



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 Operator

Position	Details
Job Title	Computer Operator
Project Title	Account Section
Employment Type	Temporary (06 months)
Location	Sector 24, Noida, Uttar Pradesh, 201301
Number of Positions	01 (One)
Essential Qualifications Required	<ul style="list-style-type: none">▪ Bachelor's Degree in Commerce or CA/ ICWA inter or BBA▪ Good knowledge of GST, Income Tax Return, Tally, DBT, PFMS and at least one year experience in accounts work Finance/Accounts work.▪ Proficiency in MS Office, including Excel and PowerPoint, Word▪ Good to excellent speed in English typing
Monthly Remuneration	₹ 22,146/- (PF and taxes will be deducted as per government rules)
Application Process	Interested candidates should send their CV in a cover letter or e-mail to vaibhav.raina@vvgni.gov.in
Last Date to Apply	23.01.2025