MAHATMA GANDHI UNIVERSITY, KERALA

NOTIFICATION

Applications are invited to the following post in School of Mathematics & Statistics, 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 40 years as of 01.01.2024 (Relaxation to SC/ST/OBC Candidates as per rules.)
2)	Remuneration	: ₹15,000/-
3)	Number of vacancies	: 01
4)	Qualifications	: BCA / B.Sc. Mathematics with Statistics / B.Sc. Computer Science / PGDCA from a reputed institute like Keltron/LBS Centre etc.
5)	Desirable	3 years of experience in a Statistics Computer Lab
6)	Knowledge and Skills	: 1) Knowledge of LaTex, R, Python, SPSS, and Microsoft Office with emphasis on Data Analysis and computing using MS-EXCEL. 2) Must have the ability to provide instruction to lab users effectively. 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, Hindi 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) Data entry, data analysis, and LaTeX Documentation of Practical Sheets, Mathematics/Statistics Journal Works. 2) Technical assistance to computer users. 3) Provide instruction to all lab users on the proper use of all equipment. 4) Ensure that computer lab equipment is being cared for properly by users. 5) Monitor the downloaded files to make sure spyware, malware, and other dangerous programs are not allowed.

6) Typesetting, and publication of Question Papers, Journals, Proceedings, Abstracts etc.
7) File all reports required by the Departments / Schools.
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 daily and consult supervisors on more difficult issues.
11) Guide lab users to safety in the event of an emergency.
12) Record major works and projects handled in the laboratory.
13) Additional tasks as assigned by the Department/Centre.

Interested candidates are directed to send their bio-data along with scanned copies of the certificates in proof of qualification, marks, experience, age, caste etc. to **notificationada4@mgu.ac.in** on or before **12.02.2024**. One set of bio-data with copies of the certificates should be sent to **'The Registrar, Mahatma Gandhi University, P D Hills P O, Kottayam-686560'(the name of the post for which applying should be superscribed on the envelope)** by post. Applicants must have their own valid email id and mobile phone number which should be mentioned in the bio-data. Applications received after the prescribed date will not be considered. Date, and time for the **interview** will be communicated to the short listed candidates through their email id/ phone. Those candidates with experience as computer lab in-charge in Mahatma Gandhi University need not produce experience certificates. They shall submit the details regarding their service (date of entry, section, work experience, duration etc.) in the University for verification.

Dr.Jayachandran K
REGISTRAR (i/c)