



**GOVERNMENT OF PUDUCHERRY**  
**PLANNING AND RESEARCH DEPARTMENT**  
**STATE INSTITUTION FOR TRANSFORMATION (SIT)**  
**KAMARAJ SALAI, SARAM,**  
**PUDUCHERRY – 605 013.**

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**ENGAGEMENT OF DATA ANALYST ON CONTRACT BASIS**

**NOTIFICATION**

State Support Mission (SSM) is a Central Sector Scheme launched by National Institution for Transforming India (NITI Aayog) with a primary objective of supporting interested States to establish State Institution for Transformation (SIT) which can work towards promoting the socio-economic transformation of State/Union Territories. For establishment of State Institution for Transformation in the Union Territory of Puducherry under the Planning and Research Department, the Government of Puducherry invites applications from the citizens of India for the following position on purely contractual basis:

Post	No. of Posts
Data Analyst	2

**EDUCATIONAL QUALIFICATION:**

- (i) Essential      1. Master's Degree in Data Analytics/ Data Science/ AI & Machine Learning from a recognized University

**(or)**

2. (a) Bachelor's Degree in Computer Science/ Information Technology/ Mathematics/ Statistics/ Economics from a recognized University

**and**

- (b) Certification in Data Analytics/ Data Science including Statistical Software (eg. Stata, R, SPSS), data visualization tools (eg. Tableau, Power BI, EViews), Spreadsheet Applications, AI and Machine learning from a recognized institute.

(ii) Desirable Skills & Experience

- Minimum 3 years of work experience in data management, Central/State governments programme monitoring, evaluation, research and related fields.
- Multi-sectoral experience (combination of national/international public, private and civil society sector) preferred. Relevant research experience at appropriate level backed by suitable publication records.
- Familiarity with cleaning, coding, merging and analyzing large and complex quantitative data files in Python or R.
- Strong analytical and problem-solving skills.
- Experience in building complex SQL queries and schema building.
- Advanced knowledge of Excel/Google Sheets & Macros.

**AGE LIMIT:**

Candidates should be below 40 years of age as on the last date of submission of online application.

**PERIOD OF CONTRACT:**

This engagement shall be purely on contract basis for a period of two years.

**REMUNERATION:**

The consolidated remuneration inclusive of all will be Rs.75,000/- per month.

**JOB DESCRIPTION / DUTIES & RESPONSIBILITIES:**

1. Multi-year evaluation plans at the departmental levels covering key aspects— Analysis of scheme/ programme/ policy budgetary outlays, beneficiary coverage, logical framework, Output Outcome Monitoring Framework(OOMF) outcomes, indicators, targets, implementation design, alignment with national development goals and SDGs, work plan, timelines, etc.
2. Setting benchmarks, practice standards, and guidelines for all topics related to evaluation.

3. Formulate a plan of action for collecting outcome-level data at least once in three years through evaluations/ surveys or by integration of outcome-level questions into existing periodic government surveys.
4. Strengthening of the infrastructural, data, and technological systems for monitoring and evaluation with help of new and emerging technologies such as the use of big data, AI, statistical processing, and predictive analytics in performance measurement.
5. Ensure compliance with relevant data policies/guidelines/rules as set forth by the Government of India.
6. Streamline data collection practices and systems within the host Ministry/Department/Agency.
7. Ensure data integrity and accurate record-keeping by supporting data collection and management efforts (data entry into electronic formats, SOP-based data verification).
8. Create, maintain, and improve the quality of data repositories for the host Ministry/Department/Agency.
9. Perform data analysis for cleaning data and generating insights.
10. Perform quality assurance checks on datasets.
11. Maintain detailed documentation on data management decisions and technical work
12. Develop data feeds and automated reporting through dashboarding.
13. Stay up-to-date with industry trends and best practices in data management, analysis, and visualization.

#### **LANGUAGE REQUIREMENTS:**

Excellent verbal and written English and *State- specific language skills* and ability to communicate effectively.

#### **MODE OF SELECTION:**

There shall be 100 marks for selection by giving weightage to the marks secured in the Academic Qualification/ relevant Master's Degree, Experience and Interview as detailed below:

- i. 60% weightage will be given to marks obtained in the Master's Degree in Data Analytics/ Data Science/ AI & Machine Learning from a recognized University

(or) Bachelor's Degree in Computer Science/ Information Technology/ Economics/ Statistics/ Mathematics from a recognized University with Certification in Data Analytics/ Data Science.

- ii. 20% weightage will be given to experience.
- iii. 20% weightage will be given to marks secured in Personal Interview.

**NOTE:**

RESOLUTION OF TIE CASES: In case of a tie in the said post, the tie will be resolved as under:

(i) Candidate who has secured higher marks in total will be placed above the other candidate.

(ii) If the tie still persists, the UG marks will be taken into account that the candidate who secured higher marks in UG will get preference and thereafter if the tie persists, the Higher Secondary and Matriculation marks will be taken into account respectively and the candidate who secured higher marks will get preference.

(iii) Further if tie still persists, the procedure will be followed by taking into account of Date of Birth i.e. the candidate older in age will get preference. Lastly, if the tie still persists, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference.

