

**Sanctioned Designation: DATA PROCESSING ASSISTANT****Functional Designation: Data Analyst**

<b>Eligibility Criteria</b>		
<b>Sl. No.</b>	<b>Qualifications</b>	<b>Remuneration</b>
1	BCA/MCA from recognised institutions with 3 Years of post qualification experience in data handling	Rs. 40000/- per month for $\geq$ 3 Years
2	Graduation and PGDCA from recognised institutions with 3 Years of post qualification experience in data handling	Rs. 37500/- per month for $\geq$ 3 Years
3	Graduate with at least One year Diploma in Computer Application from recognised institutions with 3 years of post qualification experience	Rs. 35000/- per month for $\geq$ 3 Years
<b>Additional Requirements:</b>		
i. Excellent knowledge in Excel and Google Spreadsheet; ii. Excellent analytical, oral & written communication skills and willing to travel extensively within India; and iii. Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.		

**Age:** Below 40 years.

Number of Sanctioned Positions: Three (3)

**Consolidated Remuneration Offered:** This will be applicable as per eligibility criteria and post qualification experience while recruitment and initial remuneration will be offered as per slabs below which will not be treated for increment purposes:

Sl. No.	Category	Post Qualification Experience	As per Sl. No. 1 of Eligibility criteria	As per Sl. No. 2 of Eligibility criteria	As per Sl. No.3 of Eligibility criteria
1	Level 1	$\geq$ 3 Years	40000	37500	35000
2	Level 2	$\geq$ 6 Years	50000	40000	37500
3	Level 3	$\geq$ 10 Years	60000	50000	40000

**Job Description (Terms of Reference):**

1. District wise Analysis of Diseases data received in IDSP/IHIP for each States.
2. Consider other approaches for support of analysis in IDSP/IHIP portal.
3. Assisting Epidemiologists/Microbiologist/Statistician in preparation of graphs.
  - a. Preparation of Week wise and graph data in presentations on a weekly basis for further action.
  - b. Preparation of Week wise and District wise Graphical representation of the weekly surveillance data for each state.
4. Preparation of data for Feedback to be sent to the States to resolve any discrepancy in weekly surveillance data.
5. Provide assistance in periodic studies and surveys conducted during the course of the programme.
6. Monthly performance report to be prepared for appraisal.
7. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.