

# The LNM Institute of Information Technology, Jaipur

## Job Description: Junior Technical Superintendent (CSE)

<b>JOB TITLE</b>	<b>Junior Technical Superintendent</b>	<b>DEPARTMENT</b>	CSE
<b>REPORTS TO</b>	HOD CSE	<b>SUBORDINATES</b>	-
<b>LOCATION</b>	Jaipur	<b>DIVISION</b>	Non-Teaching (NT)
<b>EMPLOYMENT TYPE</b>	Regular / Contract	<b>LEVEL</b>	6

### JOB PURPOSE

Perform routine lab administration tasks such as installation, backups, upgrade, maintain and conduct of the assigned lab. Hardware and application software troubleshooting/ coordination with faculty members and other department for the proper execution of course labs. Provide assistantship to faculty members for course lab.

### RESPONSIBILITIES

Area	Key Activities
Lab Management	<ul style="list-style-type: none"><li>• Maintenance of Labs</li><li>• Lab instrument installation, setup, maintenance, update, purchase, etc.</li><li>• Resolving technical issues;</li><li>• Regular Lab Checkup;</li><li>• Networking equipment handling;</li><li>• Hardware/Software troubleshooting;</li><li>• Data Repository management;</li><li>• Provide assistant in course labs</li><li>• Any other assigned duty</li></ul>

### EDUCATIONAL QUALIFICATION AND EXPERIENCE

#### Essential:

#### Qualifications and experience

1. Diploma with 3 years' experience

or

M.Sc with 2 years' experience

or

MCA with 1 years' experience

or

B.E/B.Tech with no experience.

2. The degree/diploma should be from a recognized university and the experience must be relevant experience after the qualifying degree.

#### Desirable:

1. Programming Knowledge and basic Hardware troubleshooting Knowledge.

2. Adequate Knowledge of maintaining Lab equipment's (Software and Hardware) and managing lab sessions.

#### AGE:

Preferably below 30 years.