



## TRAINING & PLACEMENT CELL

SPHN/2025-26/PLACEMENT/090

5/02/2026

### CIRCULAR

It is hereby informed to the Students of B.Tech., IV -II, that the Training & Placement Cell is organizing "**TECH MAHINDRA CAMPUS DRIVE FOR 2026 GRADUATES**" on 9 Feb 2026 at 9.00 a.m. Hence, All the IV-II Unplaced Students are directed to attend the Drive without fail.

**Venue:** MV Block, First Floor Chanakya Seminar Hall.

**CHIEF COORDINATOR & TPO**

**PRINCIPAL**

Copy to: -

THE SECRETARY	For the Information
IQAC-CHIEF COORDINATOR	For the Information
HOD CSE - AIML	For circulating among their students and necessary action
HOD CSE - DATA SCIENCE	For circulating among their students and necessary action
HOD CSE - CYBER SECURITY	For circulating among their students and necessary action
HOD CSE	For circulating among their students and necessary action
COE / EXAM BRANCH	For the Information

## TECH MAHINDRA JOB DESCRIPTION

Hello,

As discussed, please find the below JD and help me to fill this batch.

Note: Candidates must have good communication skills as they will take training from UK Cambridge staff.

Role: Associate Data Process Analyst

Designation as per TechM: Associate Analyst - BPS - U1 Band

Contract: 3Months internship followed by PPO

Exp: 0 – 1 (Freshers can also apply)

Shift: 12PM to 9:30PM (Mon till Friday & Fixed off's on Sat & Sun .

Location: Hitech City, Hyderabad, TG. (Work from Office)

Client: Cambridge University Press & Assessments

Payroll: Tech Mahindra

No of positions: 50

Salary: 3LPA to 3.5 LPA.

Role:

Will support Cambridge examination branch in correcting written exam papers and help students to get the accurate results.

Required:

Any B.Tech

Extraordinary communication skills required as you will be communicating with the UK team whenever it is required.

Should be able to come for an in-person interview.

Interview Rounds:

1st round:

Handwriting test: Should recognize different Hand Writings of the students and choose the right answers.

Written Task: Will give two topics and should write an essay with correct spellings, punctuations and sentence formations.

2nd Round: TL's Round

# Job Description



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

V3\_18.01.2024

## 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