

കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ് ഡയറക്ടറുടെ കാര്യാലയം

വിക്കാസ് ഭവൻ, തിരുവനന്തപുരം-695033

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നം: ADFW/6816/2023-IT2

തീയതി :07-06-2023

സർക്കുലർ

വിഷയം:- കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ് - ഐ.ടി.സെൽ - മാനേജർ (ഐ.ടി.), ഡെപ്യൂട്ടി മാനേജർ (ഐ.ടി), അസിസ്റ്റന്റ് മാനേജർ (ഐ.ടി) തസ്തികകളിൽ അപേക്ഷകൾ ക്ഷണിക്കുന്നത് - സംബന്ധിച്ച്

- സൂചന:- 1) സർക്കാർ ഉത്തരവ് GO(Ms) No. 52/2023/AGRI തീയതി 02/06/2023
- 2) കൃഷി ഡയറക്ടറുടെ ഇതേ നമ്പർ സർക്കുലർ തീയതി 03/06/2023

കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പിലെ ഡയറക്ടറേറ്റിൽ പ്രവർത്തിക്കുന്ന ഐ റ്റി സെൽ പുനഃസംഘടന നടത്തി സൂചന പ്രകാരം സർക്കാർ ഉത്തരവായിട്ടുണ്ട്. ആയതിൻ പ്രകാരം സൂചന (2) മുഖേന 3 ഡെപ്യൂട്ടി മാനേജർ (ഐ.ടി) തസ്തികകളിലേക്കും 3 അസിസ്റ്റന്റ് മാനേജർ (ഐ.ടി) തസ്തികകളിലേക്കും ഉദ്യോഗസ്ഥരെ നിയമിക്കുന്നതിനായി അപേക്ഷകൾ ക്ഷണിച്ചിരുന്നു. മാനേജർ (ഐ.ടി) തസ്തികയിലേക്ക് കൂടി അപേക്ഷകൾ ക്ഷണിച്ചു കൊണ്ടും അപേക്ഷകൾ സമർപ്പിക്കേണ്ട സമയ പരിധി ദീർഘിപ്പിച്ചുകൊണ്ടും സൂചന (2) സർക്കുലർ ഭേദഗതി ചെയ്യുന്നു.

മാനേജർ (IT) കേഡറിലേക്ക് ഡെപ്യൂട്ടി ഡയറക്ടർമാർക്കും, ഡെപ്യൂട്ടി മാനേജർ (IT) കേഡറിൽ കൃഷി ഓഫീസർമാർക്കും, അസിസ്റ്റന്റ് മാനേജർ (IT) കേഡറിൽ കൃഷി അസിസ്റ്റന്റ് / ക്ലാർക്ക് / സീനിയർ ക്ലാർക്കുമാർക്കും അപേക്ഷിക്കാവുന്നതാണ്. അപേക്ഷകർ കൃഷി വകുപ്പിൽ 2 വർഷം സർവ്വീസ് പൂർത്തിയാക്കിയവരും കുറഞ്ഞത് 4-5 വർഷത്തെ സർവ്വീസ് ശേഷിക്കുന്ന-വരുമായിരിക്കണം.

സൂചന (1) പ്രകാരം അവിശ്യമായ യോഗ്യതകൾ (Essential Qualifications)

PGDeG by Digital University of Kerala (IIITMK)/ PGDCA or PG in any Computer Application/ PG in Geo Informatics or Graduate/ Post Graduate degree in Computer Engineering/ Computer science/ Computer Application/ I.T. Networking and Cyber Security approved by Government of Kerala/Government of India. Preference will be given to members of Virtual IT cadre /Post Graduate Diploma in e-Governance holders.

I/101930/2023

അപേക്ഷകളിൽ പ്രസ്ഥാവിച്ചിട്ടുള്ള വിവരങ്ങൾ ശരിയാണെന്ന് സാക്ഷ്യപ്പെടുത്തുന്ന അനുബന്ധ രേഖകൾ അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ടതാണ്. ഓഫീസ് മേലധികാരിയുടെയോ / കൺട്രോളിങ്ങ് ഓഫീസറുടെയോ ശുപാർശയോടൊപ്പം, സ്വയം പൂരിപ്പിച്ച് / ടൈപ്പ് ചെയ്ത് ഒപ്പിട്ട അപേക്ഷയും അനുബന്ധ രേഖകളും itdivisionagri@gmail.com എന്ന ഇ-മെയിലിലേക്ക് 12/06/2023 ഉച്ച തിരിഞ്ഞ് 2 മണിക്ക് മുമ്പായി ലഭിക്കത്തക്ക വിധം അയക്കേണ്ടതാണ്. അനുവദിച്ച സമയത്തിന് ശേഷം ലഭിക്കുന്ന അപേക്ഷകൾ പരിഗണിക്കുന്നതല്ല. സർക്കാർ ഉത്തരവിൻറെ പകർപ്പും അപേക്ഷയുടെ ഫോർമാറ്റും ഇതോടൊപ്പം ചേർക്കുന്നു.

