

Job Title:	Domestic Data Entry Operator Trainer (IT & ITes)
Salary:	1.8 Lakhs
Location	Uttarakhand
Reporting to:	District Coordinator

About Vision India:

Vision India is a Business Conglomerate having three business verticals - Staffing, Rural BPO & Advisory Services. With 32000 Associate base and 150 Indian, MNC and Government of India/ State(s) entities proudly listed in our clientele, we offer an assurance of proven credentials in the Staffing domain with a range of Organizations in India, South East Asia and Middle East. We wear ISO 9001, ISO 21001:2018, ISO 10002, ISO14001, ISO/ IEC 20000, ISO 27001 and OHSAS 18001 Certifications and sustain unwavering focus on delivering quality services to our Clients enabling them to achieve Business Goals with cost efficacy.

It has been growing top line consistently over the last many years. It stands proudly at RS. 170 Crore of Revenue for the year 2020-21. Recording growths close to 50% YoY over the last couple of years. It's poised for much sharper top line growth in the ensuing years on the back of huge projects commissioned in 2021-22 as well as strong fundamentals on staffing side.

About Samagra Shiksha, Sabhi Ke Liye Shiksha Parishad, Uttarakhand:

Vision India has been appointed as the professional agency to support recruitment and employee life cycle management for the above stated project. The scope of the project is Implementation of Vocational Education Program in 200 secondary schools Of Uttarakhand Government by appointment of "Vocational Teachers", Who would be authorized to teach the vocational subject in the selected schools in the trades being; Agriculture, Automotive, Beauty & Wellness, Electronics & Hardware, IT/ITeS, Plumber, Retail and Tourism & Hospitality.

The appointment of vocational teachers will be for a long term contract of 4 years, Subject to standards of performance. The appointment will be on Vision India rolls and deployment will be in the above stated project.

Key Responsibilities

- ✓ Responsible for delivering training on how to maintain proper entry of required data of customers through use of various data entry softwares and techniques
- ✓ Training on accurate typing / data encoding as well as how to enter accurate data & retrieving data from a computer or to a computer
- ✓ Importance of hygiene, grooming & positive body language
- ✓ Handling the Responsibility of Mobilization
- ✓ Coordinate with colleagues and co-worker
- ✓ Health & Safety at the workplace
- ✓ Training Data, MIS & Documentation

Employment Condition

- ✓ Job deployment is with Secondary Schools as outsourced Trainer
- ✓ Hiring & Employment through Vision India Services Pvt. Ltd
- ✓ Payroll processing and life cycle management by Vision India Services Pvt. Ltd
- ✓ Duration of Engagement is 4 years, subject to continued satisfactory performance.

Skills Required/Qualification

Diploma in Computer Science/ Information Technology

OR

Bachelor's Degree in Computer Application/Science/Information Technology (BCA, B.Sc. Computer Science/ Information Technology)

OR

Graduation with PGDCA OR DOEACC 'A' Level Certificate.

- ✓ Effective communication skills (oral and written) Basic computing skills
- ✓ Good interpersonal skills
- ✓ Age Limit:18-37 years