



F.No. NESTS/ Admin/Consultant(Admin&HR)/540/2023-24

Dated: 09/09/2024

Engagement of Sr. Consultant (Data Manager) on contract basis in NESTS

National Education Society for Tribal Students (NESTS), an autonomous organization under Ministry of Tribal Affairs, Government of India, is engaging qualified and experienced professionals for following posts purely on contractual basis for attending to specific and time-bound jobs of this Department. The incumbent shall not have any claim for regular appointment under this office.

1. Qualification and Age Limit:

The Qualification, age limit and remuneration are given in the table below and scope of work is given in Annexure-I: -

S. No.	Position	No. of Posts	Qualification	Remuneration	Eligibility
1	Sr. Consultant (Data Manager)	01	Master's degree/PhD in computer science, mathematics, economics, statistics, business administration or related fields from a recognized university/institute.	Rs. 80,000/- (Fixed)	Post qualification experience: 05 Years and above of relevant experience in Database management/ data analysis in Government Upper age limit (As on 01.09.2024): Not exceeding 45 Years

Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "*Application for engagement as Consultant (.....)*" which should reach this office latest by **03/10/2024** at the following address.

Joint Commissioner (NESTS),
Gate No. 3A, Jeevan Tara Building,
Parliament Street, New Delhi-110001

2. Tenure of Appointment:

- The Consultants shall be engaged purely on contractual basis. The contract shall be valid for a period of one year or until further orders, whichever is earlier.

3. Other Entitlements & Conditions:

- Increment: Remuneration may be enhanced after the completion of one year at rate of increase of CDA rate from the date of contract/last enhancement plus 2% subject to the satisfactory performance of the consultant certified by the head of section/division.

4. TA/DA:

- No TA/DA shall be admissible for joining the assignment or on its completion.
- No TA/DA shall be payable for attending the interviews.

5. Other Allowances:

- No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Consultants.

6. Attendance & Working days:

- The working hours of the Consultants shall be same as regular Government employees working in NESTS. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays.
- The attendance shall be marked in the Biometric system by the Consultants.

7. Leave:

- The individual Consultants shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a contract period.
- Un-availed leave in contract period will be lapsed.

8. Service Condition:

- The Consultants shall not, except with the previous sanction of NESTS, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this assignment.

9. Confidentiality and Secrecy:

- During the period of assignment with NESTS, the Consultants would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.
- Selected candidates shall provide integrity certificates from 2 references known to them.
- A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

10. Termination of Services and requirement of notice:

- In case a Consultants wish to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof.
- NESTS shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Commissioner, NESTS
- Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

11. Submission of application:

Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "*Application for engagement as Consultant (.....)*" which should reach this office latest by **03/10/2024** at the following address.

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Application received after expiry of the prescribed period and / or found to be incomplete in any manner and / or not accompanying all the requisite documents will not be entertained.

Posts	Consultant (Data Manager)
Scope of work:	<ul style="list-style-type: none"> • Performing data analysis, researching/data gathering, data input and manipulation, validating and reviewing complex information. • Creating quantitative models, comparative analysis, charts and graphs, and proposal templates utilizing EMRS data • Supporting workshops, assisting in the preparation of presentations and reports, and to a lesser degree • Providing project management- support to EMRS teams, such as updating of project plans, preparing project status reports and maintaining risk and issues logs. • Communicating clearly and concisely in written and oral formats. • Attending meetings and at all times maintaining the upmost professional demeanor. • Any other work assigned by the competent authority
Skills Required:	<ul style="list-style-type: none"> • Must have advanced MS Excel expertise. • Good knowledge of IT (MS Office/ Power BI/ AI Tools and internet savvy) • Gather data from primary and secondary sources, ensuring the upkeep of databases and data systems. • Detect, examine, and decode trends or patterns within intricate datasets and Develop data dashboards, charts, prepare and present detailed reports, dashboards, and visualization aids to support decision-making across divisions. Ensure reports are accurate, timely, and actionable. • Cleanse data and scrutinize computer-generated reports. Identify opportunities for process enhancements. • Employ statistical techniques to scrutinize data and produce actionable insights. • Engage with various departments to specify data requirements for data analysis tailored to their unique requirements.

APPLICATION FORM

Post Applied for:- _____



Sl. No	Description	Details
1.	Name of the Candidate	
2.	Father/Husband's Name	
3.	Date of Birth	
4.	Age as on 01.09.2024	
5.	Mobile no:	
6.	Mail id:	

7. Permanent Address:

8. Correspondence Address:

9. Nationality:

10. Educational Qualification (Chronological order)

Sl. No.	University/Institute	Degree	Year of passing	% / Grade	Page no of consolidated pdf
I.					
II.					
III.					
IV.					

11. Post qualification work experience in relevant fields (Chronological order)

Sl. No.	Name & Address of the Organization	Designation	Total tenure (in years and months)	Years of experience	Nature of work/responsibilities
I.					
II.					
III.					
IV.					

12. Languages known with proficiency:

13. Additional information, if any, which you would like to mention in support of your suitability for the post:

14. A short note on your suitability for the post:

15. Self-attested copy of documents (**essential**)

S.No.	Documents	Enclosed or not enclosed	Page no.
1.	Proof of age		
2.	Essential Educational Qualification		
3.	Post Qualification Experience Certificate		
4.	Complete CV (Curriculum Vitae)		

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidate is liable to be rejected at any stage during or after selection process or after appointment.

Date:

Place:

Signature of the Applicant