ANJU K S IAS
DIRECTOR

കൃഷി ഡയറക്ടർക്കു വേണ്ടി

- ഉള്ളടക്കം:
- (1) സൂചന സർക്കാർ ഉത്തരവ്
 - (2) അപേക്ഷയുടെ ഫോർമാറ്റ്

Signed by
Mohandas K
Date: 07-06-2023 10:43:14

- സീകർത്താവ്
- 1) വകുപ്പിൻറെ കീഴിലുള്ള എല്ലാ ഓഫീസ് മേധാവികൾക്കും
 - 2) കൃഷി ഡയറക്ടറേറ്റിലെ എല്ലാ സെക്ഷനുകൾക്കും
 - 3) വകുപ്പിൽ ജോലി നോക്കുന്ന എല്ലാ ഡെപ്യൂട്ടി ഡയറക്ടർ / കൃഷി ഓഫീസർ / കൃഷി അസിസ്റ്റന്റ് / സീനിയർ ക്ലർക്ക് / ക്ലർക്ക്
 - 4) www.keralaagriculture.gov.in



GOVERNMENT OF KERALA



Abstract

Agriculture Department- Formation of IT Cell in Agriculture Directorate- Posts shifted- Guidelines - Orders issued.

AGRICULTURE (EA) DEPARTMENT

G.O.(Ms)No.52/2023/AGRI Dated,Thiruvananthapuram, 02-06-2023

Read 1 GO(Ms)No.17/2018/ITD Dated 03/08/2018

2 Letter No ADFW/13286/2022-TP3 dated 10/04/2023 of the Director of Agriculture Development and Farmers' Welfare Department.

3 Office Order No CA/219/APC/PriScy/23 dated 20/05/2023.

ORDER

Government have issued guidelines regarding creation of IT Cell/ Division in Government Departments and PSUs including Local Self Government Institutions as per Government Order read 1st paper above. The Director of Agriculture Development and Farmers' Welfare Department has furnished proposal for creation of IT Cell as per letter read as 2nd paper above.

Government have examined the matter in detail and are pleased to form IT Cell in Agriculture Directorate redeploying the staff pattern and guidelines as detailed below.

Sl. No.	Designation	Strength	Cadre	Office from which the post to be shifted
1	Manager (IT)	1	Deputy Director of Agriculture	Existing Post
2	Deputy Manager (IT)	3	Agricultural Officer	1) Bio technology & Model Floriculture Centre (BMFC), Kazhakkottam, TVM 2) Krishibhavan, Nelliampathy, Palakkad 3) District Soil Testing Labo

				ratory, Parottukonam, Thiruvananthapuram
3	Assistant Manager (IT)	1	Agricultural Assistant	Krishibhavan, Vizhinjam, Thiruvananthapuram.
4	Assistant Manager (IT)	2	Clerk/Senior Clerk	Existing Posts

Essential Qualifications

PGDeG by Digital University of Kerala (IIITMK)/PGDCA or PG in any Computer Application/PG in Geo Informatics or Graduate/ Post Graduate degree in Computer Engineering /Computer science/Computer Application/I.T. Networking and Cyber Security approved by Government of Kerala/Government of India. Preference shall be given to members of Virtual IT cadre /Post Graduate Diploma in e-Governance holders.

Experience

The officers/staff to be posted in I.T.Cell must have at least two years service in field offices/PAO office in the Department.

Selection Process

The Director of Agriculture Development and Farmers' Development shall complete the selection process after inviting applications from the employees having prescribed qualifications within 15 days from the date of this order. A panel of selected candidates shall be maintained for each cadre for subsequent vacancy filling if any. The said panel shall be revised in every 2 year based on application. The officers with minimum remaining service of 4-5 years for superannuation only be included in the IT Cell.

Duties of IT Cell

- Overall monitoring of the IT Activities of the Department.
- Conceptualize projects for implementation and undertake Government Process e-engineering.
- Work in consultation with IT Department/IT Mission to address the difficulties with respect to define technical requirements,

technical architecture and technical evaluation of proposal submitted by vendors.

