



## TRAINING & PLACEMENT CELL

SPHN/2023-24/PLACEMENT/40

17/2/2025

### CIRCULAR

This is to inform the IV-year B.Tech 2025 passing outs, the Training & Placement Department is organizing the “TECH MAHINDRA” Campus Drive on 19<sup>th</sup> Feb 2025. All the Unplaced PIS 2025 Passing outs must attend the drive without fail.

#### Venue:

Date : 19<sup>th</sup> Feb 2025, 9.00 A.M.

Venue : MV Block First Floor, New Seminar Hall.

#### **Note:**

1. Formal Attire with Well-groomed.
2. Carry a set of Resume, Pen, and College ID card.

  
CHIEF COORDINATOR

  
PRINCIPAL

Copy to: -

THE SECRETARY	For the Information <i>for S</i>
IQAC-CHIEF COORDINATOR	For the Information <i>for HOD</i>
HOD CSE - AIML	For circulating among their students <i>for HOD</i>
HOD CSE - DATA SCIENCE	For circulating among their students <i>for HOD</i>
HOD CSE - CYBER SECURITY	For circulating among their students <i>for HOD</i>
HOD CSE	For the Information <i>for 18-2</i>
COE / EXAM BRANCH	For the Information <i>for 18-2</i>

# Job Description

**Job Title:** Data Process Analyst  
**Reports to:** Team Lead/Manager/Supervisor  
**Location:** Hyderabad, India

## SUMMARY OF POST

- To work as part of the team in a range of tasks centred on verifying or monitoring responses entered by candidates or markers on their exam papers or mark sheets.
- To support broader activities related to the data process in the provision of our assessment services.
- To support and maintain relationships with colleagues in the UK and India.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Manually verify or monitor responses that the automated digitised marking system is unable to translate within the agreed confidence levels with utmost quality.
- Qualitative Accuracy agreed to SLA.
- Quantitative Consistent entry to agreed SLA.
- Follow guidelines, training and feedback imparted while performing duties in the response verification and/or monitoring process.
- Maintain and follow data and information security guidelines.
- Report on issues or challenges to the reporting manager as soon as possible to avoid errors or delays in the submission of the work.
- Assist teams in all tasks required to complete the project and liaise with other functional groups as required.
- Pulling of reports to enable the monitoring of systems and users to ensure quality.
- The review and amendment of key documentation and process maps for future training and audit purposes.
- Generation and distribution of key performance indicators with global stakeholders.

## ADDITIONAL DUTIES

- To carry out any other duties which may be reasonably expected of you by your immediate manager or a senior director.
- General data process activities throughout the assessment operations processes in accordance to written procedures.
- To support supervisors in daily tasks and queries raised by temporary members of staff.
- Identification of process improvements and willingness to suggest new ideas.

## CAMBRIDGE UNIVERSITY PRESS AND ASSESSMENT POLICIES AND PROCEDURES

- To abide by all policies and procedures, as detailed in your contract of employment and the Staff Handbook, e.g. Code of Ethics, anti-bribery and corruption, Health and Safety, e-mail and Internet use and standards of behaviour.

## APPLICANT'S SPECIFICATION

- Relevant University degree
- Work experience: 0 - 1 year in data processing, or a similar production environment, with defined quality and performance standards
- Initial test pass at the interview stage

## KNOWLEDGE & EXPERIENCE / PERSONAL ATTRIBUTES

- High levels of accuracy and attention to detail
- Able to prioritise workload and meet deadlines
- Good hand-eye coordination
- Previous experience of data entry
- Ability to focus on important and repetitive tasks under pressure
- Strong English verbal and written communication skills (CEFR C1 level for Reading and Writing)
- Ability to understand hand-written text
- Proficient keyboard skills
- Ability to work independently and in teams
- Flexible and calm – can adjust to changing circumstances
- Must be able to learn, understand, and apply new techniques and work practices
- Knowledge of MS Office is desirable