



जिल्हापरिषद, नागपूर
सामान्यप्रशासनविभाग

नविनप्रशासकीयइमारत,सिव्हिल लाईन, नागपूर440001



स्वातंत्र्याचा अमृत महोत्सव

दुरध्वनी क्रमांक - 0712-2561461

ई-मेल :- ceozpnagpur@gmail.com

संकेतस्थळ :- www.nagpurzp.com

दिनांक :- 10/07/2023

Extension

**Job Vacancy at ZillaParishad, Nagpur
Data Analyst**

Introduction:

ZillaParishad Nagpur is the district self-government body working towards rural development. Various Central and State government schemes in the field of health, education, infrastructure, agriculture, livelihood generation and social sector are implemented by the ZillaParishad.

To aid the working of its existing departments, ZillaParishad, Nagpur is building a Research and Analysis cell for data driven and evidence based smart governance under Information and Technology head. In order to implement different schemes, large amount of data is collected at the district and block level which needs requires intelligent data analysis and data visualisation for effective monitoring. Further, the ZillaParishad takes up various innovative measures that require proper documentation and reporting for replicating and scaling up.

In view of above, the ZillaParishad is looking to recruit 1 candidate on contractual basis for the position of 'Data Analyst' with relevant expertise and experience. Candidates willing to work at the grassroots level with the high authorities of district administration in the field of rural development are welcome to apply for this position. Candidates are advised to visit Nagpur ZillaParishad website <https://nagpurzp.com> to understand the structure and functions of ZillaParishad before applying.

Position Summary:

1) Data Analyst (1 position)

Location	:	ZillaParishad, Civil Lines, Nagpur
Role	:	Data Analyst
Contract type	:	Temporary
Contract duration	:	11 Months
Salary	∴	Rs. 50,000/- month

Job Description:

- Ability to work across different departments and interconnecting different subjects
- Managing large and complex data reported by field functionaries
- Data analysis and report generation for large volume of data
- Preparing thorough reports and presentations with data visualisation
- Prioritising and managing multiple projects while maintaining the quality and standard of work
- Interacting with various field functionaries and travelling to different locations within Nagpur district
- Giving training on various interventions to field functionaries
- Be self-motivated, organized, detail-oriented, with a positive "can do" attitude

Qualification :-

- Masters degree in MSW/M.Tech (in Rural Technology and Development)/ MBA/ M.Sc.
- Minimum 1 year of experience of working with government in the field of data research, and report making. Additional work experience with NGOs/ Field work experience will be an asset.
- Expertise in data analysis and data representation tools
- Working knowledge of statistical tools like R/SPSS/STATA
- Working knowledge of AI based research and analysis tools
- Ability to multitask and adapt within a fast-paced and dynamic environment
- Strong organizational skills
- Fluent proficiency in English
- Proficiency in Marathi


Instructions For Applying :-

Candidates are advised to mail their applications on ceozpnagpur@gmail.com with the following information:

- Deadline for submission is now extended to 14 July 2023.
- The application should have a cover letter along with 2 page resume. Resume should include the details of work experience, achievements, and education.
- Applicant may submit two samples for your work which will showcase your skills and expertise along with your application.
- Applicant should submit recommendation regarding their work & skill.
- Applicant should make sure the details provided are accurate. Documents will be verified before the interview process. If any discrepancies found, the application will be considered invalid.
- Based on evaluation of applications, shortlisted candidate will be informed about next round selection procedure by email.

Other important information :-

- The candidates are expected to have their own laptop.
- The candidates applying should be willing to travel for project purpose.
- The candidates will have to make their own arrangement for food and stay in Nagpur.
- Tentative date of joining will be 14 Aug 2023. Exact date will be conveyed after selection in the offer letter.


(Saumya Sharma, IAS)
Chief Executive Officer,
Zilla Parishad, Nagpur



Zilla Parishad Nagpur

General Administrative Department

New Government Building, Civil Lines , Nagpur-440001

(Application For Data Analyst Post)

Application No. (Office Use only)	
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Photo

Applying Post Name : Data Analyst (Contract Basis)

(All Fields in the form are mandatory to be filled. An incomplete Form submitted will be treated as Rejected)

Candidate Name:-		
Fathers/ Husbands Name:-		
Date Of Birth:-	Blood Group:-	Gender:-
Marital Status :-	Nationality:-	

Address/Contact Details-

Address (Present):	Address (Permanent):
State:	State:
Pin code:	Pin code:
Contact No:	Contact No:
Email ID (Compulsory) :-	

Languages Known	English	Hindi	Marathi	Other (Please Specify Below)
Proficiency Secondary / Higher Secondary				

Computer Proficiency (Knowledge of MS-Office, MS-Excel, Power Point, Social Media Skill, Design & Graphic Knowledge) :-

Academic/Professional Education Summary :- (Starting from most recent)

Degree/Diploma	University/ Institute	Specialization/ Subject	Year of Passing	Total Marks	Percentage (%)

Work/Experience Summary:-

Sr. No.	Organization	Designation	From (MM/YY)	To (MM/YY)	Responsibilities
Total Experience(In Year & Month):			Relevant Experience to the post applied :		
			Notice Period/ Joining Time(Days):		

Details of Internship/Workshops/Conferences/Training Attended(If Any):

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Declaration:

I hereby declare that all statement made in the application are true ,complete and correct to the best of My knowledge and belief. I understand that in the event of any information being found untrue /false /incorrect or I do not satisfied the eligibility criteria my candidature will be cancelled ,without assigning any reason therefore. I have read the content of the advertisement and agree to abide to the rules , regulations and procedure for appointment to the post applied for.

NAME:

PLACE:

DATE:

SIGNATURE