

बिहार स्टेट माइनिंग कॉरपोरेशन लिमिटेड

(बिहार सरकार का उपक्रम)

पत्रांक-बी.एस.एम.सी.एल.- ७१/स्वा ५-३/१८-१०५ पटना, दिनांक- २८/२/२०१८

प्रेषक,

महाप्रबंधक(मानव संसाधन एवं प्रशासन),
बिहार स्टेट माइनिंग कॉरपोरेशन लिमिटेड,
पटना।

सेवा में,

निदेशक,
सूचना एवं जन-सम्पर्क विभाग,
बिहार, पटना।

विषय:- MIS Expert एवं Data Analyst के पद पर विज्ञापन प्रकाशन के संबंध में।

महाशय,

निदेशानुसार उपयुक्त विषयक प्रकाशन हेतु आवश्यक सामग्री पाँच प्रतियों में संलग्न है।

अतः अनुरोध है कि बिहार के सभी हिन्दी,अंग्रेजी एवं उर्दू दैनिक समाचार पत्रों तथा देश के अन्य सभी राज्यों से प्रकाशित होने वाले हिन्दी एवं अंग्रेजी के प्रमुख दैनिक समाचार पत्रों में संलग्न सामग्री को A4 साईज में प्रकाशित कराने की कृपा की जाय।

अनुलग्नक:- पाँच प्रतियों के साथ।

विश्वासभाजन

28/2/18

महाप्रबंधक(मानव संसाधन एवं प्रशासन)

Bihar State Mining Corporation Limited
(A Govt. Of Bihar Undertaking)

-:Press Release:-

Bihar State Mining Corporation Limited, invites applications for the post of **Data Analyst-cum-Data Documentation expert** on Contract Basis. Eligible Candidates may submit the documents to the address of General Manager, Bihar State Mining Corporation Limited, Vikash Bhawan, Bailey Road, Patna-800015.

- | | |
|---|--|
| 1. Name of the post | -Data Analyst-cum-Data Documentation expert. |
| 2. Number of post | -01 |
| 3. Qualification | -Post Graduate Degree in Statistics / Operational research / Mathematical Statistics / Applied statistics Or Post Graduate Degree in Economics / Mathematics / Commerce (with Statistics as one of the subject/papers in Post-Graduation/Graduation level). Working knowledge of Computers |
| 4. Age | -Minimum 30 Years. |
| 5. Experience Required | Minimum 7 Years of experience in large projects.
-Experience of working in mining sector/Trade and revenue related organisations will be preferred.
-Proficient computer skills-MS-Office software ,Photoshop,Preparation of PPT and workshop. |
| 6. Salary | -Rs.50000/- per month. |
| 7. Last Date of Submit of Application:-14.03.2018 at 5.00 PM | |
| 8. Roles & Responsibilities :- | |

1. Data Analysis/ Planning Analysis / Statistical analysis
2. Collection, Compilation of Statistical Data on Vital statistics, Index, Number, State Domestic Products etc. and its dissemination. Also, collection, compilation of Statistical Data flow as per the movement of Minerals in Bihar and outside Bihar.
3. Perform and interpret data studies and product experiments concerning new data sources or new uses for existing data sources.
4. Work with PMU IT teams and management to determine organizational goals.
5. Mine data from primary and secondary sources.
6. Clean and prune data to discard irrelevant information.
7. Analyse and interpret results using standard statistical tools and techniques
8. Pinpoint trends, correlations and patterns in complicated data sets.
9. Identify new opportunities for process improvement.
10. Provide concise data reports and clear data visualizations for management
11. Design, create and maintain relational databases and data systems.


General Manager

BSMC

Bihar State Mining Corporation Limited
(A Govt. Of Bihar Undertaking)

-:Press Release:-

Bihar State Mining Corporation Limited, invites an application for the post of MIS Expert on Contract Basis. Eligible candidates may submit the documents addressed to the General Manager, Bihar State Mining Corporation Limited, Vikash Bhawan, Bailey Road, Patna-800015.

- | | | |
|--|-----------------------|--|
| 1. Name of the post | - | MIS Expert |
| 2. Number of post | - | 01 |
| 3. Qualification | - | Post Graduate degree in Computer Applications/M.Tech (Computers Sciences Communications). |
| 4. Age | - | Minimum 30 Years. |
| 5. Experience Required | - | Minimum 7 Years of experience in developing and managing MIS of large projects/Companies/Govt. Depts.
- Good Knowledge of web designing and programming languages (HTML/JAVA/ASP.Net) is mandatory.
- Experience and Proficiency in data analysis packages such as MS Access/SPSS/STRATA.
- Proven ability to effectively communicate-Verbal and written skills in Hindi and English. |
| 6. Package | - | Rs.70000/- per month.(Inclusive of all allowances etc.) |
| 7. Last Date to Submission of Applications:- | 14.03.2018 at 5.00 PM | |
| 8. Roles & Responsibilities :- | | |

1. Manage the overall MIS related IT support for the project.
2. Design Proforma for data capture and reporting as part of input-output monitoring system in close association with PMU Subject Experts and Project Management cells of the Department.
3. Make all reports system driven..
4. Planning and conducting training in coordination with PMU Experts on MIS related issues.
5. Manage the overall documentation and dissemination tasks of the project in coordination with the PMU Subject Experts.
6. Review all documents prior to dissemination.
7. Gather input project documents, reports and templates.
8. Conduct process documentation of project activities through regular field visits.
9. Any other task assigned by the corporation.


General Manager

BSMC