

MAHATMA GANDHI UNIVERSITY, KERALA**NOTIFICATION FOR WALK IN INTERVIEW**

Walk in interview will be held on **13.11.2023 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 01.01.2023 (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