

HACKATHON

Career Guidance Solution/Job Seekers

Team: Madhusri Movva, Nishant Baghel, Somit, Bindu Thota, Avronil Bhattacharjee

Problem Statement

In many second-tier cities, a significant portion of youth face limited job opportunities, often leading them to pursue degrees in commerce or arts, while well-paying jobs in trades such as electrician, mechanic, plumber, beautician, and commercial tailoring remain unfilled. Additionally, youth from underprivileged communities encounter substantial obstacles in securing employment due to a lack of awareness about required skills and difficulties navigating existing job search platforms

Opportunity

The objective of Youth Co-Pilot is to provide an innovative, AI-based solution to help underprivileged youth easily identify viable career paths based on their skills and interests and Job openings and demand data. By guiding users through a structured process and offering tailored recommendations on skills, pay job opportunities, the solution aims to empower youth in making informed decisions about their career trajectories.

Key Benefits of the solution:

- Empowers underprivileged youth to find high demand professions and make informed decisions about their career paths.
- Helps bridge the gap between skills and job opportunities by providing tailored guidance and resources.
- Promotes inclusivity and accessibility by offering a tech-based solution that can be accessed on smartphones.
- Facilitates career development and economic empowerment within underprivileged communities.

Potential Features for Youth Co-Pilot:

Interactive Career Assessment: Youth Co-Pilot could feature an interactive career assessment tool that prompts users to input their skills, interests, and educational background, identify which of the specific categories they match best with and should drive towards. Based on this information, the platform could generate personalized career recommendations.

Guidance and Next Steps: Youth Co-Pilot could offer guidance to users by providing step-by-step instructions on how to pursue their chosen career paths. This may include information on relevant education and training programs, certification courses, and job search strategies.

Community: Youth could be connected to other discussion or mentoring communities where they find relevant answers and experts depending on the career track, they want to pursue

Easy to Use: Youth Co-Pilot should feature a user-friendly interface with intuitive navigation and visually engaging content. The solutions should leverage multimedia elements such as videos, infographics, chats, and interactive quizzes to enhance user engagement.

Accessible: Youth Co-Pilot will need to be available on smartphones or web experiences making it accessible to individuals with limited access to desktop computers or internet connectivity.

Examples:

- [Autojob](#) - comprehensive job application platform that enhances hiring chances with automation and AI
- [Arytic](#) – AI tool for job seekers
- [Talentprise](#) – AI tool to match jobs to interests and skills
- [Pyjama Jobs](#) – AI based job board
- <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>
- <https://www.tryapt.ai/chats>
- [Job Search | Indeed](#)
- [12 Best Job Search Apps \(theinterviewguys.com\)](#)
- <https://surejob.in/career-apps.html>

Personas

- **Background:** Typically, part of a low or low-middle-class segment based on family income
- **Technology:** They use smart phones and can use websites and social media to view information
- **Education:** They have basic high school education (Basic level of education)
- **Vocational Skills:** They have some basic skills in certain fields
- **Goals:** They are trying to find job best suited to them and develop skills sets needed to get those jobs.

Name: Rohan Kumar

Background:

Rohan Kumar comes from a low-income family residing in a rural area of India. Growing up in a community where job opportunities are scarce, Rohan has faced numerous challenges in his quest for stable employment. Despite these obstacles, Rohan remains determined to improve his circumstances and secure a job that will provide financial stability for himself and his family.

Technology Experience:

Despite living in a rural area, Rohan is quite familiar with technology. He owns a smartphone and uses it to stay connected with friends and family. Rohan is comfortable navigating websites and occasionally uses social media platforms. He learns best from visual content like videos and reels as he is used to those formats through social media.

Education:

Rohan has completed his high school education with average grades. However, due to resource constraints and limited access to quality educational resources in his rural community, Rohan's further educational opportunities have been limited.

Goals:

Rohan's primary goal is to identify job opportunities that align with his skills, interests, and location preferences. He hopes to leverage online platforms to explore available job openings and secure employment that will provide financial stability for himself and his family.

