

Special Programme and Implementation Department

District Monitoring Unit

Erode District

Notification

Applications are invited for filling up of the following post at District Statistical Office on consolidated pay basis. The post is purely on temporary basis. There will be no continuation

S.No	Name of the Post	Scale of Pay	No. of Post
1.	Young Professional	Rs.50,000/- per month	01

Preferred Qualification:

1. Bachelor of Engineering in Computer Science / Information Technology
2. Bachelor's Degree in Data Science and Statistics (Four Years Course only) (or)
3. Master's Degree in Computer Science, Information Technology, Data Science, Statistics or related course.

Requirements

1. Strong research and analytical skills
2. Proficiency in data analysis tools (eg., Excel, SPSS, R or similar) & Microsoft Office tools.
3. Ability to work independently and as part of a team
4. **Persons already have work experience may be preferred.**

Selection Process:

- District Administration may follow the following process to select the candidates.
 1. Short Listing
 2. Interview

Roles & Responsibilities:

1. Conduct comprehensive research and analysis quantitative and qualitative data on various schemes that are being implemented by various departments in the district.
2. Develop reports, presentations and policy brief based on research findings.

Also, primary responsibilities will include:

- i. The unit will function under the direct control of the District Collector.
- ii. The unit shall collect the relevant data and prepare review notes for the District Collector's tour.
- iii. Every month, this Unit shall collect the data on the implementation status of the important Government schemes and prepare the analytical report for District Collector's use.
- iv. The Unit shall furnish an analytical report for the District level meetings by collecting inputs from the respective departments.
- v. The Unit shall collect, analyses, update and maintain desired district level and sub district level data and generate useful information for local level planning.
- vi. To be a part of Inspection Team for Hon'ble Chief Minister's regional review.
- vii. To be a part of Inspection Team during Hon'ble Deputy Chief Minister's District Visit.
- viii. The Unit in consultation with the District Collector shall identify the list of Schemes/programs/projects which needs to be reviewed periodically by a District Level Monitoring Committee headed by the District Collector. The said Committee consists of Members of Legislative Assembly of the District and District Level heads of stake holding departments as members.
- ix. The Unit shall convene the Committee Meeting on quarterly basis and prepare progress report for the meeting.
- x. The Unit shall periodically conduct sample study on progress of the flagship programs identified by the District Collector and report to District Collector and to the Special Programme Implementation department. (At least two schemes per month).
- xi. Any other work relating to Monitoring assigned by the District Collector and the Government from time to time.

How to Apply:

- Filled in applications with relevant enclosures/documents duly self attested to be sent to District Statistical Office, Collectorate (6th Floor - Old Building), Erode (address mentioned as below) in person / by post / by mail so as to reach on or before **“16.03.2025”** by 5.00 P.M.

Address :

Deputy Director of Statistics,
District Statistical Office,
Collectorate (6th Floor - Old Building),
Erode District - 638 011.
adserd@gmail.com

- Applications received after the above date will be summarily rejected.
- Original certificates should not be sent along with the application.

Important Dates:

Last date for Submission of Application	<u>“16.03.2025”</u>
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**District Collector,
Erode.**

FORMAT

Application Form for the Post of Young Professional

1	Name of the Applicant Both in Tamil & English (In block letters)	:	<div>Passport size photograph of the applicant to be affixed</div>																							
2	Name of the Father / Husband	:																								
3	Gender (Male/Female/Transgender)	:																								
4	Date of birth (Date/Month/Year)	:																								
5	Age as on 01.01.2025	:																								
6	Native District	:																								
7	Marital Status	:																								
8	Address for Communication	:																								
9	Mobile Number	:																								
10	Email ID	:																								
11	Educational Qualification	:																								
12	Additional Qualification	:																								
13	Languages Known	:	<table><thead><tr><th>Sl. No</th><th>Languages</th><th>Read (Yes/No)</th><th>Write (Yes/No)</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td></tr></tbody></table>				Sl. No	Languages	Read (Yes/No)	Write (Yes/No)	1				2				3				4			
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14	Details of work experience / internship	:																
15	Do you know any one of the following Data analytical tools 1. MS-Excel (advanced version) 2. Python 3. R-Programming 4. SPSS/SAS	:	<table border="1"> <thead> <tr> <th>Sl. No</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> </tbody> </table> <p>If yes, give your work experience briefly</p>	Sl. No	Yes	No	1			2			3			4		
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16	Do you have project management skill? (Data Analysis & Conducting Surveys)	:	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>If Yes, give your experience briefly</p>	Yes	No													
Yes	No																	

* Attach Xerox copy of all certificates

I _____ (Name of the Candidate) hereby declared that all the information submitted by me in the application form is correct, true and valid. I will present the supporting Documents as and when required.

Date:

Signature of the Applicant