



Job Title: Young Professionals/Associate to the Office of Development Commissioner, MEPZ SEZ

Number of Positions: 1

Responsibility Summary:

MEPZ Special Economic Zone, Department of Commerce, Ministry of Commerce & Industries, Government of India invites applications from enterprising and aspiring candidates for the position of Strategy Consultant to the Office of Development Commissioner, MEPZ SEZ, (www.mepz.gov.in). Government of India set up Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. It had been converted into a Special Economic Zone in the year 2003. MEPZ SEZ is located at Tambaram in a close proximity of 9 km from Chennai International Airport and about 30 km from the Chennai Sea Port. MEPZ SEZ is headed by the Development Commissioner, who is of the rank of Joint Secretary to the Government of India. MEPZ SEZ has the jurisdiction of Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs) located in the State of Tamil Nadu, UT of Puducherry (Pondicherry and Karaikal areas) and UT of Andaman & Nicobar islands.

MEPZ Zone spreads to a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

The Data Analyst to the office of the Development Commissioner will support to identify the right data sources, analyze trends and develop the right strategic approach to developing metrics for tracking projects that will lead to sustained systems. The role holder will ensure timely, accurate, and complete data collection, imputing and reporting and recommend on data improvements.

Mandatory:

Educational qualification: Master degree in Economics (preferably with International Trade) or B.Tech in Computer Engineering/ in any discipline from an institution having NIRF ranking up to 100 in Engineering category as per the latest ranking along with a certification programme in data science, Masters in Data Science, Data Analytics or Computational Mathematics. The decision of the Selection Committee regarding the acceptability of such qualification as eligible qualification shall be final.

Age: Candidate should be energetic and dynamic as the job profile would entail long working hours, extensive interactions with various stakeholders, high quality output in limited time period. The candidate should be result oriented. S/he should not be more than 30 years of age



on the date of issue of the recruitment notice. For age related relaxations, please refer to the Recruitment Rules.

Requisite Skills & Experience: Minimum 3 years of professional experience including a minimum of 1 years of work experience in a consulting role with a Big 4 professional services firm(s) or a renowned consulting firm(s). The candidate should also have an experience of working as a consultant with a Government department/body. The candidate should have strong problem-solving, mathematical and analytical skills. S/he should have an ability to function independently without supervision and build, lead teams.

Desirable:

- Proficient in both written and oral communication in English and Tamil.
- Proficient in processing large chunk of information and deriving actionable insights

Job Description

- Support relevant agencies in acquiring data from primary or secondary data sources and maintain databases/data systems.
- Collaborates with all Departments in developing data forms for all field studies aligned with the M&E framework and adaptable to the Basic Education system and present meaningful information for management decision making.
- Liaise with the leadership of the Ministry to identify data needed and provide assistance in developing metrics for tracking projects.
- Liaise with the leadership of the Ministry to define new data collection and analysis processes and reporting requirements.
- Contributes in the production of various data instruction manuals/handbooks for all the electronic data processing activities.
- Provides technical insight for the continuous development and maintenance of a standardized data processing system (storage structures, data mining and data cleansing) in the office of the Development Commissioner.
- Assess the systems for collecting and storing data and recommend new systems to enhance the process.
- Identify, analyze and interpret trends or patterns in complex datasets.

Application process:

- The aspiring candidates may apply along with Resume through email (Email ID: ddc2@mepz.gov.in) .
- The subject of email shall be “Application for -----Name of the Post-----/ -----Name of the Candidate.”
- There is no registration / application fee.
- The last date for receiving application is 25.06.2023.



Selection Process

1. Out of the total applications, a few candidates will be shortlisted for personal interview.
2. Candidate will be selected based on personal interview by Selection Committee.
Interview marks – 100