Scenario:

Rohan, eager to find employment opportunities suited to his skills and interests, accesses the Youth Co-Pilot platform. He uses the app to find jobs that he is best suited for. The system analyzes Rohan's profile and suggests relevant job openings in his area that align with his qualifications, skills and interests.

As Rohan explores the suggested job openings, he finds several opportunities that pique his interest. He carefully reviews the job descriptions, considering factors such as job responsibilities, qualifications, and salary. With the guidance of the platform, Rohan feels confident in applying for positions that align with his skill set and career aspirations.

Outcome:

Through the Youth Co-Pilot platform, Rohan discovers job opportunities that he may not have found otherwise. The platform's job matching feature increases Rohan's chances of securing employment that suits his skill set and interests, ultimately contributing to his economic empowerment and improving his family's financial situation.

Name: Riya Singh

Background:

Riya Singh comes from a low-middle-class family facing financial challenges. Growing up, Riya developed a keen interest in fashion and sewing, often helping her family with tailoring tasks. Despite the obstacles she faces, Riya is determined to turn her passion for tailoring into a viable career option that will provide financial stability for her family.

Technology Experience:

Riya is quite proficient in using technology, particularly her smartphone. She frequently accesses social media platforms like Instagram and YouTube for entertainment and information. While her focus has been on traditional tailoring techniques, Riya is open to exploring digital platforms for learning and job opportunities in the fashion industry.

Education:

Riya has completed her basic high school education with determination, despite limited access to quality educational resources. Her interest in tailoring has driven her to seek informal training and apprenticeships in local tailoring shops, where she has honed her skills.

Goals:

Riya's primary goal is to find employment opportunities in the tailoring and fashion industry. She hopes to leverage her passion for tailoring and her growing skills to secure a stable job that will provide financial stability for herself and her family. Riya dreams of establishing her own tailoring business one day and contributing to her community's economic growth.

Scenario:

Riya, eager to find job opportunities in the tailoring industry, turns to the Youth Co-Pilot platform for guidance. She expresses her interest in tailoring and her desire to explore career opportunities in the fashion sector. The platform's job matching feature recommends relevant job openings in local tailoring shops, fashion boutiques, and garment manufacturing companies based on Riya's skills and location preferences.

With the platform's guidance, Riya begins her search for job opportunities in the tailoring industry. She carefully reviews job descriptions, considering factors such as job responsibilities, required skills, and workplace environment. With the support of the platform, Riya feels confident in applying for positions that align with her passion and skill set.

Outcome:

Through her dedication and the support of the Youth Co-Pilot platform, Riya discovers job opportunities in the tailoring industry that she may not have found otherwise. The platform's job matching feature increases Riya's chances of securing employment suited to her passion for tailoring, ultimately contributing to her economic empowerment and the realization of her career aspirations in the fashion sector. Riya's journey towards finding a job in tailoring empowers her to pursue her dreams and build a brighter future for herself and her family.

With the platform's guidance, Riya begins her journey of skill enhancement. She enrolls in fashion design courses that cover topics ranging from basic tailoring to certification opportunities. The platform provides progress tracking tools that allow Riya to monitor her learning journey and stay motivated as she progresses through the courses.

Name: Amir Patel

Background:

Amir Patel's journey began in a small town with limited opportunities. Despite facing challenges, he embraced hard work and self-learning as his allies. With a high school diploma in hand, Amir set his sights on a career in construction, fueled by determination and a thirst for success.

Technology Experience:

Amir is comfortable with technology, utilizing online resources to enhance his skills and knowledge in carpentry and painting. While not a tech expert, he navigates websites and online tutorials with ease, leveraging digital tools to support his professional growth.

Education:

Amir completed his high school education with determination, but his formal education ended there. Undeterred, he embarked on a journey of self-learning, immersing himself in the practical aspects of carpentry and painting. His hands-on approach and thirst for knowledge have been his greatest teachers.

