

Position	Aadhar Operations (Aadhar Operator)
Position Purpose	An Aadhaar Operator is responsible for enrolling residents for Aadhaar cards, updating their details, and ensuring accurate data entry as per UIDAI guidelines. The role requires handling biometric systems, verifying documents and maintaining confidentiality of sensitive information
Role and responsibilities	- Perform Aadhaar enrolment and update processes (new registration, correction, update). - Capture biometric data (fingerprints, iris scan, photograph) accurately. - Verify identity documents provided by applicants. - Enter demographic details correctly into the system. - Ensure all entries comply with UIDAI standards and guidelines. - Maintain data privacy and confidentiality of residents. - Generate enrolment slips and assist applicants with queries. - Handle equipment (biometric devices, scanners, computers) properly. - Report technical issues to supervisors or technical teams. - Maintain records and daily work reports. - Handling of sensitive personal data requires strict compliance with rules.
Job Specific skills	- Basic computer knowledge (MS Office, data entry). - Good typing speed and accuracy. - Good communication and interpersonal skills. - Knowledge of Aadhaar enrolment software (preferred). - Ability to handle biometric devices
Educational Qualifications	- Minimum HSC / 12th Passed candidate with Must have NSCIT Certificate (active).
Minimum Experience	- Basic knowledge of local language - Ability to work in AEC centres or camp environments, Aadhaar enrolment centres, or camps. - May involve long hours during enrolment drives.
Location	PAN India