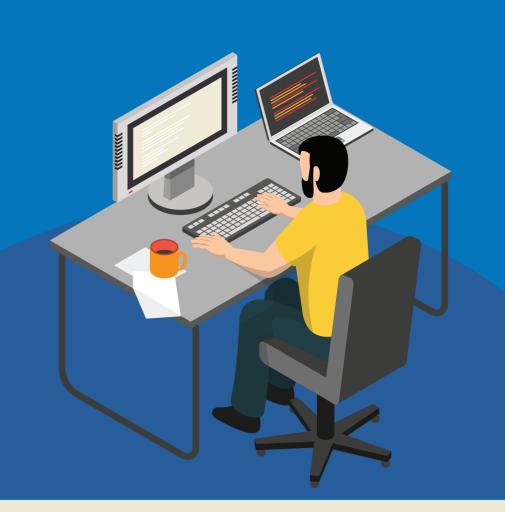
CAREER PATHWAY

COMPUTER OPERATOR AND PROGRAMMING ASSISTANT



SKILLS TAUGHT IN ITI

Operating Systems (Windows & Linux)

- Microsoft Office
- Networking
- JavaScript
- Visual Basic for Applications (VBA)

 Tally

SKILLS NEEDED BY COMPANY

Self-learning attitude Proficiency in English

Creativity

- Typing speed in English and regional language
- Knowledge of coding
 - Updating entries on the Tally page



JOB OPPORTUNITIES AFTER ITI

Workshop Assistant in ITIs & lab assistant in polytechnic colleges

 Data entry operators in central govt. establishments like Indian Space Research Organization (ISRO) & Indian Rare Earths Ltd. (IREL)

Data entry operator in the private sectors



ENTRY LEVEL

Data Entry Operator, Tally Operator

MID LEVEL

Senior Data Entry Operator, Accounting Assistant

SENIOR LEVEL

Programming Assistant, Accounting Clerk



- Apprenticeship (NAC Certificate)
- Diploma courses through lateral entry
- Crafts Instructors Training Scheme (CITS) to become an instructor in ITIs
 - Specialize in a computer language certification course