Goals:

Amir's primary goal is to secure a job within the construction industry, where he can apply his carpentry and painting skills to contribute to projects. He seeks opportunities for further development, aiming to enhance his expertise through on-the-job training, mentorship, and additional certifications. Ultimately, Amir aspires to advance his career, stepping into leadership roles where he can inspire others and leave a lasting impact.

Scenario:

Eager to embark on his career journey, Amir begins exploring job opportunities in the construction industry. He utilizes online platforms and job boards to search for positions that align with his skills and aspirations. After carefully reviewing job descriptions and requirements, Amir identifies several promising opportunities and begins the application process.

Outcome:

Through his proactive approach and dedication to self-improvement, Amir secures a position in a reputable construction company. His skills in carpentry and painting prove invaluable to the team, earning him recognition and respect among his peers. As he continues to grow and develop in his role, Amir's determination and passion propel him toward his goal of advancing his career and making a meaningful impact in the construction industry.

Scope for this hackathon

For this specific hackathon, our goal is to identify a few personas, a few job categories, skill sets needed for the job and specific outcomes we want the hacks to drive towards. Our goal is to provide some guidelines, supporting data and focus areas to the hack teams while still leaving plenty of room for creativity. We want the hack teams to empathize with the job seekers as well as employers and potential end customers. As an example, for hacks that target job seekers looking to be Nursing Assistants, we ideally want to see the teams show empathy for the job seeker, employers looking for Nursing Assistants as well as potential senior citizens who need the nursing care.

Target Outcomes

We want the hacks to drive towards any of these 3 different outcomes for any of these categories.

1. Explore and find Job for the best matched skills and opportunity category
2. Entrepreneurship and support communities for the best match category
3. Training links for the best match category [Job Categories](#)

Below are the categories, the subcategories and the skill set we identified for the hackathon.

We will provide simulated data with these categories, subcategories, skill set and links for the outcomes to hack teams as the dataset for the hacks.

Background:

Category	Sub Category	Skills set needed	Education & Qualification	Training links From the govt website	Outcome simulated data
Apparel	Designer	<ul style="list-style-type: none"> Well-versed with creating/visualizing an idea and producing a design by hand or using Computer-Aided Design (CAD) Knowledge of sourcing, selecting and buying fabrics Understanding how to negotiate with customers and suppliers Ability to select fabrics, embellishments, colours or style for each garment or accessory Knowledge of current market trends Eye for details Artistic Good aesthetic sense Creative thinking Dexterity of hands 	Preferably, Bachelor's Degree	<ul style="list-style-type: none"> National Institute of Design www.nid.edu/ National Institute of Fashion Technology www.nift.ac.in/ Pearl Academy pearlacademy.com/ Vogue Institute of Fashion www.voguefashioninstitute.com/ 	<p>We need to show simulated data for multiple outcomes. The outcomes are:</p> <ul style="list-style-type: none"> Job postings for a Designer How to start their own Design business Training to become a Designer.
	Cushion Maker	<ul style="list-style-type: none"> Knowledge about fabrics and stitches Ability to handle textile, colours and dyes Well-versed in embroidery, prints and design Ability to sew ends of cushion covers after filling Proficient in operating sewing machine to join cut fabric parts 	Preferably, secondary school/vocational course/advanced/higher diplom	<ul style="list-style-type: none"> Apparel Training & Design Centre (ATDC) www.atdcindia.co.in/ Rajarambapu Institute Of Technology www.ritinda.edu/ Central Institute of Tool Design 	<p>We need to show simulated data for multiple outcomes. The outcomes are:</p> <ul style="list-style-type: none"> Job postings for a Cushion Maker How to start their own Cushion business Training to become a

