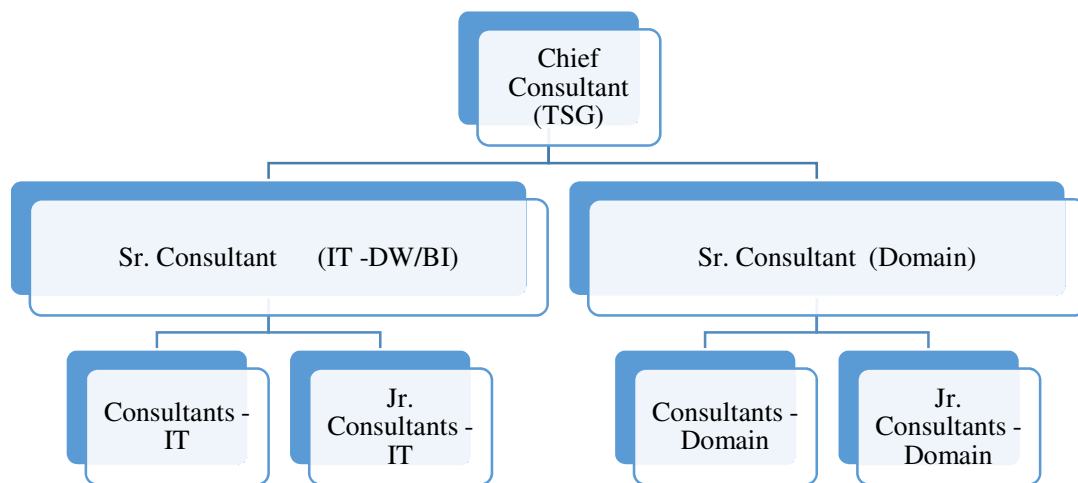


1. Structure and responsibilities of Technical Support Group

1.1 Structure and staffing of TSG

The TSG shall consist of team members drawn from two distinct skill sets, namely: Information Technology (IT) – DW/BI and Economics/Statistics functional domain. The TSG should be headed by a “Chief Consultant”. There shall be two sub groups within TSG – “IT-DW/BI” group and “Domain – Eco./Statistics/Commerce” group. Each of these sub groups will be headed by a Senior Consultant. The team within the two sub groups will comprise of Consultants and Junior Consultants.



1.2 Detailed Job Descriptions

The following are the detailed job descriptions for each position proposed for TSG. It includes job objective, roles & responsibilities, educational qualification, desired skills and experience.

| | |
|---|---------------------------------------|
| Position | Consultant – Domain |
| Designation | Consultant |
| No. of Positions | 2 |
| CTC Range | INR 8, 00,000 – 12, 00,000 per annum. |
| Job Objective: The key objective of this position is to provide research and analysis expertise in the area of corporate data/ economics & statistics to the Technical Support group (TSG) in Data Mining and Analytics Facility at Ministry of Corporate Affairs (MCA). | |
| Responsibilities: The Consultant shall report to the Sr. Consultant – Domain-Eco./Statistics with | |

the following responsibilities:

1. Understanding the purpose and objectives of the project
2. Working to timescales within project constraints & Reporting progress against plan
3. Researching and analysing corporate data/content in accordance to the purpose and objectives of the project.
4. Identifying issues and risks associated with the project
5. Preparing, Analysing and disseminating reports as per requirement.
6. Assist Information Technology Consultant for the purpose of data extraction & cleaning. Drafting business rules / requirements for programmers to develop/implement necessary changes / enhancements.
7. Create a 'clean' MCA database by means of Data Quality Management activities.
8. Generate Company level data in time-series, cross-section and panel data format.
9. Generate Statements, interactive reports, visualization, etc. for dissemination.
10. Design corporate sector analytical reports for policy making & regulatory purposes.
11. Assist domain Senior Consultants for achieving the project deliverables.

Education: B.Com + CA/CS/CWA

Skills & Experience:

- 3-7 years of experience in Economic/Data Analysis
- Knowledge & experience of using corporate sector data analysis tools and research platforms are desirable
- Candidates having exposure to financial market are preferred.
- Experience of working with a Government set up is desirable
- Familiarity with MS Excel or VBA for data analysis and/or MS Access will be preferred.
- Familiarity with mark-up languages (XBRL, XML, SGML and/or HTML) will be preferred.

| | |
|---|--------------------------------------|
| Position | Jr. Consultant - Domain |
| Designation | Jr. Consultant |
| No. of Positions | 1 |
| CTC Range | INR 3, 00,000 – 5, 00,000 per annum. |
| <p>Job Objective: The key objective of this position is to provide research and analysis expertise in the area of corporate data/ economics & statistics to the Technical Support group (TSG) in Data Mining and Analytics Facility at Ministry of Corporate Affairs (MCA).</p> | |
| <p>Responsibilities: The Jr. Consultant shall report to the Sr. Consultant – Domain with the following responsibilities:</p> <ol style="list-style-type: none"> 1. Understanding the purpose and objectives of the project 2. Working to timescales within project constraints & Reporting progress against plan 3. Researching and analysing corporate data/content in accordance to the purpose and objectives of the project. 4. Preparing, Analysing and disseminating reports as per requirement. 5. Assist Information Technology Consultant for the purpose of data extraction & cleaning. 6. Create a 'clean' MCA database by means of Data Quality Management activities. 7. Generate Company level data in time-series, cross-section and panel data format. 8. Generate Statements, interactive reports, visualization, etc. for dissemination. 9. Design corporate sector analytical reports for policy making & regulatory purposes. | |

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|--|
| 10. Assist domain Senior Consultants for achieving the project deliverables. |
| Education: Graduate in Commerce Desirable : M.Com or (CA/CS/CWA inter) |
| Skills & Experience: <ul style="list-style-type: none"> • 0-3 years of experience in Economic/Data Analysis • Knowledge & experience of using corporate sector data analysis tools and research platforms are desirable • Candidates having exposure to financial market are preferred. • Knowledge / Experience of working with a Government set up is desirable. • Familiarity with MS Excel or VBA for data analysis and/or MS Access will be preferred. • Familiarity with mark-up languages (XBRL, XML, SGML and/or HTML) will be preferred. |

Contact details of NISG officials for further iteration::

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