

MAHATMA GANDHI UNIVERSITY, KERALA

NOTIFICATION FOR WALK IN INTERVIEW

Walk in interview will be held on **12.08.2022 at 11.00 am** for the engagement to the Computer Lab in charge on temporary - contract basis for a period of one year as detailed below:

POST - COMPUTER LAB IN-CHARGE (ON CONTRACT)

- 1) Age : Not below 18 years and not more than 36 years as on 01.01.2022 (Relaxation to SC/ST/OBC Candidates as per rules.)
- 2) Remuneration : ₹15,000/-
- 3) Number of vacancies : 01-SCHOOL OF SOCIAL SCIENCES
- 4) Qualifications : BCA / BSc Computer Science / BSc IT / 3 year Diploma in Computer science / Diploma in Computer application.
- 5) Desirable : 2 years of experience as a Computer Lab Assistant / Computer Lab In-charge
- 6) Knowledge and Skills : 1) Knowledge of computer systems, hardware, and various types of software.
2) Must have the ability to effectively provide instruction to lab users.
3) Knowledge of how to operate, maintain and care for printers, projectors, scanners, speakers, and other equipment used in conjunction with computers.
4) Knowledge of tests that must be performed on computers to maintain optimal function.
5) Good communication and listening skills - English and Malayalam
6) Able to work well in a fast-paced environment with occasional high levels of stress
7) Any Network or hardware certifications / Basics of HTML -will be an added advantage
- 7) Core Duties and Responsibilities : 1) Technical assistance to computer users
2) Provide instruction to all lab users on the proper use of all equipment.
3) Consult supervisors on more difficult issues.
4) Ensure that computer lab equipment is being cared for properly by users.
5) Monitor files and programs that are downloaded onto the computers to make

- sure spyware, malware, and other dangerous programs are not downloaded.
- 6) Diagnose hardware problems and fix them or contacts the appropriate engineer to correct the problem.
- 7) File all reports required by the Department / Center
- 8) Conduct regular audits and maintenance on the computers in the lab.
- 9) Maintain the inventory of assets in the Lab(s) and records of maintenance activities.
- 10) Set up and shut down the lab according to work hours.
- 11) Guide lab users to safety in the event of an emergency
- 12) Keep a record of major works and projects handled in the laboratory
- 13) Additional tasks as assigned by the Department/Center

Interested candidates are directed to appear for the walk-in-interview with the originals of the mark lists and certificates in proof of age, caste, qualifications etc.

The candidates are directed to submit self-attested copies of the documents along with one set of bio-data at the time of the Interview.

Candidates shall report to Ad. A IV section at 10.00 am on the same date for verification of certificates.

Dr.Prakash Kumar B.
Registrar