

Post Name

IT Support Technician (L1)

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

Roles & Responsibilities

The recruit shall be responsible for: -

- Provide onsite support and maintenance for desktops, laptops, projectors, and printers (laser and all-in-one models).
- Maintain and support office printers, multifunction printers (MFPs), and scanners.
- Deliver IT and audio-visual support for conference rooms and auditoriums during meetings, seminars, and events.
- Perform **quarterly preventive maintenance** in addition to routine service activities, including:
 - Inspecting and securing cable connections to ensure all hardware components are properly connected.
 - Cleaning, diagnosing, and repairing IT equipment as part of regular preventive care.
- Install, configure, and upgrade standard software applications, including:
 - Microsoft Windows Operating Systems
 - Microsoft Office Suite
 - Adobe Acrobat Reader
 - VLC Media Player
 - WinRAR
 - Other academic or institute-specific applications as needed.
- Perform hardware troubleshooting, system performance optimization, and reinstallation when required. Ensure user data is backed up and restored during system formatting.
- Diagnose and resolve Basic network and connectivity issues, including tasks such as cable crimping, Cable testing, and laying.
- Be available for emergency support beyond regular working hours, including weekends, holidays, and extended hours, as per operational requirements.

Qualification	BCA/ Diploma (IT/CSE)
Skills	<ul style="list-style-type: none"> • Windows OS & Microsoft Office installation/configuration • Basic hardware troubleshooting (PCs, printers, scanners) • AV and projector setup support • Preventive maintenance of IT equipment • Basic networking (LAN, cable crimping, testing, IP setup) • Software installation (VLC, WinRAR, Adobe Reader, etc.) • System formatting, backup & data restoration • Strong problem-solving & user support skills • Good communication & time management • Flexible for after-hours, weekend & emergency support
Reporting	Sr. Manager IT
Remuneration	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ul style="list-style-type: none"> A. The core salary B. PF as per applicable statutory norms A. Increment based on PMS score as per the PMS policy for Non Teaching staff
Other Benefits	<ul style="list-style-type: none"> • Group Medclaim Insurance Policy and Group Personal Accident Policy • Treatment at GSFC Medical Center on applicable terms
Selection Procedure	<p>Stage 1 - Written Ability Test</p> <p>HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.</p> <p>Stage 2 –Personal Interview</p> <p>Interviews of the short listed candidates will be conducted by the committee members.</p>

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

Location

Vadodara, Gujarat.