

Sno	Name of the Post	Number of Posts	Place of Posting	Considated remuneration per month	Duration (DD/MM/YY)	Essential Qualifications	Experience /Leadership/Skills/	Job Role and reponsibilities	Role in Antyodaya Saral	Duty in Shifts (Y/N)	Age Limit (Years)
1	Data Analyst	2	Chandigarh	Rs 80000/-	upto 31/03/2022	<p>i) Master's Degree in Technology/ Engineering (M.Tech/ ME) in Electronics & Communication/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.</p> <p>or</p> <p>ii) B.E/ B.Tech in Electronics and Communication/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.</p>	<p>Experience</p> <ol style="list-style-type: none"> 1. Minimum 6 years' experience in case of Post Graduate Degree holders and 8 years' experience in case of Graduate Degree holders 2. Working experience with Government/ PSU 3. Proficiency in working on advanced Excel and at least one of Python, R, Stata or other similar data analysis tools 4. Knowledge of good data visualisation tools/dashboards 5. Ability to handle large data sets 6. Certifications in Data Analysis tools(mandatory) <p>Skills</p> <ol style="list-style-type: none"> 1. Strong analytical skills 2. Strong written and oral communication skills 3. Strong problem solving skills 4. Ability to work in teams 5. Empathetic and enterprising 6. Coordination with cross functional teams 	<ol style="list-style-type: none"> 1. Analysis of different data sets linked to services and schemes offered by Government of Haryana 2. Provide data and insights to Review & Monitoring authorities of State and Districts of Haryana 3. Monitoring of performance of different departments and identification of improvement areas in service delivery 4. Regular dissemination of key performance metrics of service delivery in relevant channels 	<ol style="list-style-type: none"> 1. Study all the data generated(RTS, Ticketing, Call centre, IVRS, etc) on Antyodaya Saral platform 2. Provide insights from data to CM Office for department review 3. Provide insights and actionables from data to PS IT, MD Hartron and CM Office 4. Provide insights and actionables for districts to DCs through District Coordinators 	N	-

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	Project Coordinator	5	Chandigarh	Rs 75000/-	upto 31/03/2022	<p>i) Master's Degree in Technology/ Engineering (M.Tech/ ME) in Electronics & Communication/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.</p> <p>or</p> <p>ii) B.E/ B.Tech in Electronics and Communication/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.</p>	<p>Experience Minimum 6 years' experience in case of Post Graduate Degree holders and 8 years' experience in case of Graduate Degree holders in the field of e-Governance applications, Solution/Technology Architect, IT Policy related matters, promotion of IT related Industry, development of Software applications, Project Management skills and ICT experience, direction and administration of IT related activities.</p> <p>Preference will be given to candiates with:</p> <p>i. MBA from recognised University ii. working experience with Government/ PSU. iii. experience as Head/ Executive role of an organization/ unit. iv. IT Certifications</p> <p>Skills</p> <p>1. Ability to work in teams 2. Strong written and oral communication skills 3. Strong problem solving skills 4. Empathetic and enterprising</p>	<p>1. Project-manage and ensure timely delivery of targeted initiatives in service delivery by Government of Haryana 2. Define user requirements for the technical team 3. Address matters related to performance/service levels 4. Assist Sr System Analyst of IT Department to coordinate with various departments of Govt of Haryana 5. Assist the state in ensuring best-in-class service delivery in government run service delivery centres across the state</p> <p>Occasional travel required to districts of Haryana</p>	<p>1. Support the implementation of Antyodaya Saral project across the districts and provide inputs to CITO, PS IT and CM Office 2. Coordinate between districts(DSEOs and DIOs) for issues related to Antyodaya Saral in the districts 3. Coordinate with NIC for requirements and issues raised by districts 4. Ensure that regular reviews take place in all the districts and give a progress report to PD CMGGA 5. Assist districts in identifying gaps in service delivery</p>	N	-