		<ul style="list-style-type: none"> • Creative thinking • Time management skills • Attention to detail • Good observation • Hand-eye co-ordination 		<p>(CITD) www.citdia.org/</p> <p>p://www.citdia.org/images/sunervacationcourses_2014.pdf</p>	Cushion Maker.
	Embroider	<ul style="list-style-type: none"> • Knowledge of basic sewing techniques including hand sewing and the manipulation of fabric through a sewing machine • Proficiency in handling embroidery machine • Knowledge of designs, threads, and aesthetic usage of colors • Knowledge of the use, properties and care of different fabrics and materials regularly used in making costumes. • Proficiency in creating fresh designs. • Well-versed with different types of stitches in embroidery • Understanding of the current fashion trends coming in the market <ul style="list-style-type: none"> • Artistic • Creative thinking • Eye for aesthetics • Good hand-eye co-ordination 	Preferably, higher secondary		<p>We need to show simulated data for multiple outcomes. The outcomes are:</p> <ul style="list-style-type: none"> • Job postings for a Embroiderer • How to start their own Embroider business. • Training to become a Embroider.

Construction	Carpenter	<ul style="list-style-type: none"> • Proficient in using hand and power tools like saw, chisels, drills, etc. • Knowledge of different quality and types of timber available • Proficient in calculating quantity of timber required for a particular article • Well-versed with different measuring tools like square, scribes, measuring tape, etc. • Knowledge of different methods of joints such as half lap, dove-tail, etc. • Proficient in area volume calculations • Knowledge of altering, repairing or replacing old structures • Proficient in using sand paper to smoothen and polish surface • Knowledge of fixing metal fittings to structure • Well-versed with safety procedures to be followed on site • Knowledge of calculating cost of furniture • Knowledge of sharpening tools 	Minimum – 5th standard pass or ITI (Carpentry)	<ul style="list-style-type: none"> • All ITI’s across India • IL&FS Skills Development Corporation Limited across India • L&T Construction Skill Training Institute across India • Labournet • Orion Edutech Pvt.Ltd • ASMACS <p>http://www.apc.in/services-offered/government-programmes-and-rural-services.html</p> <p>http://labour.nic.in/content/di-vision/social-security.php</p> <p>https://www.youtube.com/watch?v=YScrkdmjFrU</p> <p>https://www.youtube.com/watch?v=dqQJbBCWv18</p> <p>https://www.youtube.com/watch?v=fqfkuDRiHxg</p>	Same as above
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	<p>Manager Construction</p>	<ul style="list-style-type: none"> • Competent in planning, directing and coordinating activities • Well-versed in preparing designs and construction plans • Proficiency in determining organizational requirements • Competent in handling a team of construction workers and engineers • Knowledge about preparing budget estimates • Well versed in regulation of rates of civil supplies and raw materials • Excellent management skills • Knowledge about safety measures at construction site 	<p>Minimum – Degree in Civil / Mechanical / Chemical Engineering</p>		<p>Same as above</p>
	<p>Mason Concrete</p>	<ul style="list-style-type: none"> • Skilled in using all masonry tools along with some specialized tools for Tremix flooring • Knowledge of different mix proportion/grade of concrete • Familiar with manual mixing of concrete and nominal mix proportions • Basic knowledge of various admixtures used in concreting 	<ul style="list-style-type: none"> • Minimum – Equivalent to minimum 5th standard • Certified training for Mason Concrete (programme aligned to 	<p>http://nscsindia.org/AboutUs.aspx http://www.nsdindia.org/affiliates-centers</p>	<p>Same as above</p>

