



State Commissionerate for Welfare of the Differently Abled,
No.5, Kamarajar Salai, Lady Wellington College Campus,
Chennai-600 005. Land Line: 044-28444948.

E-Mail: recruitment.tnpwdrights@gmail.com
Website: [https:// www.scd.tn.gov.in](https://www.scd.tn.gov.in)

Notification No. 11629/Ad1.1/2021

Date:07.02.2023

DIRECTORATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS

GOVERNMENT OF TAMIL NADU

***RIGHTS Project: Inclusion, Accessibility & Opportunities for the
Differently Abled Project in Tamil Nadu***

TERMS OF REFERENCE

for engagement of "***Data Analyst***"

1. BASIC DETAILS

Duty Station : Directorate for Welfare of the Differently
abled

No.5, Kamarajar Salai,
Lady Willingdon College Campus,
Chennai-600 005.
Landline: 044-28444948,

Language Required /preferred) : Tamil & English

Duration of Contract : 12 Months (Renewable subject to
performance)

Reporting Officer : Project Director, RIGHTS/ DWDA.

No of engagement 1

2. BACKGROUND

1. As per the Census (2011), Tamil Nadu is the sixth most populous state in India with a population of 72 million, which includes the proportion (1.63 percent) of persons with disabilities compared to national average of 2.21 percent. A study that used pooled data from the District Level Household Survey-4 (2012-13) and Annual Health Survey 2nd updation round (2012-13) reveals that there are 4550 persons with disabilities amongst every 100,000 population in Tamil Nadu thereby indicating a much higher prevalence of disability in comparison to the census data. Therefore, if one goes by the estimates of this recent study, there would be about 3.2 million people in Tamil Nadu living with some form of disabilities. Moreover, even these estimations appear on the lower side especially since the definition and type of disabilities has undergone a change to include a larger population group since the

promulgation of **Rights of Persons with Disabilities Act, 2016**.

Persons with disabilities face multiple socio economic constraints including poorer health outcomes, lower education levels, limited economic participation, and higher rates of poverty compared to persons without disabilities. They often experience exclusion and barriers in accessing health services, education, employment, transportation, information as well as care and rehabilitation services. Furthermore, households with a disabled member are more likely to experience material hardships—including food insecurity, poor housing, lack of access to safe water and sanitation, and inadequate access to healthcare. Thus, these limitations and barriers not only hinder their full and effective participation in the society, but also affect the country's productive potential, the human capital. In order to increase the human capital and reduce the achievement gap among people with disabilities, a coordinated and comprehensive package of interventions appears warranted for addressing the individual and community contexts at both, multiple and systemic levels.

2. Tamil Nadu has always been a pioneer in the implementation of welfare schemes for all sections of socially disadvantaged groups. The **Department for Welfare of the Differently Abled Persons (DWDAP)**, through its various initiatives and schemes have extended full support to the differently abled people in their pursuit of full and equal involvement in every aspect of society. The DWDAP is largely responsible for all administrative, statutory and service delivery functions, which is implemented through its well experienced workforce at the state, district and local levels. The thrust areas of the DWDAP are: prevention and early interventions, special education, employment & vocational training, social security (maintenance allowance, travel concession, assistance to NGOs), aids & appliances, and barrier free structure. Recently, DWDAP conducted a pilot project in a few blocks of the state and has identified a need for multi-sectorial, whole-government, and capacity building approach to care and rehabilitation of the differently abled.
3. **The RIGHTS Project focus on three pillars:** first, **promote inclusion** of all by ensuring that persons with disabilities participate equally with others in any activity and service intended for the general public, such as education, health, employment, and social services; second, **improve the access** of specialized programs by investing in specific measures for quality care, rehabilitation and support services; and third, **provide opportunities** for persons with disabilities for completion of education, skills training and market-linked employment opportunities. However, to manage the project at the proposed scale, substantial efforts would be required to build the current institutional capacity of the DWDA at all levels in terms of field units for administration, service delivery, supervision and monitoring, along with the self-sustaining capacity.
4. In order for successful implementation of the above three pillars in the RIGHTS project, the Directorate for Welfare of the Differently Abled (DWDA) is developing a ***Integrated Social Protection Information System (ISPS)*** to ***Outreach, Intake and Register, Assess, Dispense beneficiary package, Monitor and track the stakeholders and manage the project.***
5. The Project would be managed by the Directorate for Welfare of the Differently Abled (DWDA), led by the Project Director (PD) RIGHTS project cum Director DWDA, hereinafter also referred as PD, and would have a team of consultants.

6. In order to Slice/Dice data and to conduct in-depth Data study and make data backed informed decisions for the *Integrated Social Protection Information System*, the DWDA for its RIGHTS Project is seeking an interested and qualified person for the engagement of “**Data Analyst**” to assist the Project Director during the RIGHTS PROJECT implementation.

