Date:29ᵗʰ May, 2024

Empanelment of Lab Assistant for ITT & Adv.ITT

Hyderabad Branch of SIRC invites applications from suitably qualified individuals for the post of **Lab Assistant** for Information Technology Training (ITT) & Advanced Information Technology Training (Adv.ITT) Classes.

Minimum Qualifications:

- **Educational Requirements:**
  - Bachelor's Degree in any of the following fields:
    - BCA (Bachelor of Computer Applications)
    - B.Sc (Bachelor of Science)
    - B.Com (Bachelor of Commerce)
    - B.A (Bachelor of Arts)
  - Alternatively, any graduate with a minimum 1-year diploma in:
    - Computer Applications
    - Hardware Maintenance

Experience:

- Prior experience in managing and maintaining a computer lab in a reputable Institute or college.

Skills:

- Proficiency in computer applications and hardware maintenance.
- Strong communication skills.
- Ability to manage and maintain the complete computer lab infrastructure.

Responsibilities:

- Oversee the daily operations of the computer lab.
- Ensure all computer systems and hardware are functioning correctly and efficiently.
- Assist students with technical issues and queries.
- Maintain and update software and hardware as needed.
- Ensure the lab environment is conducive to learning and free from technical disruptions.
- Conduct regular checks and maintenance of computer equipment.
- Coordinate with the IT department for any major technical upgrades or issues.

Application Process:

- Interested candidates should send their resume to hydbranchitt@gmail.com