



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

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

### Vacancy Notification for Computer Operators

Position	Details
Job Title	Computer Operator
Project Title	Comprehensive Performance Assessment of Flagship Social Security and Welfare Schemes
Employment Type	Temporary (5 months)
Location	Sector 24, Noida, Uttar Pradesh, 201301
Number of Positions	3 (three)
Key Responsibilities	<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>
Essential Qualifications Required	<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>
Desirable	<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>
Monthly Remuneration	₹ 22,146/- (PF and taxes will be deducted as per government rules)
Application Process	Interested candidates should send their CV and a cover letter to <a href="mailto:ao.vvgnli@gov.in">ao.vvgnli@gov.in</a> (cc to <a href="mailto:jatav.manoj@gov.in">jatav.manoj@gov.in</a> )
Last Date to Apply	29.07.2024
Contact Information	For any queries, please contact Administrative Officer, VVGNI ( <a href="mailto:ao.vvgnli@gov.in">ao.vvgnli@gov.in</a> )