



Advt No. IITGoa/RECT/TA-CITS/2018-07

19.12.2018

**Advertisement for the Post of IT Support Staff
under Institute Project No 2018/IP/SS/001**

Post	IT SUPPORT STAFF
No. of Posts	One (1)
Essential Qualification & Experience	<ol style="list-style-type: none">3-year Diploma in Engineering in the appropriate discipline and 2 years relevant experience after the Diploma ORITI in the appropriate trade and 5 years relevant experience after the ITI certificate ORBachelor's degree in the appropriate discipline and knowledge in relevant area OR10 +2 pass with certificate of proficiency in relevant area, duly recognized by Government agencies for vocational training and skill development and 2 years relevant experience after the certificate of proficiency.
Nature of Appointment	On Contract for a period of One year , renewable for further period based on need and performance.
Remuneration	Rs. 18000/- plus Rs. 3000 as Out of Campus Allowance in lieu of HRA
Required Skills	<ol style="list-style-type: none">Candidates should attach Table I with their applicationSome knowledge of electrical wiring including selection of plug points, switchboard etc. is desirable but not essential
Duties	<ol style="list-style-type: none">Managing Audio and video systems, Managing UPS and Inverter systems, Software and device installation, Troubleshooting general IT related issuesIn addition to the duties as per the skills, the applicant should be willing to learn and acquire new IT related skills as required from time to time and perform duties assigned to him/her.

- Eligible applicants should fill up the online application form at the link <https://goo.gl/forms/OxgE8Z9sh8iIbGIj1> on or before **10.01.2019**.
- Candidates will be shortlisted for Trade Test/ Interview based on merit and need of the project, and will be informed via Institute website or email.
- Shortlisted Candidates will be invited for Trade Test and/or interview at IIT Goa. The date of interview will be intimate later.
- No TA/DA will be paid for attending the Trade Test/ Interview as per Institute Policy
- Incomplete applications will be rejected

Table I: Skills Matrix for the Post of IT Support Staff

1. Insert Tick Marks in columns
2. Write NA where you have no experience

Skill	Very Good	Good	Above Average	Average
Installation, Configuration of Printers and Computers				
Troubleshooting of Printers and Computers				
Installation, Configuration of LAN Network				
Installation, Configuration of WiFi Network and Switches				
MS Word				
MS Excel				
MS Power Point				
Windows OS Installation and Troubleshooting				
A/V Systems Maintenance				
UPS, Inverter Maintenance				