		<ul style="list-style-type: none"> • Familiar with different types of vibrators, their influence area and use • Skilled in use of screed vibrator • Skilled in hardener and floater machine usage • Knowledge of basic principles of measurement • Basic knowledge of properties of concrete including weight, slump and mix proportions • Skilled in avoiding air pockets or voids while concreting • Knowledge of different types of defects in concrete • Skilled in using tools used for grinding of concrete 	CON/Q0105 job released by Construction Skill Development Council)		
	Painter	<ul style="list-style-type: none"> • Proficient in selecting and mixing paint materials or pigment, oils and other ingredients in proper proportions to obtain desired colour, shade and consistency • Knowledge of operating manual or mechanical mixing devices • Adept in studying work order and selecting correct type of paint materials based on suitability, durability, ease of application and estimated cost • Well-versed in cleaning surfaces with brush, cloth or abrasive material • Proficient in removing dirt, grease 	Minimum – 10th standard pass	<ul style="list-style-type: none"> • ITI's across India • National Academy of Construction • Directorate General of Employment & Training • GVT Vocational Training Centre • Building and Wood Worker's International • National Institute of Design • Visva-Bharati • Association of Rudeseti Trained Entrepreneurs 	<ul style="list-style-type: none"> • Same as above

		<p>or rough spots and irregularities by scrapers, chemicals, etc.</p> <ul style="list-style-type: none"> • Adept at filling cracks and holes with putty or filler to provide smooth clean surface • Well-versed with raising, draining or wiping coated work area to remove excess coating material or to facilitate setting of finish coats on work area • Proficient in covering surface with appropriate prime coats or sealer to have suitable surface for paint • Well-versed with applying one or more coat of paint material to get required finishing • Adept at examining finished surfaces of work pieces to verify conformance to specifications; and retouching any defective areas • Proficient in decorating or finishing surfaces by gilding, silvering or painting over stencils • Well-versed with erecting scaffolds to facilitate work • Knowledge of inspecting work pieces to determine work procedures and materials required 		<p>http://www.dget.nic.in/content/innerpage/craftsmen-training-scheme-cts.php</p> <p>http://www.gvtindia.org/templates/theme1/files/GVT-VTC_brochur.pdf</p> <p>http://visva-bharati.ac.in/General_Information/General_Information.htm</p>	
	Electrician	<ul style="list-style-type: none"> • Knowledge of installing, maintaining and repairing 	Minimum - 8th standard	<ul style="list-style-type: none"> • Electrical engineering 	<ul style="list-style-type: none"> • Same as above

		<p>electrical machinery equipment and fittings</p> <ul style="list-style-type: none"> • Ability to study drawings and specifications to determine electrical circuit, installation details, etc. • Ability to make connections and soldering terminals • Proficient in testing electrical installations and equipment and locating faults • Knowledge of repairing or replacing defective wiring, burnt out fuses, etc. • Ability to keep fittings and fixtures in working order • Knowledge of drawing and joining cables and wires • Well-versed in operating, attending and maintaining electrical motors, pumps etc. 		<p>colleges across India</p> <ul style="list-style-type: none"> • Bhagat Ram Memorial Industrial Training Institute • Arihant Private Industrial Training Institute • Ahmend Abdulla Garib Industrial Training Center • Don Bosco Technical School • Shaurya Shikshan Prakshishan Pvt. • Industrial Training Institutes across India <p>http://seifoundation.schneider-electric.com/in/index.php?option=com_content&view=article&id=141&Itemid=154</p> <p>http://mhrd.gov.in/technical-education-13</p> <p>http://employmentnews.gov.in/Employment_Opportunities_Rural%20Youth.asp</p>	
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Healthcare	Dental Assistant	<ul style="list-style-type: none"> • Knowledge of chemical disinfectants used in dental procedures • Knowledge of selecting and preparing dental equipment, instruments and materials • Knowledge of preparing and sterilizing required instruments and equipment • Well versed with pre-procedural rinsing • Knowledge of how to perform anti-bacterial rinses • Competent in adjusting the dental chair • Knowledge of dental conditions and their treatment • Equipped to obtain and record accurate medical/dental histories accurately • Relevant professional qualifications 	<ul style="list-style-type: none"> • Minimum – 12th • Certified training for Dental Assistant (program me aligned to HSS/Q 2401 released by Healthcare Sector Skill Council) 	<ul style="list-style-type: none"> • Indian Dental Academy • Government Dental College & Hospital • Government Dental College And Hospital • Don Bosco Tech • Meghna Institute of Dental Sciences • http://vivohhealthcare.com/all-programs/career-oriented-programs/dental-assistant/ • http://dental.dpu.edu.in/CourseDORA.aspx • http://vivohhealthcare.com/wp-content/uploads/pdf/career-oriented/VI-VO-Dental-Assistant.pdf 	<ul style="list-style-type: none"> • Same as above

