JOB DESCRIPTION:

Job Title: Venue Commanding Officer || **Reports to:** Regional Operations Manager ||

Responsibilities:
- Monitoring and Managing Operational Activities of the Venue.
- Drive Venue team to achieve assigned objectives as per timeline.
- Review & ensure 100% preparedness of the venue for flawless delivery.
- Review and ensure Policy Compliance
- Reviewing and reporting on daily Risk/ Issues/ Performance parameters/ pre-defined parameters
- Reviewing measures to achieve 100% process adherence.
- Attending briefing sessions to take download on the compliance & project related information/ parameters, as per the schedule.
- Resolve operational and other technical issues at the venue with the guidance from concerned teams & stakeholders.
- Maintain communication with all relevant teams on regular basis prior to, during & post exam.
- Manage the planning and delivery of effective, efficient, and sustainable operations as per requirement.
- Ensure that delivery is in line with key performance indicators, security policies, governance requirements and customer expectations.
- Monitor, support, and guide team members on ground to ensure compliance to all requirements.
- Manage risk for all the services at the venue on an on-going basis, giving early insight into any issues & the actions being taken to mitigate the risk/ issues. Ensure that all service delivery is within and in compliance with relevant regulatory frameworks and contract requirements.

Requirements:
- 0-2 years of experience in Operations/Business/Service Delivery
- Good hands-on experience of Microsoft office (XL, PPT and Word etc.)
- Strong communication skills (Ability to communicate in the regional language will be added advantage)
- Strong analytical skills
- Able to travel 70% 80% of the time.
- Ability to work with cross functional teams.
- Attention to Detail
- Self-motivated and ready to work extended hours.
- Enthusiastic and pleasant personality
- Quick Learner

Highest Qualification / Pursuing	**UG- BA/ B. Com/ BBA/ BMS (Full Time). YOP – 2021,2022, 2023 Only**
Test Location	Kolkata
Job Location	Kolkata
No. of seats allotted to institute	20
TEST DATE	16 September 2023 (Saturday)
MODE OF TEST	In Centre (TCS ION Centre)
TEST PATTERN	Aptitude Test (3 Sections: Numerical, Verbal and Reasoning Ability)
TEST DURATION	60 Minutes

Eligibility Criteria	
Qualification	UG- BA/ B. Com/ BBA/ BMS (Full Time)
Percentage	Minimum aggregate (aggregate of all subjects as on marksheet in all semesters) marks of 60% or above in each of Class 10th, Class 12th, Diploma (if applicable), Graduation examination which includes successful completion of final year/semester
Batch	2021, 2022, 2023 Year of Passing (YoP) are Eligible.
Work Experience	Candidates with prior experience of up to 2 years would be Eligible.
Backlogs	No Backlogs would be permitted, and students should have all marksheets.
Extended Education	Course should have been completed within the stipulated duration and no extended education would be permitted.
Gaps/ Break	Overall academic gap should not exceed 24 months until highest qualification. Relevant document proof, as applicable, will be checked for gaps in education.
Open Schooling	Only Full-time courses will be considered (Part Time/ Correspondence courses will not be considered). However, Candidates who have completed their Secondary and/ Or senior secondary course from NIOS (National Institute of Open Schooling) are also eligible to apply, if the other courses are full-time.
Age	Minimum 18 years and Maximum 26 years.

We are happy to inform you that we are hiring **2021, 2022 and 2023 Year of Passing Candidates** to join this process.

Registration Process for the Candidates - MANDATORY

- Step 1: Log on to the TCS Next Step Portal https://nextstep.tcs.com/campus/#/registrationPage

- Step 2: Click on **'Register Now'**, choose category as **'IT'**, proceed to fill your details and generate your 13 digit TCS Reference ID (CT/DT Number)

- Step 3: Log In with your reference ID and set password.

- Step 4: Complete the Application Form and Submit

- Your final status should be **"Application Received."**

Interested and eligible candidates may apply through the link below within the time mentioned in the enclosed mail.
https://docs.google.com/forms/d/e/1FAIpQLScH6fFDoBoOl4CE9Iv9QFxJZJBm859oAVy7fnpQHJghH9YaAg/viewform?usp=sf_link

we would require the following details of the interested candidates in the attached format by **7th August, 2023 (Monday) 1 PM.**