**HOW TO APPLY AND LAST DATE FOR SUBMITTING ONLINE APPLICATION:**

Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website <http://recruitment.py.gov.in> **from 10.00 AM on 12.02.2025 to 05.00 PM on 13.03.2025.**

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

Candidates should read the following instructions carefully before applying:

1. Candidates must satisfy himself/herself that he/she fulfills the eligibility criteria and conditions for the post applied for. Candidate must apply only through online portal.
2. Candidates with requisite educational qualifications from recognized University/Institutions and experience acquired from recognized Institutions need only apply.
3. The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.
4. Avoid registering multiple online applications and register only a single application. All multiple online applications will be cancelled.
5. **Photograph & Signature uploading:**

Candidates shall upload their photograph and signature using either option 1 or option (2) provided in the website as given below:-

- **Option 1 (Scanned Photograph and Signature as a single image):**  
Candidates are instructed to scan their recent passport size colour photograph & signature in an A4 sheet with 200 dpi resolution, dimensions should be minimum of 600 x 600 pixel and the file size should be less than 150KB.
- **Option 2 (Scanned Photograph and Signature as separate images):** Candidates are instructed to scan their photograph in JPEG format with 238 x 306 pixel dimension and the file size should be less than 50 KB. Signature file format should be JPEG, dimensions should be 350 x 150 pixel and file size should be less than 30KB.

6. Candidates have to register their mobile number in the online portal <https://recruitment.py.gov.in> for applying through online. Then they will receive User Name and Password through SMS in the mobile number provided while registration. Thereafter, the candidates have to login to the online portal using the Username and Password for applying to the post of Team Leader on contract basis.
7. Candidates are also advised to change the default password received in their mobile at first login. It is the candidate's responsibility to take ownership of the password and should not be disclosed to anyone. Otherwise the liabilities that arise will be at the candidate's risk.
8. Candidates will be allowed to view, print & check the status of their application by logging into the online portal using the username and new password. Hence, they are advised to keep the username and password safe for future reference until the engagement process is over.

9. The candidates, after applying, can also make corrections in their online application, if any error occurred while entering the data. They are allowed to avail this facility **till 5.00 p.m on 13.03.2025**.
10. The information/data furnished by the candidates in the online application are final and cannot be altered later after the last date for applying i.e. **till 5.00 p.m on 13.03.2025**.
11. Candidates are advised to fill up the online application carefully and provide the information as required.
12. The cut-off date for determining the eligibility of all candidates shall be the closing date for submission of the applications as prescribed in the notification.
13. The candidates must upload copies of consolidated mark statements (UG & PG). Wherever CGPA is awarded in UG/PG degree, percentage equivalent of CGPA should be provided and the conversion formula approved by the University/Institution should be uploaded as a supporting document.
14. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the name and designation of the issuing authority along with signature and date of issue and seal clearly specifying the nature/duration of work.
15. Candidates must upload soft copies of above certificates and relevant documents in support of their claim in the online application form. Candidates must produce original certificates for verification when called for interview or when required by the Department. Therefore, candidates are advised to prepare PDF files of each of the required documents before starting the online application process.
16. Only Matriculation/Secondary School/Higher Secondary School passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted in support of date of birth.
17. All certificates, which are not in English, need to be translated preferably to English and the same shall be self-attested.
18. The Department shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false / incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
19. Screening of applications will be based on qualifications and relevant experience and a list of eligible/ ineligible candidates will be prepared on the basis of stipulated guidelines/ criteria.
20. The date of interview will be communicated through email only to the shortlisted candidates.

21. Only shortlisted candidates shall be invited for Interview. No TA/DA will be paid for attending interview.
22. The Department reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the notification and other academic achievements.
23. The Department shall verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.
24. Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.
25. After scrutiny, the status of the application will be indicated in the websites <http://recruitment.py.gov.in> and <https://pandr.py.gov.in/> and the candidates are advised to check the official website to know their application status and for other updates.
26. The service of selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.
27. The Department reserves the right to revise/reschedule/cancel/suspend/withdraw the engagement process without assigning any reason. The decision of the Department shall be final and no appeal in this regard shall be entertained.
28. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Department shall be final.
29. Candidates may send query, if any, through e-mail to [pandr@py.gov.in](mailto:pandr@py.gov.in) in case of any difficulty in filling and submission of application online. No phone call will be entertained in this regard.
30. The selection will not give any right for regular appointment in future.
31. The appointment will be for period of two years only.
32. Change of Address, Mobile number, if any, after submission of application should invariably be intimated to the Department. Otherwise, the Department will not be responsible for any delay/non-delivery of letters/ SMS messages.
33. Any changes/corrigendum/amendments/updation/cancellation notice related to this engagement process shall be published in the Official Websites <http://recruitment.py.gov.in> and <https://pandr.py.gov.in/> only and not in the newspapers. Therefore, candidates are advised to check the website regularly and

to keep the Mobile number given in the online application active for sending SMS connected with this contract engagement.

34. Incomplete application in any manner will be summarily rejected without making any reference to the candidates.

35. **Address for Communication:**

The Director,  
Planning and Research Department,  
505, Kamaraj Salai, Saram,  
Puducherry - 605013.  
Phone No.0413 – 2243071  
E-mail: pandr@py.gov.in



**DIRECTOR (PLG.)**