

**F.No. A/01/2019-NALSA
Government of India
Department of Justice
(NALSA)**

12/11, Jam Nagar House,
Shahjahan Road, New Delhi-110011
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June 25, 2020

Circular

Sub: Engagement of one Consultant (Data Analyst) in National Legal Services Authority, 12/11, Jam Nagar House, Shahjahan Road, New Delhi.

National Legal Services Authority (NALSA) invites applications for engagement as Consultant (Data Analyst).

1. Work Profile of Consultant (Data Analyst):-

Eligibility Criteria:

- i. Graduation in Mathematics or Economics, Information Management or Statistics.
- ii. Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- iii. Strong knowledge of and experience of Excel and other analytical tools.
- iv. Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc).
- v. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- vi. Adept at queries, report writing and presenting findings.

Nature of Duties:

- i. Interpret data, analyze results using statistical techniques and provide reports.
- ii. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- iii. Acquire data from primary or secondary data sources and maintain databases/data systems.
- iv. Identify, analyze, and interpret trends or patterns in complex data sets.

- v. Filter and clean data by reviewing computer reports, printouts, and performance indicators.
- vi. Locate and define new process improvement opportunities.

2. TERMS AND CONDITIONS/GUIDELINES FOR APPOINTMENT AS CONSULTANT

i. Period of engagements of consultant:

- (a) The initial engagement as consultant would be for a period of six months.
- (b) The engagement of consultant would be of a temporary nature against the tasks assignment and can be terminated at any time without assigning any reason.

ii. Monthly Honorarium & Leave:

- (a) Consultant engaged for Data Analyst will be entitled to a monthly honorarium of Rs. 30,000/- per month. However, in case of a highly experienced domain expert, the enhancement in monthly honorarium may be suitably considered.
- (b) Consultant shall be eligible for 15 days' leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Un-availed leave shall neither be carried forward to next year nor encashed.

iii. Selection:

- (a) The proficient/suitability of the candidates fulfilling criterion as mentioned would be decided by the Selection Committee of the officers constituted for the purpose. The recommendation of the committee would be final.
- (b) Prior experience on the scope of work/job responsibilities of post/role applied for will be an added advantage during selection.
- (c) It is made clear that the engagement as Consultant (Data Analyst) is a full time job and purely contractual in nature. It will not confer any right on the selected candidate to claim regular appointment/continuance in service in the National Legal Services Authority.

iv. Duty Hours: It is full time job and Consultant may be required to attend normal duty during office hours. If required, the Consultant may be called for on Saturday/Sunday and gazetted holidays. The Consultant will be entitled for compensatory leave in lieu of duty performed on holidays.

v. Powers:

The consultant shall not exercise any statutory, legal or financial powers.

vi. Confidentiality of Data and documents:

The consultant shall not utilise or publish or disclose or part of the data or statistics or proceedings or information gathered during the course of their engagement without the written consent of NALSA.

vii. Reporting:

The consultant shall have to report to the NALSA office.

viii. Deduction of Tax at source:

The income tax or any other tax liability will be deducted as per rules at source before effecting the payment, for which NALSA will issue TDS Certificate.

ix. Rights of NALSA:

NALSA reserves all the rights to cancel or not to proceed in the matter for engagement of consultant at any stage without giving any notice.

x. Termination of engagement:

NALSA may terminate contract if:

- The consultant is unable to address the assigned work.
- The quality of work is not to the satisfaction of NALSA.
- The consultant is found lacking in honesty and integrity.
- NALSA reserves right to terminate contract at any time without notice.

3. Interested candidates may submit their scanned application in the enclosed format with two recent passport size photograph as per Annexure-I by **15.07.2020** at e-mail address nalsa-dla@nic.in with the subject “**Application for Consultant (Data Analyst) in NALSA**”. Application needs to be strictly in the format as per Annexure-I. Application received after due date will be rejected out rightly.

(KAMAL SINGH)
UNDER SECRETARY

Annexure-I

BIO-DATA

1. Name of the Candidate :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Mailing Address :
6. Telephone No. :
Mobile No. :
Email Id :

7. (i) Academic/Professional Qualification:

Degree	University	Field/Specification	Year of Passing	Any other info.

- (ii) Details of Experience:

Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					

- (iii) Additional information, if any, which you would like to mention in support of your suitability for post. Enclose a separate sheet, if the space is insufficient.

Date:

Place:

Signature of the Candidate