**APPLICATION FORM FOR THE POSITION OF COMPUTER LAB ASSISTANT (Rs. 100.00)**

**PHOTO**

**Job Description:**

Duties required of a Computer Lab Assistant include-

1. Technical support to students and faculty in computer labs.
2. Assisting users with problems such as using software programs, printing documents, and connecting to the network.
3. Installing and maintain computer hardware and software and network (LAN / WAN)
4. Maintaining cleanliness and keeping the lab organised.
5. Maintaining logbooks of users, passwords and other documentation as required from time to time.
6. Providing problem solving and troubleshooting in the computer lab.
7. Managing power and power backups.
8. Assisting the faculty in conducting computer practical.

**Eligibility:**

The candidate should have completed a diploma course in computer hardware, networking and software management. The candidate should have knowledge and experience to install software and debug technical glitches in the operation of the same. The candidate should also be able to manage licences and keys of the software. The candidate should be able to handle printers, server and client machines on the network. The candidate should also be able to store, transfer and upload data on different platforms. The candidate should be able to download and upload data on cloud space, transfer files through various modes such as Google drive, One drive, Dropbox, etc. The candidate should be able to manage power and power backups in the computer lab. The candidate should have sufficient experience of handling operating systems and formatting computer systems. The candidate should also be able to type and format documents in Hindi and English.

The candidate should possess at least a graduate degree. Experienced candidates will be given preference.

1. **Personal Information**

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| 1. Name (In Block Letters): |  |
| 1. Father’s Name: |  |
| 1. Date of Birth: |  |
| 1. Gender: |  |
| 1. Address: |  |
| 1. Phone Number: |  |
| 1. WhatsApp Number: |  |
| 1. Email Address: |  |

1. **Education**

Give details of your educational qualification such as high school, intermediate and college education, including the name of the institution, degree(s) earned, and subjects studies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of the Board / University | Year of Passing | Percentage | Subjects Studied |
| High School |  |  |  |  |
| Intermediate |  |  |  |  |
| Graduation |  |  |  |  |
| Post-Graduation |  |  |  |  |
| Professional Education |  |  |  |  |
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1. **Work Experience**

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| --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Institution | From Date | To Date | Job Title | Job Profile |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

1. **References**

* List the names and contact information of two references who can speak to your qualifications for this position.

1. **Additional Information**

* Please provide any additional information that you believe is relevant to your application, such as any relevant coursework, awards, or extracurricular activities.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_