

**Job Description****1. Management Trainee(IT)****Essential Qualification:**

- B.Tech (Computer Science/Information Technology) from a recognised University/Institution.

**Desirable:**

- 2 years of experience in PHP Programming.
- Command on PHP, MySQL, Apache, JavaScript and HTML.
- Good knowledge on IT concepts and latest trends.
- Ability to work independently and multi task in a fast paced environment.

**Job Description**

- Assist in addition/modification of software modules in BIRAC portal.
- Maintenance of hardware equipments& network management
- Coordination with the vendors
- Arranging audio-video conference calls.
- Provide IT support in meetings.
- Any other related work assigned.

**2. Data Entry Operator****Essential Qualification**

- Graduate from a recognised University/Institution.
- Proficiency in computer operations specially MS Office (Word/Excel/Power Point).

**Desirable:**

- At least 3-5 years of experience in related to Data Entry jobs.
- Typing at a speed necessary for proficient good communication skills and job performance.
- Attention to detail and documentation skills.

**Job Description**

- Data Entry related work
- Assist other team members in preparing and formatting documents,
- Develop and maintain an efficient filing system for the team
- Maintain and update team's databases and mailing lists
- Any other related corporate or office work assigned.

**Age Limit:** Maximum age limit for all the positions would be 40 years as on 7<sup>th</sup> September, 2013.

**Consolidated Emoluments:**

Management Trainee	Between Rs. 25,000 – 30,000/-
Data Entry Operator	Between Rs. 15,000 – 20,000/-