	Health Officer	<ul style="list-style-type: none"> • Skilled in performing clinical tests of food and water • Knowledge of Ministry of Health (MoH) policies and general system of health management • Knowledge of legal procedures regarding health policies • Knowledge of hygiene measures to be taken by food companies and eating joints, etc. • Skilled in implementing pollution control measures • Skilled in handling complaints regarding health and hygiene 	Minimum – 12th pass and Diploma in Health	<ul style="list-style-type: none"> • Government universities/colleges • Private universities/colleges <p>p://www.aiims.edu/aiims/academic/aiims-labus/Syllabus10-%20MBBS.pdf</p>	<ul style="list-style-type: none"> • Same as above
	Blood Bank Technician	<ul style="list-style-type: none"> • Ability to identify suitable individuals for donation of blood • Knowledge of taking vital parameters such as pulse, blood pressure and body temperature • Proficiency in documenting collected vitals of potential donors • Knowledge of prescribed limits of vital parameters within which blood can be donated • Ability to interpret and perform risk management procedures • Relevant professional qualification • Result-oriented • Good communication skills 	<ul style="list-style-type: none"> • Preferably, 12th • Certified training for Blood Bank Technician (programme aligned to HSS/Q 2801 released by Healthcare Sector Skill Council) 	<p>http://www.gmc.edu.in/Courses.html</p> <p>http://www.bsve.in/subjects.asp?CourseId=132</p>	Same as above

	Masseur	<ul style="list-style-type: none"> • Skilled in therapeutic massages of soft tissues and joints • Familiar with the assessment of range of motion and muscle strength • Skilled in proposing therapy plans to the client • Knowledge of all the principles and processes of various types of massages • Massaging various parts of the body by hand or machines • Removing stiffness, sprains and pains with massage • Working towards toning up muscles by improving blood circulation and stimulating the nervous system 	Minimum – 12th pass		Same as above
	Child Care Worker	<ul style="list-style-type: none"> • Proficient in taking care of children • Equipped in keeping the surrounding clean and germ-free for children • In-depth knowledge of children's behavioral pattern and temperament • Ability to organize and participate in activities for children • Patient • Attentive 	Preferably, 10th /12th/Diploma		Same as above
Retail	Shop Assistant	<ul style="list-style-type: none"> • Knowledge of commodities sold • Proficient in ensuring that all the goods are kept neat and tidy • Well-versed with bringing required goods from the stock by measuring or weighing and packing 	Preferably, 12th/graduate degree in any field	RASCI - Retailers Association's Skill Council of India	Same as above

		<p>them in paper, cartons, etc.</p> <ul style="list-style-type: none"> • Proficient in informing the Salesman or Dealer about the goods which are in short supply • Well-versed in assisting the dealers with stock-taking • Proficient in keeping a record of the orders booked and sales effected <ul style="list-style-type: none"> • Customer-centric • Good communication skills • Presentable personality • Relationship building skills • Team player 			
	Shop Attendant	<ul style="list-style-type: none"> • Basic knowledge of shop management • Basic knowledge of storing, sorting, weighing, etc. • Knowledge of items placed in the store and their prices and specification • Knowledge and ability to provide sales assistance <ul style="list-style-type: none"> • Good communication skills • Negotiation and persuasive skills • Time management skills 	Preferably, 10th pass	RASCI - Retailers Association's Skill Council of India	Same as above
	Sale Associate	<ul style="list-style-type: none"> • Knowledge of selling and promoting products • Detailed knowledge of various features and benefits of the products • Knowledge of annual maintenance costs • Detailed knowledge of various techniques to close a sale 	<ul style="list-style-type: none"> • Preferably, 12th pass • Certified training for Sales Asso 	RASCI - Retailers Association's Skill Council of India	Same as above

