



MAHARASHTRA INSTITUTION FOR TRANSFORMATION (MITRA) MANPOWER REQUISITION FORM

Position Details

Position: Young Professional – State Data Catalogue (NADA), SDA-MITRA

Vacancies: _04_

Employment Type: Contractual Individual Consultant (CIC)

Location: MITRA / SDA, Nirmal Building, Nariman Point, Mumbai – 400021

Job Description in Brief

Key Roles & Responsibilities:

Deploy, customise, and operate & maintain the State Data Catalogue using the World Bank's NADA (National Data Archive) platform as the official State Data Catalogue for the Government of Maharashtra under the MahaSTRIDE Operation.

Establish a centralised, online, machine-readable catalogue within 60 days of Work Order issuance; publish metadata and statistical products from GoM line departments; enable secure, role-based access to microdata; ensure CERT-In compliance and production deployment on MITRA/SDA infrastructure; and build internal capacity to sustain the catalogue.

The engagement covers four resource profiles, Statistical System Specialist (lead), Software Developer / Programmer, Solutions Architect, and Support Associate — as detailed in the attached Terms of Reference (World Bank-reviewed, V2).

. Qualification & Experience

Educational Qualification

Bachelors and or Master's degree or PhD in Statistics, Computer Science, Data Science, Information Systems, or a related field.

Minimum Experience

Young Professional level: strong academic foundation with relevant project / internship experience in data systems. Senior resource profiles require **01 - 03 years** as per role.

Essential Skills

Statistical methods, survey design and data analysis; metadata standards (especially DDI – Data Documentation Initiative); REST APIs and data cataloguing on open-source platforms; hands-on experience with the NADA Microdata Cataloging Tool or a similar platform.

Preferred Skills

PHP, MySQL, Python or R; relational databases; web-server technologies (Apache / IIS / NGINX); data-visualisation and statistical software (Python, Stata, SPSS, Tableau, Power BI).

Must to have

- DDI metadata standards
- NADA / microdata catalogue experience
- REST API integration & automation
- Statistical data analysis

Good to have

- CERT-In cyber-security audit coordination
- SSL / HTTPS security hardening
- Government data-governance exposure
- Marathi language proficiency

Scope of Work

1. Customisation, Configuration & Deployment of NADA: install and configure on MITRA/SDA servers; theme customisation per GoM guidelines; configure metadata schema (Dublin Core, DDI), user roles, access controls, tagging, licensing and download controls; conduct UAT; deploy to production and support official Go-Live.

2. Data & Metadata Management: set up the microdata catalogue; upload datasets and document metadata; configure access levels (open / public-use / licensed / restricted); automate catalogue updates and publishing via NADA's RESTful API; prepare DDI / Dublin Core-compliant metadata.

3. Cyber Security Audit & SSL: engage a CERT-In empanelled firm; remediate all critical and high-severity vulnerabilities; obtain Safe-to-Host certificate; SSL certificate generation, HTTPS configuration and security hardening.

4. Operation & Maintenance: 24x7 monitoring; bug fixes and performance tuning; backups, log management and archival; security patching and version updates; monthly performance, incident and uptime reports to SDA/MITRA.

Detailed role-wise scope and deliverables are as per the attached revised Terms of Reference.

Special Remarks: The earlier advertisement for the Young Professional (YP) position stands withdrawn due to administrative reasons. A fresh advertisement is being issued under the revised

Terms of Reference. Eligible candidates fulfilling the prescribed eligibility criteria are invited to submit fresh applications.

This is a contractual appointment for a period of 11 months. Upon completion of the contractual tenure, any extension or renewal of the engagement shall be considered solely based on the individual's performance, the continued requirement of the project, availability of funds, and the approval of the competent authority. The engagement shall not be construed as a guarantee of continuation, renewal, or regular employment.

6. Compensation

Particular	Details
Monthly Remuneration	₹ 70,000/- []