

## Data Entry Assistant Job Description

<b>Job Title:</b> Data Entry Assistant	
<b>Location:</b> - Work from Home - All over India(Remote)	<b>Reports to:</b> Head Department Of Relationship Manager

### Hiring:

ICICI DIRECT is India's number 1 trading platform. That's why thousands of people join regularly ICICI DIRECT. So ICICI is hiring Some candidates for the post of Data Entry Assistant to reduce the work load of company's Employees.

### Description:

The work of Data Entry Assistant is to make a Excel - sheet containing a particular person's details like his Name, his Father's Name, Pan no., Date of Birth and Date of Joining. All the data will be given into the app which is ICICI DIRECT MOBILE(available on Google Pay store). A person have to mail these details on the Mail - ID of Relationship Manager within 24 hours. There is no specific time to send this data. You will have 24 hours to send this Data. You have to send 30 Details in a day. You can't send more then 30 Details in a day.

### Payout:

You'll be paid 40 ruppes per detail. If you send 30 Data/details in a day then your 1 day income will be 1200/- (Daily payout). Your income will be directly transferred to your Bank account which will Attached by you while doing KYC. Your Monthly income will be 36000/-

### Requirements:

- First you have to open your Demat account on ICICI DIRECT to get registered.
- Account must be opened through Relationship Manager's Link.
- The person who have already a demat account on ICICI DIRECT will not acceptable(Account must be fresh).
- You must have these documents to open your account. Aadhar card (linked with your mobile),Pan card and own Bank account.

- You have to add your bank details so we can transfer your Salary in that account.
- For more information and any kind of quires, contact our Relationship Manager who is Consulting you!

**Note:**

There is no registration fees, no account opening charges and no hidden charges. If a agent is taking money from you, then you can complaint against him after visiting our website [www.icicidirect.com](http://www.icicidirect.com)

Regards,

**ICICIdirect.com**

**ICICI Securities Ltd.**