

No. NCVET-11013/1/2026-ADMN./ NCVET/4010
Government of India
Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education and Training

4th Floor, Kaushal Bhawan,
Chanakyapuri, New Delhi-110023
Dated: 31.07.2026

Hiring of 2 posts of Data Analyst in Research Division of NCVET on contractual basis

National Council for Vocational Education and Training (NCVET) under MSDE intends to hire Data Analysts on contractual basis. The engagement will be for a fixed period of two years which may be extended by one year at a time up to a maximum tenure of five years, i.e. 2+1+1+1 years.

- The number of vacancies shown below are tentative and NCVET reserves the right to increase /decrease the number of vacancies or withdraw the advertisement as per requirement. Interested individual(s) may apply online via the link available on the NCVET website i.e.

<https://forms.gle/vjymRESDzcYe3Lba8>

- On selection, the selected candidate shall submit a bond to work for NCVET for one year from the date of their joining.
- The last date for submission of completely filled-in online application form attaching all supporting documents is **31.08.2026**
- "Consultancy Evaluation Committee" (CEC) constituted by NCVET may devise its own method for selection of suitable candidates, in case, the applications received are more than 03 to 04 times the vacancies advertised.

Important Note

Incomplete applications (Google Form) without supporting documents viz photo, Aadhar/other address proof, marksheets as well as certificates/degrees pertaining to all educational documents (10th, 12th, Graduation, PG etc.) experience certificate(s), salary slips, will summarily be rejected without any intimation. All documents should be attached in a single PDF file must be clearly readable.

2. Purpose of the Role:

The Data Analyst will be responsible for managing, processing, and analysing datasets related to vocational education, labour markets, and skilling systems. The role focuses on generating statistical insights, supporting research studies, and strengthening evidence-based decision-making within NCVET. The position complements the Research Analyst role by providing strong technical expertise in data handling, statistical analysis, and data visualization.

3. Key Responsibilities:

3.1 Data Collection & Management

- Collect, compile, and organise data from government MIS systems, Kaushalverse portal, labour force surveys (PLFS, NSSO), and international databases (ILO, UNESCO etc.)
- Clean, validate, and preprocess datasets to ensure accuracy and consistency.

- Maintain and update data repositories, dashboards, and structured databases.
- Ensure adherence to data quality standards and documentation practices.

3.2 Data Analysis & Statistical Modelling

- Perform descriptive and inferential statistical analysis.
- Conduct trend analysis, correlation, and regression analysis using tools such as Excel, R, Python, or STATA.
- Analyse large datasets to derive insights on skilling outcomes, labour markets, and training effectiveness.
- Support quantitative components of research studies and evaluation projects.

3.3 Data Visualization & Reporting

- Develop dashboards and visualisations using Power BI, Tableau, or Excel.
- Prepare charts, graphs, and infographics for reports and presentations.
- Translate complex datasets into clear, actionable insights for stakeholders.

3.4 Research Support

- Work closely with Research Analysts in providing data inputs for research reports, policy briefs, and thematic studies.
- Assist in survey design, sampling frameworks, and indicator development.
- Contribute to baseline, midline, and endline assessments.

3.5 Monitoring, Evaluation & Reporting

- Track key indicators and support monitoring frameworks.
- Assist in analysing scheme performance and programme outcomes.
- Prepare analytical summaries and periodic data reports.

3.6 Coordination & Stakeholder Support

- Coordinate with internal divisions and external stakeholders for data collection and validation.
- Support preparation of technical notes, presentations, and data briefs.
- Assist in workshops, consultations, and stakeholder meetings by providing data insights.

3.7 Technical Competencies

- Strong proficiency in data analysis tools such as Excel, R, Python, or SQL.
- Experience in statistical analysis using STATA, SPSS, or equivalent tools.
- Skills in data visualization tools such as Power BI or Tableau.
- Ability to analyse large datasets (PLFS, NSSO, administrative data).
- Understanding of monitoring & evaluation frameworks and performance tracking.
- Knowledge of data management, cleaning, and validation techniques.

4. Details of the posts:

Data Analyst - 02 Posts

5. Essential Qualification:

Master's Degree in Statistics, Economics, Data Science, Mathematics, Public Policy (with quantitative focus), Computer Science, Engineering, or related disciplines from a recognised University/Institution; or a Bachelor's degree in Engineering/Technology (BE/B.Tech) with relevant analytics experience.

Desirable Qualifications:

- Certifications in Data Analytics, Data Science, or Business Intelligence tools.
- Advanced degrees (M.Tech, MSc, PhD) or relevant research experience.
- Experience working with large survey datasets and administrative databases.

6. Work Experience in years: 1-3 Years

- Minimum 1 year of experience in data analysis, statistical analysis, or research support roles.
- Experience in handling large datasets and applying statistical techniques. Proficiency in tools such as Python, R, SQL, Excel, or STATA.
- Strong analytical and problem-solving skills with attention to detail. Ability to communicate data insights effectively to technical and non-technical stakeholders.

7. Upper Age Limit: 32 Years (as per norms)

8. Remuneration in INR: ₹70,000/- per month (The consolidated remuneration will be inclusive of all applicable taxes and no other facility or allowance will be allowed).

9. The other terms and conditions for their engagement in NCVET will be in accordance with the Procedures and Guidelines dated 04.09.2024 issued by NCVET for engagement of Sr. Consultants/ Consultant Grade II / Consultant Grade-I / Young Professionals which are available on www.ncvet.gov.in under "Career Opportunities" Section.


31/07/2026

(Deepak)

Deputy Director (Admin)

National Council for Vocational Education and Training