



## V.V. GIRI NATIONAL LABOUR INSTITUTE (VVGNI)

(An autonomous body under the Ministry of Labour & Employment, Government of India) Sector-24, NOIDA-201301

Date: 26 December 2024

### Vacancy Notification for Computer Operator

	Details
<b>Job Title</b>	Computer Operator
<b>Project Title</b>	Comprehensive Performance Assessment of Flagship Social Security and Welfare Schemes
<b>Employment Type</b>	Temporary (1 month)
<b>Location</b>	Sector 24, Noida, Uttar Pradesh, 201301
<b>Number of Positions</b>	1 (One)
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>Assist in the management and organisation of primary and secondary data</li><li>Support the team with data entry and processing</li><li>Prepare reports and presentations using MS Office tools</li><li>Coordinate with team members for efficient data handling</li></ul>
<b>Essential Qualifications Required</b>	<ul style="list-style-type: none"><li>Bachelor's Degree</li><li>Proficiency in MS Office, including Excel and PowerPoint, Word</li><li>Good to excellent speed in English typing</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>Strong data analytical skills</li><li>Strong organisational and multi-tasking skills</li><li>Good communication skills</li></ul>
<b>Monthly Remuneration</b>	₹ 22,146/- (PF and taxes will be deducted as per government rules)
<b>Application Process</b>	Interested candidates should send their CV and a cover letter to <a href="mailto:ao.vgnli@gov.in">ao.vgnli@gov.in</a>
<b>Last Date to Apply</b>	02.01.2025
<b>Contact Information</b>	For any queries, please contact Administrative Officer, VVGNI ( <a href="mailto:ao.vgnli@gov.in">ao.vgnli@gov.in</a> )