TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

Advertisement No: ADVT/CC/1/11/2021   **Oct 12, 2021**

Applications invited for post of Technical Assistant (1 nos.)

Applications are invited for the post of & Technical Assistant (1 nos.) in Computer Centre to be filled on **contract basis** for a period of one year.

A. Technical Assistant (Classroom, Lab and Conferencing Support) (1 post)

Scope of work:

Maintain the Computer Lab and the Printers. Attend to the Desktop/Laptop Issues of the faculty, staff and students, Install operating system, update patches. The Candidate should have expertise in hardware troubleshooting and resolving of calls of Desktop/Laptop. Attend to the networking calls managing the WiFi, Switches etc., Ensure classrooms are provided with projectors/laptops with updated operating system, required software etc., Technical Support in case support required in classrooms and meetings for conferencing support (WebEx, Teams, Meet and Zoom)

Qualification: Diploma (10+2+2) in CS/IT (or) B.Sc., (CS or IT) or B.E/B.Tech (Computers or IT) with minimum 50% aggregate marks

Skills:

1. Experience in handing different operating system.
2. Experience in working with different application program with voice and video.
3. Candidates must have an experience in using free and open source software.

Relevant Work Experience: 1 year of experience or more is preferred.

Salary: Rs 20,000 per month (consolidated pay)

The last date for applying is 22th Oct, 2021 by 3:00 PM.

The Institute will intimate to the Candidates shortlisted for interview. The application be mailed to cc-recruit@tiss.edu