Data processor- Job Description:

C-DIT has undertaken many massive digitization projects which includes scanning, graphic editing, meta data creation and data entry of meta data. To carryout the metadata creation and data entry in both Malayalam and English language, C-DIT desires to create a panel of eligible applicants. The empaneled applicants should have their own computer System with broadband Internet connectivity and may work from their own premises. They will be provided login credentials to access digitized copies of documents online. They shall read through the document and fill pre-defined metadata form pertaining to each file. The payment shall be released upon verification and acceptance of the meta data created as per the rate contract to be made between the Data Processor and C-DIT. This being a work contract, TDS as applicable, will be deducted from the payments made to the Data Processors.

Process flow:

Login to the cloud using user id and password	Access digitised files assigned to the user	Read the files online and capture the metadata
Fill in the meta data form online	Verify &Submit the forms online	Forms submitted by the users will be checked for accuracy and will be accepted or rejected
Rejected forms will be sent back to the user for re-entry	Payouts will be made to the user on a monthly basis as per the rate contract	