



F.No. NESTS/H-1/98/NICSI/2025-26

Dated: 27/08/2025

Engagement of Data analyst 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.

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.	Data Analyst	02	Essential: Master's degree in computer science, mathematics, economics, statistics, business administration, or related fields from a recognized university/institute.	Rs. 70,000/- p.m.	Post-qualification experience: 03 years and above of relevant experience in database management or data analysis. Knowledge of advanced MS Excel. Upper age limit for all eligibility criteria (As of 27.09.2025): Not exceeding 45 Years

Screening of applications will be based on qualifications, age, academic record and relevant experience. NESTS reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for interview. NESTS reserves the right to reject or not to select any candidate without assigning any reason whatsoever. The decision of NESTS in this regard shall be final and binding.

Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "*Application for engagement as* (.....)" which should reach this office latest by **27/09/2025** at the following address.

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

Terms & Conditions.

1. Period of engagement

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

2. Selection Procedure

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

3. Remuneration

A fixed monthly remuneration shall be payable, which may be enhanced upon completion of one year of service with an increment of 8%, subject to satisfactory performance reports received from the divisional head.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned Division Head in which they would be posted.

5. Leave

The Consultant will be entitled for the paid leave at the rate of 1.5 days for each complete month of service calculated on pro rata basis. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

- Un-availed leave cannot be carried forward nor en-cashed on extension or tenure or on termination of engagement.

6. 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.

7. 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 pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this assignment.

8. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/ Sunday/ other Gazetted holidays, if required and no

extra remuneration shall be allowed. The consultant may be required to mark his/her attendance in Bio-metric System or any other system as prescribed time to time.

9. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

10. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

11. Conflict of interest

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

12. 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 remuneration in lieu thereof.
- NESTS shall have powers to terminate the contract at any time without assigning any reason.

Note: 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	Data analyst
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


Photograph to be
attached here

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 27.09.2024	
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.		10 th /Matriculation			
II.		12 th /Intermediate			
III.		Graduation in _____			
IV.		Master in _____			

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

Sl. No.	Name & Address of the Organization	Designation	Total Tenure (In YY/MM)	Period (DD/MM/YYYY) – (DD/MM/YYYY)	Nature of work/responsibilities	Page no of consolidated pdf
I.						
II.						
III.						
IV.						

12. Essential qualification

(a) Education	Essential (Please provide details of your educational qualifications and professional experience relevant to the requirements mentioned in the advertisement.)
Master's degree in computer science, mathematics, economics, statistics, business administration, or related fields from a recognized university/institute.	
(b) Experience	Essential
03 years or above of relevant experience in database management or data analysis.	

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 (Matriculation certificate)		
2.	Proof of address (Aadhar Card)		
3.	Essential Educational Qualification		
4.	Post Qualification Experience Certificate		
5.	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:

Applicant

Signature of the