

Job Opportunity at AFC India Limited: "Associate Consultant (IT)"

AFC invites applications for appointment to the post of "**Associate Consultant (IT)**" at its Corporate Office: M-4, Kanchenjunga Building, 18, Barakhamba Road, Connaught Place, New Delhi - 110001.

This is a role-based profile for **3 months initially**, extendable based on the requirement.

Eligibility:

Qualification: [B.Tech/B.E.](#) (CS/IT), BCA, MCA, [M.Tech](#), or equivalent qualification in a relevant discipline.

Experience: Freshers may apply. Prior experience in data entry, data management, digital documentation or related fields shall be desirable.

- Good knowledge of computer applications, data entry and digital documentation.
- Familiarity with MS Excel, MS Word and other data management tools.
- Basic understanding of databases and digital information systems.
- Familiarity with AI tools and generative AI for data processing, document analysis and knowledge management.
- Good analytical, problem-solving, communication and coordination skills.
- Strong attention to detail and accuracy in handling digital records.
- Ability to work independently as well as in a team environment.

Job Responsibilities:

- Perform data entry, data verification, organization and maintenance of digital records.
- Assist in digitizing, organizing and maintaining internal documents, reports and project-related information.
- Use AI tools to extract, classify, organize and process information from internal documents.
- Assist in developing and maintaining an **Internal Knowledge Repository** for projects, processes, documents and organizational information.
- Generate relevant keywords, categories and metadata to improve document searchability and information retrieval.
- Ensure accuracy, consistency and completeness of data entered into internal systems.
- Assist in preparing reports, spreadsheets, summaries and other digital documentation.
- Support the standardization and automation of data management and documentation processes using appropriate digital tools.
- Coordinate with internal teams for data management, documentation and knowledge repository requirements.
- Perform any other IT or data management-related work assigned from time to time.

Remuneration:

As per AFC's HR policy and industry norms.

Age Limit: Not more than 26 years as on 31.08.2026.

Application Process:

Interested candidates may send their applications with the job title "**Associate Consultant**

(IT)" in the subject line to:

admin@afcindia.org.in

cc:

mdsecretariat@afcindia.org.in

support@pmis.afcindia.org.in

Application Deadline: 07 October 2026

Place of Posting:

AFC India Limited at Corporate Office, New Delhi

For more details, please visit AFC's website: www.afcindia.org.in



WE ARE HIRING

OPEN POSITION

**Associate
Consultant (IT)**

Application Deadline: 07.10.2026

APPLY NOW

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support@pmis.afcindia.org.in