3. OBJECTIVES AND SCOPE

Under the supervision of the Project Director, the incumbent will be responsible for in-depth data analysis, data processing and visualization of data into meaningful and useful information of *Integrated Social Protection Information System (ISPS)*. Specifically, the incumbent will:

1. Perform **data visualization, data mining, reporting**, time series analysis (including predictive techniques), online analytical processing (OLAP), statistical analysis, ETL, standardized reporting, ad-hoc analysis, query & reporting, unstructured analytics etc.
2. Create Power **BI visualization of Dashboards & Scorecards (KPI)** for all the stakeholders.
3. Manage **Reporting systems**, troubleshooting daily issues, and integrating existing databases with numerous external data source including (SQL, Visual Studio 2010, Excel, & Access).
4. Design and implement multiple dashboards using Power BI - **PowerPivot & Power Query tools for in house metrics.**
5. **Run complex and high volume ETL processes**, create stored procedures and SQL queries to pull data into power pivot model.
6. Write complex **DAX functions in Power BI** and Power Pivot. Develop tabular queries for efficient analysis of report using Pivot/Un pivot in Power BI.
7. Develop **PowerPoint presentations** to visualize data with Geo Location Information. Create In-depth data Reports using Charts, and Power BI.
8. Use **Advanced Excel Functions to Slice/ Dice Data** and interpret it. Extensively use SSIS transformations such as lookup, merge, derived column, data conversion, conditional split and aggregate for creating SSIS ETL Solution.
9. Generated **Sub-Reports, Drill down reports**, Drill through reports and Parameterized reports using SSRS for Different District by Monthly and Quarterly Report.
10. Develop **Data-Driven and Cost-Driven Key performance indicators (KPIs)** for monitoring the effectiveness of modules and tasks in Social Protection Delivery System.
11. Visualize and **Monitor the KPIs** and prepare reporting results to Leadership.

4. REPORTING AND REVIEW

The Data Analyst will report to the Project Director, RIGHTS Project or other official as assigned by PD/ DWDA and work under his/her direct supervision on a day- to-day basis.

5. EDUCATIONAL QUALIFICATION

This engagement requires a dynamic, experienced and analytical IT professional with demonstrated experience of developing and managing large scale system Integrated systems. The requisite qualification for the engagement is

- ✓ Bachelor's Degree in Computer Science, Information Technology or any related field are preferred. Applicants with Non computer science Bachelor degree can also apply.

6. EXPERIENCE & SKILLS REQUIRED

- ✓ Must have 2+ years' experience as a Data Analyst in management of Mid to Large scale commercial IT systems in any sector.
- ✓ Excellent Power BI, Power Query and Advanced Excel Skills.
- ✓ Good knowledge in Databases: SQL Server, SSIS, SSAS, SSRS, Visual Studio 2010, MS Access.
- ✓ Languages: DAX, MySQL, Tabular Cubes, VBA
- ✓ Good Knowledge in Power BI, Excel - Power Pivot & Power Query, PowerPoint & Data Models.
- ✓ Good knowledge of Project management tools Microsoft Project Management, Asana.
- ✓ Strong mathematical skills to help collect, measure, organise and analyse data.
- ✓ Strong analytical and conceptual skills.
- ✓ Knowledge of data modelling, data cleansing and data enrichment techniques
- ✓ Fluency in spoken and written Tamil and English is a must.

7. REMUNERATION

- i. The remuneration for the Data Analyst would be in the range of **Rs.30,000** per month inclusive of all. Only travel expenses will be paid as per actuals. The incumbent will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai - 600 005 during the course of the contracted period. The Data Analyst may require travel as per Project requirements
- ii. The Data Analyst will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD.

8. APPLICATION PROCEDURE

- i. Potential candidates having significant experience in similar assignments may submit their detailed CV with a cover letter. The CV should be based on the fact that the candidate will have to substantiate with original documents during the selection process, failing which their candidature will be rejected. The initial period of the contract shall be **of 12 months** with the possibility of further extension subject to the performance of selected candidates, availability of funds and requirement of Project.

- ii. Potential candidates may submit their detailed CV with a cover letter through email addressed to:

E-Mail: **recruitment.tnpwdrights@gmail.com** with
the subjectline: **RIGHTS: Data Analyst, 2022.**

Hard-copy of the application may be sent to:

Project Director-RIGHTS Project cum Director,
Directorate for Welfare of the Differently Abled,
No.5, Kamarajar Salai,
Lady Willingdon College Campus,
Chennai-600005.

LAST DATE FOR THE SUBMISSION ON APPLICATIONS IS 25.02.2023

Annexure I

**COMMISSIONERATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS
GOVERNMENT OF TAMIL NADU**

***RIGHTS Project : Inclusion, Accessibility & Opportunities for the
Differently Abled in Tamil Nadu***

FOR OFFICE USE ONLY

DATE OF RECEIPT:

APPLICATION NO:

Application for the post of Data Analyst

S. No	Details	
1	Name	
2	Age as on 01.11.2022	
3	Date of Birth	
4	Gender	
5	Father's Name	
6	PWD Candidate (Yes/No)	
7	Primary Mobile number	
8	Alternate Mobile number	
9	E-mail	
10	Total Years of Experience	
11	Address for communication	
12	Permanent address	

13	Educational Qualifications					
	Qualification	Year of Completion	% of marks/ CGPA	Institution	Full time/Correspondence	Board / University
	10 th / Matriculation					
	HSC / equivalent					
	UG Degree					
	Full time degree or equivalent Post Graduate Degree					
	Certifications, if any					
	Other qualifications					
14	Language skills					
		To speak	To read	To write		
	English					
	Tamil					
	Others:1 -					
	Others:2 -					
	Others:3 -					

15	Work experience					
	Name of the organization	Designation	From	To	Full Time/Part-Time	CTC (In Lakhs)
Candidate may attach a brief note as an enclosure, on the responsibilities handled, extra-ordinary achievements, if any, in the previous responsibilities						

Terms and Conditions:

a) I have read and understood all the terms and conditions mentioned in the notification.

b) All the information provided by me is true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.

c) I will submit all certificates as and when requested by CWDA. I am aware that if I fail to submit the proof of my claims on experience or qualification or if at any stage it is found that I have made false claims, I shall be debarred from participating in any recruitment process by CWDA.

Recent passport size colour photograph	Signature of the applicant
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Date:	Place:
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