		<ul style="list-style-type: none"> • Knowledge of specialist products and its features • Detailed knowledge of how to promote products • Understanding of current market trends, seasonal trends, new brands, etc. • Knowledge of CRM software to collect customer feedback • Ability to identify customer's requirements • Good communication skills • Problem-solving skills • Multitasking ability • Time management skills • Effective teamwork • Decision-making skills • Planning and organizing skills • Customer-centric approach • Analytical thinking 	<p>ciate (prog ram me align ed to RAS / Q010 4 relea sed by Retai lers Asso ciatio n's Skill Coun cil of India)</p>		
	Cashier	<ul style="list-style-type: none"> • Proficient in counting cash and examining currency notes to detect counterfeit ones • Well-versed with making entries in receipt registers, initials vouchers, etc. • Knowledge of preparing the statement of monetary transaction of receipt and payment made during the day • Proficient in verifying the statement of account from other daily records of actual receipt and payment • Well-versed in drawing or depositing money in treasuries or banks • Knowledge of receiving foreign currency and making the payment in local currencies to clients 	<p>Preferably, graduate degree in any field</p>	<p>RASCI - Retailers Association's Skill Council of India</p>	<p>Same as above</p>

		<ul style="list-style-type: none"> • Knowledge of preparing a periodical report on cash transactions • Good numerical skills • Good communication skills • Problem-solving skills • Endurance training • High level of accuracy 			
	Home Delivery Man	<ul style="list-style-type: none"> • Well-versed with roads and directions • Proficient in placing indents with stores for the supply of goods according to the orders to be executed • Well-versed in arranging the orders according to areas or localities • Proficient in ascertaining further requirements of customers and booking orders • Well-versed in maintaining the accounts • Knowledge of preparing bills, receiving payments, checking stock and maintaining a stock register • Maintain a valid driving license • Customer-centric • Good communication skills • Presentable personality 	Preferably, 10th pass	RASCI - Retailers Association's Skill Council of India	Same as above
Hospitality	Head Cook	<ul style="list-style-type: none"> • Knowledge of various kinds of the menu • Well-versed with the standards of sanitation, cleanliness and safety that needs to be maintained in the kitchen area • Ability to develop standard recipes and techniques for food 	Preferably, 10th/12th pass or diploma in cookery	<ul style="list-style-type: none"> • Culinary Academy of India http://www.iactchefacademy.com/home.html • Amrapali Institute of Hotel Management 	<ul style="list-style-type: none"> • Same as above

		<p>preparation and presentation</p> <ul style="list-style-type: none"> • Knowledge of various methods to minimize food and supply waste and theft • Proficient in managing the team of Cooks, Helpers and other staff members • Ability to create new dishes and presentation techniques for different dishes <ul style="list-style-type: none"> • Good teaching skills • Customer-oriented • Problem-solving skills • Good interpersonal skills • Effective communication skills 		http://www.amrapali.ac.in/	
	House Keeping	<ul style="list-style-type: none"> • Knowledge of servicing procedures and policies for carrying out housekeeping tasks in the workplace • Proficient in allocating work to staff and monitor responsibilities to ensure standards are maintained • Well-versed with monitoring the allocation and use of resources • Knowledge of different cleaning agents, materials and tools used in the housekeeping service, their storage and preparation • Proficient in taking a constant stock of housekeeping supplies • Well-versed with monitoring the work of the housekeeping service • Well-versed with giving feedback to the staff in a way that motivates them 	<ul style="list-style-type: none"> • Preferably, 12th pass • Certified training for Housekeeping Supervisor (program aligned to THC/Q0201 released by Tourism 	<ul style="list-style-type: none"> • Institute of Hotel Management http://www.ihmbangalore.kar.nic.in/ • Institute of Hotel Management, Kolkata http://www.ihmkolkata.org/index.html • International Institute of Hotel Management 	Same as above

