



JOB DESCRIPTION

Hiring of Vocational Trainers for Directorate of Samagra Shiksha, Department of School Education, Government of J&K

I. JOB DETAILS

Job Title	Vocational Trainer – Domestic Data Entry Operator		
No. Of Vacancy	1	Age limit	18 - 40 Years as on 01-Jan-24
Remuneration	Rs. 20000/- per month		
Job Location	Jammu Division (Full Time Work from Office)		
About Client	Samaara Shiksha - an overarching programme for the school education sector extending from pre-school to class 12 has been, therefore, prepared with the broader goal of improving school effectiveness measured in terms of equal opportunities for schooling and equitable learning outcomes. It subsumes the three erstwhile Schemes of Sarva Shiksha Abhivan (SSA), Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and Teacher Education (TE).		
Contractual Status	Contractual Role		
Job Roles & Responsibility	<ul style="list-style-type: none">• 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.		
Mandatory Educational Qualification	Bachelor Degree in Computer Application / Information Technology (BCA, BSc / B.E / B.Tech in Computer Science / Information Technology) Or DOEACC A Level Certificate. The suggested qualification is the minimum criteria. However higher qualifications will also be acceptable		
Mandatory Experience Requirement	Min 1-year relevant work experience in the same job role. She/He should be able to communicate in English and local language. She/He should have knowledge of equipment, tools, material, safety, health & hygiene.		



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