



जिल्हा परिषद, नागपूर
मुख्य कार्यकारी अधिकारी यांचे कार्यालय
नविन प्रशासकीय इमारत, सिव्हिल लाईन, नागपूर ४४० ००१



दुरध्वनी क्र. :- ०७१२-२५६१४६१

ई-मेल :- ceozpnagpur@gmail.com

जा.क्र./जिपना/साप्रवि/नियोजन/ १००९/२०२६

दि. २०/०४/२०२६

Job Vacancy at Zilla Parishad, Nagpur
Data Analyst

Introduction:

Zilla Parishad Nagpur is the district-level self-governing body committed to driving rural development. It plays a pivotal role in implementing various Central and State Government schemes across sectors such as health, education, infrastructure, agriculture, livelihood generation, and social welfare.

As part of its vision to enhance transparency, efficiency, and evidence-based decision-making, Zilla Parishad Nagpur is transitioning towards a data-centric governance model. This approach aims to leverage data for better planning, monitoring, and evaluation of development initiatives, ensuring improved service delivery at the grassroots level.

To support this transformation, the Zilla Parishad collects a substantial volume of data at the district and block levels. This data requires systematic analysis and effective visualization to enable informed decision-making and real-time monitoring of schemes. Additionally, various innovative initiatives undertaken by the Zilla Parishad require proper documentation and reporting to facilitate replication and scaling across regions.

In this context, Zilla Parishad Nagpur invites applications from qualified and motivated professionals for the position of **Data Analyst** on a contractual basis (1 position). The ideal candidate should possess strong analytical skills, experience in data handling and visualization, and a passion for contributing to rural development while working closely with district administration.

Position Details :

- **Role:** Data Analyst
- **Location:** Zilla Parishad Nagpur, Civil Lines, Opp. Ravibhawan, Nagpur
- **Contract Type:** Contractual (11 Months)
- **Salary:** ₹50,000/- month
- **Last Date to Apply:** 26/04/2026 (12:00 PM)
- **Link to Apply:** https://dashboard.zpnagpur.in/Da_form

Job Description:

- Ability to work across different departments and interconnecting different subjects.
- Apply data analysis and problem-solving skills to support administrative decision-making
- Manage and analyze large datasets from field-level functionaries
- Develop dashboards, reports, and presentations for various departments

- Assist in monitoring schemes and evaluating program performance
- Coordinate with departments for data collection, validation, and reporting
- Travel to field locations within Nagpur district for data collection and training support
- Giving training on various interventions to field functionaries
- Maintain quality, accuracy, and timely reporting of data

Eligibility Criteria:

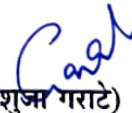
- **Education:** B.E. / B.Tech / MCA from a recognized university.
- **Experience:** Minimum 3 years of experience in data analysis and research. Experience in MIS reports, dashboards, presentations, and handling large datasets is preferred. Preference will be given to candidates with Government / Semi-Government work experience.
- **Technical Skills:**
 - Advanced Excel and Power BI
 - Working knowledge of SQL and AI tools (like ChatGPT, Gemini, Perplexity AI etc)
 - Skilled in developing clear, visually engaging, and data-driven presentations (PPTs)
- **Language:**
 - Fluent in English
 - Working knowledge of Marathi and Hindi

Terms and Conditions-

1. The appointment to the post of Data Analyst (Contractual) is purely on a contract basis for a period of 11 months.
3. After appointment on a contractual basis, no allowances other than the consolidated remuneration shall be admissible.
4. The Data Analyst (Contractual) must remain present full-time in the Zilla Parishad office during office hours (9:45 AM to 6:15 PM).
5. Candidates must have their own laptop
6. All Documents will be verified during selection
7. After appointment, the Data Analyst (Contractual) shall not engage in private employment/business or work with any other organization or office.
8. The candidate must be a resident of Maharashtra State.
9. Only shortlisted candidates will be contacted for further process
10. Kindly submit two samples for your work which will showcase your skills and expertise long with your application.



(विनायक महामुनी, भा.प्र.से)
मुख्य कार्यकारी अधिकारी
जिल्हा परिषद, नागपूर



(अंशुजा गराटे)
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