

Job Description

Post Name	Lab Technician - BCA
Introduction	<p>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.</p> <p>Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.</p> <p>Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.</p>
Roles & Responsibilities	<p>A. Laboratory Management</p> <ul style="list-style-type: none">Maintain and manage computer laboratories for the BCA programEnsure all systems and peripherals are functional and ready before lab sessionsMaintain inventory of hardware, software, and related equipment <p>B. Technical Support & Maintenance</p> <ul style="list-style-type: none">Install, configure, and update required software (programming tools, IDEs, DBMS, web technologies, etc.)Troubleshoot hardware/software issues and ensure minimal downtimePerform regular system maintenance, updates, and backups <p>C. Network & System Administration</p> <ul style="list-style-type: none">Assist in basic network setup and troubleshooting (LAN/Wi-Fi)Ensure smooth functioning of internet and internal network connectivity in labs. Follow basic cybersecurity and data protection practices <p>D. Academic Support</p> <ul style="list-style-type: none">Assist faculty during practical sessions, lab exams, and project workHelp in setting up required environments for programming, database, and web-based applicationsSupport students in resolving basic technical issues during lab sessions <p>E. Documentation & Compliance</p> <ul style="list-style-type: none">Maintain lab records, stock registers, and usage logsEnsure proper documentation for audits and accreditation requirementsFollow institutional policies and safety guidelines
Qualification	Diploma/Bachelor's degree in Computer Applications (BCA)/Computer Science/Information Technology from a recognized university with Minimum 55% marks (or equivalent grade) in the qualifying examination.
Experience	0–2 years of relevant experience in computer lab management, IT support, or similar roles.
Reporting	HoD– (Dept. of BCA) School of Technology

Remuneration

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- The salary structure will be as per the approved pay scale.
- PF as per applicable statutory norms
- Increment based on PMS score as per the PMS policy for non-Teaching staff
- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

Other Benefits**Selection Procedure****Stage 1 - Written Ability Test**

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 is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content.

Stage 2 –Personal Interview

Interviews of the short-listed candidates will be conducted by the committee members.

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.