- Creating balanced and legally tenable bidding and contract documents.
- Defining strategy and implementation model for change management.
- Formulating and ensuring compliance with appropriate policies, guidelines and procedures on information security, data backup etc. issued from Government/competent authorities.
- Conduct training, gap analysis, impact assessment studies etc.
- Contribute for the effective implementation of e-Governance initiatives of Government.
- Act as the Torch bearers of Change Management.
- Formulation of IT Road map and annual planning of the Department
- Represent the Department in regional/State/National and International e-Governance Forums/Meetings etc.
- Conduct Periodic Software/Hardware Audits in the Department.
- Plan & build a healthy IT infrastructure throughout the Department with the help of National/State infrastructure facilities available.
- Assist the Department in procuring IT assets.
- Monitor the implementation of various e-Governance Application (mobile/Web) in the Department and submit periodical status report to the Director of Agriculture Development and Farmers' Welfare.
- Act as domain expert in development of software - G2C, G2B, G2G etc.
- Co-ordination with external agencies for smooth implementation of e- Governance initiatives.
- Project/Scheme preparation of all IT Schemes in the Department.
- Implementation of IT related schemes - both State and Centrally Sponsored Schemes.
- Development of AIMS portal and maintenance of already developed modules for Natural Calamity Relief Assistance, One Time - Farmer Registration, State Crop Insurance Scheme, Royalty to owners of cultivable paddy land, Subhiksha Keralam, Marketing modules etc.,

- Co-ordination and close working with development agencies like National Informatics Centre, C-DIT, etc., during the development of software and portals.
- Assisting in the process of customization of software.
- Imparting technical support to officials of the department as part of implementation of IT initiatives and schemes.
- Supervising the file works, coordinating the activities related to Centralized DBT system to be implemented as part of AIMS.
- Management of Video Conference facility in the Directorate.
- Assisting in the process of Procurement of Hardware.
- Ensuring Connectivity in all offices under the Department.
- Providing hand holding support during the initial phases of deployment of software for the Department.
- Updation and Maintenance of Official website of the Department.
- Act as IT Master Trainer by imparting training to officials of Department as part of e-Governance initiatives in the Department.
- Direct supervision during the deployment of software in the Department.
- Imparting training to officials of other stakeholder Departments.
- Maintenance of software and portals developed and maintained by the Department.
- Act as technical expert for the CDBTM cell in the Directorate.
- Introduction of new e-Governance initiatives for efficient functioning of the department.
- Nodal Officer, Co-ordination, training and monitoring of activities of Kisan Call Centre 1800-180-1551.
- Act as Help Desk support to officials for all Central and State Schemes and IT initiative of the Department.
- Act as nodal officers as part of implementation of different IT related schemes and services.
- Technical support for handholding support, supporting project/software related change management related to e-Governance initiatives.
- Handle integration of Land records with PM KISAN database and Federated farmer data base.
- Technical support in creation and handling and updation of database on configuration of technical/ministerial staff of the Department.

- Implement information technology oriented projects and IT oriented tasks proposed by the Government and Director of Agriculture, which are not mentioned above and may arise in future.

The Director of Agriculture Development and Farmers' Welfare shall ensure that the IT Cell should be a mixture of both Technical persons from all cadre and administrative cadre who have sufficient IT qualification and well aware of digital solutions. He shall ensure necessary charge arrangements against the posts shifted for the purpose. The chance of integration of the IT Cell with the potential startups on agriculture related digital experience shall be explored for the development of software and portals.

As per item no 13 of work distribution cited as 3rd paper above, all papers on IT Cell at Government level shall be dealt in Agriculture (Farms) Department.

(By order of the Governor)
S SABIR HUSSAIN
ADDITIONAL SECRETARY

To:

The Director of Agriculture Development and Farmers' Welfare,
Thiruvananthapuram.

The Accountant General, Kerala, Thiruvananthapuram

Agriculture (Farms) Department (for further necessary action)

Stock File/Office Copy (**AGRI-EA2/132/2021-AGRI**)

Forwarded /By order

Signed by

Praveen B

Section Officer

Date: 02-06-2023 16:29:59

EXPERIENCE IN ICT CADRE

DUTIES & RESPONSIBILITIES ENTRUSTED RELATED TO ICT

ROLES/ ACHIEVEMENTS IN e-GOVERNANCE INITIATIVES

EXAMPLES OF ATTITUDE TOWARDS ICT INITIATIVES

SKILLS & INTERESTS

DECLARATION

- 1. I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.*
- 2. I declare that I am ready to undertake the duties and responsibilities related to IT Cell as listed in the Government Order GO(Ms)No.52/2023/AGRI Dated, Thiruvananthapuram, 02-06-2023 and other duties as per the directions of Manager (IT) and Director of Agriculture.*
- 3. I declare that I am ready to perform any additional duties and responsibilities as entrusted by the Department over and above the normal duty hours, as and when required.*

DATE

NAME & SIGNATURE