS.
- Generating updated, quality analytical reports of work progress in timely manner for decision making purpose.
- Generating reports as per the requirement of the Director of Fisheries.
- Ensuring Smooth functioning MIS at all levels.
- Set up standardized guidelines, tools and templates for data collection, data analysis and reporting.
- Providing trainings to the stakeholders for smooth operation and data entry to the online MIS.

IV. Skill and Competencies:

- Must have strong computer skills in (MS Office Packages, Database Management System)
- Expertise in statistics and MIS systems and software.

- Strong skills in analysis, critical thinking and reporting.
- Good oral and written communication skills in Odia & English.
- The person should have programming skill in Java/Net/PHP etc.

V. Required Qualifications and Experience:

Qualification: B.E or B.Tech (Computer Science/IT)/or MCA from recognised institutions as a regular student with a minimum 3yrs. working experience in Management Information System (MIS). Preference will be given to those candidates having MBA (Information System) from a recognised university.

Experience: At least 5 years of experience in IT field with minimum of 3years working experience in Software Development & implementation in MIS Projects in State Govt. / Central Govt. /PSU organisations.

VI. Age: - Maximum 45 years as on 01.01.2018.

VII. Language Requirement: - Fluency in Odia & English

VIII. Monthly Remuneration: - Rs. 50,000/- (Rupees Fifty thousand) only Negotiable.

IX. How to Apply: - The candidate is required to apply in prescribed format to the office of undersigned on or before 26th October, 2018 up to 5:00 PM through speed post/Regd. Post. The applications received after due date shall be summarily rejected and the authority is not responsible for postal delay.

The undersigned reserves the right to cancel or reject the Expression of Interest without assigning any reason.

The candidates are requested to apply and contact, if any, in the following address.

Postal/Contact Address:-

Director of Fisheries, Odisha, Cuttack

At- Dry Dock, Jobra

Po- S.C.B Medical College

Dist- Cuttack,

PIN- 753003

Phone- 0671-2414061

**Format of Application for the Post of MIS Expert for PMU at
Directorate of Fisheries, Odisha, Cuttack**

1. Name of the Candidate:
2. Father's/ Husband's Name:
3. Address for correspondence:

**Attached
Passport
size photo**

4. Mobile number:
5. E-mail id:
6. Date of Birth:
7. Age as on-----:
8. Sex:
9. Educational Qualification:
(Supportive document to be attached)

10. Details of Experience:
(Supportive document to be attached)

11. Describe your suitabilities for the job in 200 words in separate sheet which to be attached.
12. List of supportive document/ attached (Self attested Photo copies of all relevant supportive documents to be attached)

DECLARATION

I, Sri/ Kumari/ Mrs..... Son/ Daughter/
Wife of here by declare that the information furnished
by me is correct and true to my best of knowledge and belief.

Full Signature of Applicant