# NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
## RAJENDRANAGAR : HYDERABAD -500 030

NIRDPR is a premier Institute providing training, research and consultancy activities in the field of rural development. CICT (Centre for Information & Communication Technology) division at NIRDPR, Hyderabad is looking forward to engage the services of IT Support Engineer on contract basis:

| 1. | Designation | IT Support Engineer |
|----|----|----|
| 2. | Mode of Recruitment | On Contract Basis |
| 3. | No. of Positions | One |
| 4. | Period and nature of Contract | 12 months, on temporary basis; extendable based on Institute's requirement and performance of the candidate. |
| 5. | Qualification & Experience | Degree in IT discipline from recognized university or Diploma in IT discipline from State Board of Technical Education or equivalent with 2 years of relevant experience. |
| 6. | Job Requirements | • In depth knowledge of VC tools, configuring them, trouble shooting<br>• Troubleshooting hardware problems related to Desktop, Laptop, Printer, Scanners etc<br>• Troubleshooting of network (internet, wi-fi devices, switches & routers) |
| 7. | Job Description | • Install, configure, test and maintain operating systems(Windows/Linux/Mac)<br>• Installing and configuring software, hardware and networks.<br>• Maintenance of hardware through IT-asset management System<br>• Attending day-to-day calls and maintaining/raising tickets through ERP sys.<br>• Monitoring system performance and troubleshooting issues.<br>• Ensuring security and efficiency of IT infrastructure. |

| | | <ul><li>Handling of system backup and restore techniques.</li><li>Technical support for Video Conferences and Bio–metric Devices.</li><li>Technical support for software applications.</li><li>Support network segments like Internet and intranet systems.</li><li>Working knowledge of office automation products and computer peripherals like printers and scanners.</li><li>Applying operating system updates, anti virus patches etc. and configuration changes.</li><li>Assisting users regarding hardware, software, networking issues.</li><li>Manage and monitor all installed systems and IT infrastructure.</li></ul> |
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| 8. | Age Limit | 30 years |
| 9. | Remuneration | Rs.25,000/- per month (Consolidated) |

## General conditions

1. An application fee of Rs.300/- plus applicable taxes should be paid by General/OBC/EWS candidates through Pay Fee (SB Collect). No application fee for SC/ST/PWD candidates.

2. Candidate seeking exemption of application fee under SC/ST/PWD category shall require to upload the necessary Caste/PWD category certificate. Otherwise the application is liable to be rejected.

3. The candidates should apply through online registration available on the website http://career.nirdpr.in/

4. The offered assignment is purely on contractual basis and does not envisage any form of regular appointment at NIRDPR in future.

5. Age, experience and qualification will be reckoned as on the date of this notification i.e, 13.01.2024. Clear quality attested photostats copies of all important certificates and documents must be uploaded with the online application.

6. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.

7. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

8. The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.

9. Canvassing in any form will be treated as disqualification.

10. No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement

11. The selection will be at NIRDPR, Rajendranagar, Hyderabad.

12. Date, time and venue of written test/interviews shall be communicated to shortlisted candidates only.

13. Only the shortlisted candidates will be called for written test/interview or both as applicable and no TA / DA will be given for attending the written test/Interview.

14. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for written test/Interview.

15. In case of any inadvertence in the process of selection which may be detected at any stage even after the issue of engagement letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

16. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

17. Candidates may regularly visit the website for further information/ updates, if any.

18. Applications received after the due date and time will not be considered.

19. The final results shall be communicated to the selected candidates only.

20. The Selected candidate has to work on shift basis.

21. Last date for submission of online application is 28.01.2024.

Sd/-
Assistant Director
Administration (Section –I)