Draft #1 of File 157913/AD A4-3/2021/AD A 4 (PART-I) Approved by REGISTRAR (i/c) on 21-Aug-2026 11:07 PM - Page 1

157913/AD A4-3/2021/AD A 4

21.08.2026

MAHATMA GANDHI UNIVERSITY, KERALA

NOTIFICATION

Applications are invited to the following post, 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 on 01.01.2026 (Relaxation to SC/ST/OBC Candidates as per rules.)
2)	Remuneration	: ₹15,000/-
3)	Number of vacancies	: 02
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 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 05.09.2026. 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.

Prof.Dr. BINU GEORGE VARGHESE
Registrar (i/c)

Draft #1 of File 157913/AD A4-3/2021/AD A 4 (PART-I) Approved by REGISTRAR (i/c) on 21-Aug-2026 11:07 PM - Page 2

The document is digitally approved. Hence signature is not needed.