CANDIDATE & PROJECT GUIDE / 01

Work from home. Start with clear details.

Your guide to E-Book Typing and Data Entry projects with Hire in Global.

Apply directly through the official website

Explore the work, verify your email and complete the form for your chosen role. Save your application number so you can follow your progress.

Choose the work that suits you

E-Book Typing Specialist: type source-page content into the requested digital format and compare the completed text carefully with the source.

Data Entry Clerk: enter and check information in Excel spreadsheets or approved systems, including numbers, missing information and duplicate records.

Five steps to apply

1. Read your role page. Check the tasks, equipment and payment basis.
2. Verify your email. Select Send code and enter the code sent to your own inbox.
3. Complete the role-specific form. Provide your name, contact details, skills, availability and the certificate information requested.
4. Submit and save your reference. Keep the confirmation email and application number.
5. Complete job safety awareness. The typing and data-entry application process opens awareness questions after submission.

Freshers are welcome

Careful typing, basic computer skills, attention to detail and the ability to follow project instructions are useful starting points. A reliable internet connection and a secure place to work are important.

View E-Book Typing | View Data Entry | Explore all jobs

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Your application, your next steps.

Keep your information accurate and use your verified email to continue an existing application.

Provide certificate details in the form

If you have a relevant certificate, choose the issuing website or institute and enter the full certificate number. Use the name printed on your certificate. Your application email must match the email held in the issuer's record. Check spelling, initials and the complete certificate number before requesting verification.

How verification works

Connected issuers are checked against their certificate registry. For another institute, provide the issuing institute's details for review. If a registry match is unsuccessful, first check the exact name, email, issuer and certificate number. Do not create a different identity to make a record match.

Applying without a certificate

Typing and data-entry applicants can use the option shown in the application form when they do not have a certificate. Recruitment without a certificate may be considered when additional work is available. Read the application update sent to your email for any next step required.

If your application needs certificate action

An application may be paused if a certificate has not been provided, its details cannot be verified, or the issuing institute cannot be validated. Your email explains the next step and includes a Continue my application link. A paused application is waiting for the requested certificate action; it is not a joining confirmation.

Continue without filling everything again

Open Continue my application in your email, enter the same application email and verify the code sent to it. Review your retained details and complete or correct the certificate information requested. Keep your application reference and follow the status shown after the update. Do not repeatedly submit new forms while an application is pending.

Review and response times

Application review takes **2 working hours to 4 working days**, depending on verification. Follow any certificate deadline stated in your application email. If you need help with retained details, use the official website chat and include your application number.

Application guidance | Official contact channels

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Know your payment before you begin.

E-Book Typing: ₹150 per page. Data Entry: ₹200 per assigned Excel spreadsheet, at full accuracy.

Payment follows the assessed accuracy of the completed unit. The same proportional calculation applies between the levels below. Confirm the page or spreadsheet scope and the accuracy assessment method in your written assignment before starting.

Accuracy	Typing earnings	Data entry earnings	Deduction
100%	₹150	₹200	0%
90%	₹135	₹180	10%
80%	₹120	₹160	20%
70%	₹105	₹140	30%
60%	₹90	₹120	40%
50%	₹75	₹100	50%
40%	₹60	₹80	60%
30%	₹45	₹60	70%
20%	₹30	₹40	80%
10%	₹15	₹20	90%

A simple, proportional calculation

Work earnings = full unit rate × accuracy ÷ 100. For example, 95% accuracy pays ₹142.50 for one typing page or ₹190 for one Excel spreadsheet. The deduction is 5% of the unit rate. At 10% accuracy, the earnings are ₹15 or ₹20 respectively; the deduction is 90%.

No minimum batch for payment

You can request payment after completing **one page or one spreadsheet**. Payment is made within **24 working hours of submission**. There is no requirement to reach a minimum page or spreadsheet quantity before requesting payment.

Lower-accuracy work is paid proportionally. Hire in Global does not impose fines, penalties or legal action simply because work accuracy is low. The accuracy deduction reduces work earnings; it is not a separate charge payable by the worker.

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Start safely. Work with support.

Clear project terms and official support help you understand each assignment before you begin.

Confirm the payment terms

Check the assigned work, deadlines and quality requirements in writing. Confirm how your work is assessed, when payment is due and whom to contact with questions about your assignment.

Company laptop, when needed

After joining, discuss laptop needs with your assigned personal representative. A company laptop remains company property and must be returned when work ends. Rental is **₹500 per month, deducted from earnings**. There is no separate upfront laptop-rental payment or laptop security deposit.

Support and quality queries

Working days are **Monday to Saturday**. Support hours are **9 AM to 6 PM IST**; Sunday is not a working day. Replies and quality/dispute responses are provided within **24 working hours**. Working-hour timelines count within this support schedule. For a query, include your project reference, the page or spreadsheet concerned and the detail you want checked.

Guidance after joining

Your assigned personal representative will welcome you, share work tips and advice, understand your work quality and discuss laptop requirements. Use the official website chat if no representative has been assigned or to verify contact details independently.

Recruitment payment safety

No application fee, joining fee, examination fee or security deposit is charged. Never pay a recruiter to receive work, software, equipment or release earnings. Before joining, staff do not initiate unsolicited recruitment calls or messages, or send identity documents to establish recruitment authority. Requested email codes and application updates are part of the official online process.

Official website: hireinglobal.com
Support: contact@hireinglobal.com | Application updates: recruitment@hireinglobal.com
Official WhatsApp: +91 99747 10001 (messages only)
Recruitment fraud alert | For reporting guidance, choose your country on hireinglobal.com.