

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



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

UPSKILLING OPPORTUNITIES

- 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