F. No. Admin-19011(13)/2/2025-eoffice
Government of India
Directorate General of Health Services
Central Drugs Standard Control Organization
(Administration Division)

FDA Bhavan, Kotla Road
New Delhi
Dated: 09.11.2026

VACANCY NOTICE

Applications are invited from eligible and interested candidates for engagement to the position of **Data Analytics Consultant** in the Secretariat of the Drugs Controller General (India) [DCGI], CDSCO(HQ), New Delhi, on a full-time outsourced basis, initially for a period of one year, extendable subject to administrative requirements and approval of the competent authority.

The details of the position, eligibility criteria, roles and responsibilities are as follows:

Item	**Details**
Position	Data Analytics Consultant — DCGI Secretariat
Location	CDSCO(HQ), New Delhi (on-site)
Engagement	Outsourced, full-time, 1 year (extendable)
Experience	3–5 years
Salary	Rs. 88,000 per month (consolidated)

Key responsibilities:

- Collect and compile data received from CDSCO portals, divisions, zonal offices and other service providers.
- Maintain Excel trackers for applications, approvals and pendency.
- Prepare weekly and monthly MIS reports in a fixed, standard format.
- Make presentations for DCGI meetings, Ministry reviews and other officials.
- Prepare data inputs for Parliament questions, RTI replies and briefs, often at short notice.
- Check data for errors, gaps and duplicates before sharing.
- Follow up with C-DAC and divisions for missing data or corrections.
- Keep reports, templates and files well organized and consistent.

Qualifications :

Essential

- Graduate or postgraduate in Statistics, Economics, Commerce, Computer Applications, Pharmacy, Public Health or an MBA.
- 3+ years of work in MIS, data reporting or analysis/analytics.

Desirable

- Experience in a government department, PMU, or the health/pharma sector.
- Basic knowledge of Power BI or Looker Studio.

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Skills required :

- Excel: pivot tables, VLOOKUP/XLOOKUP, formulas, charts and formatting.
- PowerPoint / Google Slides: clean, well-structured, presentation-ready slides.
- Strong attention to detail, format and structure.
- Clear written English; working Hindi.
- Able to meet tight deadlines and handle confidential data.
- Create reports in structured format for regulatory, legal and internal documentation.

2. The above mentioned position is to be filled up through M/s N.K. Enterprises, who are the GeM selected outsourcing agency approved for the purpose. The candidates who are interested and meet the qualification, experience, etc. prescribed above may apply to the Email : admn@cdsco.nic.in; nkenterprises2526@gmail.com latest by 20.11.2026.

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(Ranjan Doley)

Dy. Director Admn.(D)