

Job Description for Operations Non PMKVY	
Designation	Executive
Job description	<ol style="list-style-type: none"> 1) Assessment scheduling 2) Batches Assign to ABs & taking approval 3) Assessment, queries & Data coordination with Colleges. 4) Data Management 5) Record Keeping 6) Pre-Screening of result shared by ABs 7) Result publish to Colleges 8) Certificate disbursement to Colleges 9) Assessment fee follow ups and updating in account 10) Daily update of Assessment Tracker of TI 11) Taking update of assessment on the day of assessment on call 12) Follow up for result from AB 13) Follow up with Audit team for Result audit 14) Revenue booking through assessment fees within specified timelines 15) TP & AB Meet and follow up for special projects 16) Coordination Attending meetings & workshops 17) Surprise visits of assessments 18) Going for Selection committee meets 19) Question Bank follow up & technical verification through team or self 20) Any Other Special Project 21) Project Management 22) Working with Manager Operations on all assigned tasks
Special attributes	<ol style="list-style-type: none"> 1. Goal oriented 2. Researcher 3. Planning and decision making 4. Good interpersonal skills 5. Result oriented
Work experience	Candidates with prior experience will be preferred
Basic UG qualification	Essential- Any graduate, B.E./B.Tech Civil Engineering will be preferred
PG Qualification	PGDM/MBA- Marketing
Company name	Construction Skill Development Council of India