NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ

(Ministry of Rural Development, Government of India)

Rajendra Nagar, Hyderabad 500030

National Institute of Rural Development and Panchayati Raj (NIRD&PR) proposes to engage the services of a suitable candidate purely on contractual and temporary basis for the post of **ETL TOOL SPECIALIST (1 post)** for the Sansad Adarsh Gram Yojana (SAGY) on project mode, with place of work in the **Ministry of Rural Development, New Delhi**, for a period of one year on a monthly emolument of ₹60,000/-. The term of the project post is co-terminus with the term of the project. The details of qualifications, experience and age are as follows:

Qualifications:	Experience:	Age
Bachelors Degree/Diploma in Computer Science, Information Technology Management or related technical discipline	Minimum 3 years of experience as ETL Tool Specialist	The upper age limit is 45 years.

The candidates are advised to go through the advertisement thoroughly for qualifications, experience, job description, etc., before applying.

Qualified and interested candidates should apply online through NIRD&PR Website: www.nird.org.in.

General conditions:

- This project assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future
- In case of large number of applications, the Institute may shortlist the candidates as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement

The **last date for submitting applications online is September 21, 2016 till 05:30 PM.** Applications received after the due date will not be considered.

The shortlisted candidates will be informed about the date, time and venue of the Interview.

Professor & Head (CHRD) &
Nodal Officer, SAGY-NIRDPR

NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ

(Ministry of Rural Development, Government of India)

Rajendra Nagar, Hyderabad 500030

JOB DESCRIPTION FOR THE PROJECT POST OF ETL TOOL SPECIALIST

Role:	Associate ETL (Extract, Transform & Load) Tools
Reporting to:	Director (SAGY)
Function:	Technology
Salary:	₹60,000/-
Timelines:	1 year

Role Description

Provide expert guidance for selection, deployment and usage of the ETL tool; oversee creation of software code by the NIC and other organizations for the collection of data and dissemination of information to ensure smooth uploading of data; undertake performance assessment of deployed tools on an ongoing basis.

Competency Based Job Description

Data extraction
- Understand the data format & data requirements of the SAGY and the data format & data availability at the Source units like Charge Officers, Nodal Officers, and State Governments
- Consolidate data from different source systems having different data or formats & identify the data points to be extracted from the source; decide on a single format which is appropriate for the transforming process
- Ensure parsing of extracted data in order to check if the data meets the expected structure

Data transformation
- Provide oversight for creation of codes for solutions for the SAGY application by the NIC and other organisations based on an understanding of the data formats of the SAGY Applications and Source Systems
- Identify data points to be extracted from the source systems for loading into the SAGY database
- Design transformation process to meet the organisational and technical needs of the target database i.e., SAGY application and web portal

Data uploading (monitoring implementation by NIC and others)

- Oversee installation & testing of the developed programs by the NIC and other organisations in order to ensure that they meet the desired objectives
- Ensure the upload of transformed data into the SAGY Application as per the defined process for data upload
- Identify, evaluate and update changes to the existing solutions to enhance the efficiency of the data collection and collation
- Review, evaluate & approve changes suggested by the NIC and other organisations to code in order to enhance the efficiency of the data upload
- Handle exceptions escalated by the NIC as a result of unknown data fed into the transformation process or any other difficulties faced during the data upload process by coordinating with NIC and other organisations
- Help in uploading of replies and response from various stakeholders in various forum, queries and emails.

MIS and Documentation

- Prepare and circulate the MIS, minutes of meeting (MOM) and status updates/presentations to be made to various stakeholders in a timely manner

HR Metrics

Sl. No.	Key Result Areas (KRAs)	Key Performance Indicators (KPIs)
1	Data Extraction	• % Adherence to the proposed timelines for the creation of the data extraction format
		• % increase in successful extraction of data from state governments and other stakeholders
2	Data transformation	• % adherence to the proposed timelines for the data transformation process
		• % successful transformation of data
		• % compliance to the data upload
3	Data upload	• % decrease in the number of errors in the uploaded data
		• % improvement in the data upload process and reduction in error due to wrong data upload
4	Change management	• % reduction in non-compliance reports (during quality & risk audits)
		• % adherence to the timelines for submission of MIS reports/status updates, creation of presentations, etc.
5	Compliance & Record Keeping	• Accuracy of MIS generated (based on feedback from the reporting manager)
		• % adherence to timelines for self
		• % of data uploaded and kept over forum, help desk, and emails
		• Provide email support for SAGY unit

Key interfaces

External	Internal
• Charge Officers • Nodal Officers	• SAGY Planning and Coordination Division

Key Attributes & Skills

Essential & Minimum Qualifications
Essential: • Bachelor's degree/diploma in computer science, information technology management or a related technical discipline • 3 years of experience as ETL Tool Specialist • Hands on experience in any one of the industry leading ETL tools like SAS, IBM, Oracle, etc. **Desirable:** • Current knowledge of computer hardware, operating systems, program language(s) and tools, testing techniques and tools, program specification and interpretation, and working knowledge of systems design and analysis tools and techniques

Required competencies

Behavioural competencies
Performance Excellence: • Timely & Accurate Decisions • Ownership of decisions • Problem solving attitude • Proactive planning • Foresight • Implementation of innovation based initiatives • Focus on continuous improvement

Behavioural competencies
Team Excellence: • Serves as a Role model • Recogniszes & encourages performance • Efficient flow of information • Collaborative style of working **Cultural Excellence:** • Respect towards individual • Open work environment • Focus on outcomes

-:o0o:-

NIRDPR

Application form for the post of ETL TOOL SPECIALIST
(With place of work in the Ministry of Rural Development, Govt. of India, New Delhi)

Recent
Passport
Photo

1. Name in Full (in capital letters)   :   _____

2. Father's Name/ Husband's name   :   _____

3. Date of birth & Age   :   _____

4. Qualifications   :   _____

    _____

5. Experience   :   _____

    _____

6. Address for correspondence   :

_____

_____

_____

7. E-Mail ID   :   _____

8. Mobile/ Phone No.   :   _____

DECLARATION

I hereby declare that all the statements made in this application form and endosures are true to the best of my knowledge and belief. In the event of any of the above information found to be not correct, I am liable for any action taken by NIRDPR.

Place: _____   _____

                                                                                    Signature of applicant

Date: _____