

The LNM Institute of Information Technology, Jaipur

Job Description: Technical Superintendent (CSE)

JOB TITLE	Technical Superintendent	DEPARTMENT	CSE
REPORTS TO	HOD CSE	SUBORDINATES	-
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)
EMPLOYMENT TYPE	Purely on Contractual Basis	LEVEL	NA

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">• Maintenance of Labs• Programming in C and Python• Lab instrument installation, setup, maintenance, update, purchase, etc.• Resolving technical issues.• Regular Lab Checkup.• Networking equipment handling.• Hardware/Software troubleshooting.• Data Repository management.• Provide assistant in course labs• Any other assigned duty

EDUCATIONAL QUALIFICATION AND EXPERIENCE

Essential:

Qualifications and experience

1. Diploma of 3 years in Computer Science and Engineering or in Relevant branch with 55% marks and must have 7 years' experience
or
B.Sc. in Relevant domain /BCA with 7 years' experience
or
B.E/B.Tech in Computer Science and Engineering/ MCA with 5 years' 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.

Handwritten signature and date:
15/7/2024