		<ul style="list-style-type: none"> • Physically fit • Good communication skills • Strong organizational skills • Service-oriented • Problem-solving skills 	and Hospitality India n Skill Council)	http://www.iihm.ac.in <ul style="list-style-type: none"> • ITC Hospitality Management Institute www.itchotels.in/itchmi/ 	
	Bell Hop	<ul style="list-style-type: none"> • Skilled in serving the hotel guests • Proficient in assisting the guests with their hand luggage and properly escorting them to their rooms • Ability to provide the guests with the available services and facilities of the hotel, points of interest and entertainment attractions • Skilled in delivering room service orders on time and also picking up articles for laundry and valet service • Ability to keep the record of calls for service • Skilled in serving the hotel guests • Proficient in assisting the guests with their hand luggage and properly escorting them to their rooms • Ability to provide the guests with the available services and facilities of the hotel, points of interest and entertainment attractions • Skilled in delivering room service orders on time 	Preferably, diploma in hotel management/hospitality management	<ul style="list-style-type: none"> • Institute of Hotel Management http://www.jhmbangalore.kar.nic.in/ • Institute of Hotel Management http://www.jhmkolkata.org/index.html • International Institute of Hotel Management http://www.iihm.ac.in • ITC Hospitality Management Institute www.itchotels.in/itchmi/ 	<ul style="list-style-type: none"> • Same as above

		<ul style="list-style-type: none"> and also picking up articles for laundry and valet service • Ability to keep the record of calls for service 			
	Customer Service Executive	<ul style="list-style-type: none"> • Familiar with local maps and routes • Knowledge of major airlines, trains, national bus/coach operating companies • Knowledge of foreign exchange rules and where the currencies can be exchanged • Basic knowledge of permits and checks required for the customer • Skilled in using computer for checking itinerary, schedules, etc. • Skilled in using GPS for route mapping • Pleasing personality • Customer-oriented • Well-groomed • Hardworking • Good communication skills • Customer-oriented • Service-oriented 	<ul style="list-style-type: none"> • Preferable 10th pass • Certified training for Customer Service Executive (Meet and Greet) (programme aligned to THC/Q4205 job released by Tourism and Hospitality Skill Council) 	<ul style="list-style-type: none"> • School of Tourism & Hospitality Services Management http://www.ignou.ac.in/ignou/aboutignou/school/sothssm/introduction • Indian Institute of Hospitality & Management http://www.iihm.co.in/ 	<ul style="list-style-type: none"> • Same as above
	Dish Washer	<ul style="list-style-type: none"> • Knowledge of different types of chemicals and soaps used for cleaning the utensils • Knowledge of standard operating procedures of receiving supplies from the storekeeper and storing materials • Skilled in methods of sanitization • Skilled in operating a machine dishwasher • Responsible • Hardworking • Focused 	<ul style="list-style-type: none"> • Preferably, primary education • Certified training for Dishwasher - Manual and Machine (program aligned to THC/Q2701 job released) 		Same as above

			by Tourism and Hospitalit y Skill Council)		
	Hotel and Restauran t Keeper	<ul style="list-style-type: none"> • Proficient in ensuring customer satisfaction • Knowledge of various food items that are served in the establishment • Well-versed with database server • Proficient in managing staff and disciplining them • Well-versed with preparation process of servings • Proficient in making strategic decisions in case of delays • Knowledge of record-keeping • Excellent customer service skills • Flexibility • Good interpersonal and communication skills • Problem-solving skills • Organizational skills • Ability to work in teams 	Preferably, 10th/12th/B. H.M.	<ul style="list-style-type: none"> • Institute of Hotel Management http://www.ihmbangalore.kar.nic.in/ • Institute of Hotel Management http://www.ihmkolkata.org/index.html • International Institute of Hotel Management http://www.iihm.ac.in 	<ul style="list-style-type: none"> • Same as above