

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



UPSKILLING OPPORTUNITIES

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

CAREER PATHS FOR THIS TRADE

ENTRY LEVEL

Data Entry Operator, Tally Operator

MID LEVEL

Senior Data Entry Operator, Accounting Assistant

SENIOR LEVEL

Programming Assistant, Accounting Clerk