

## Job Description

<b>Post Name</b>	<b>Lab Technician (Data Science Lab) School of Science</b>
<b>Introduction</b>	<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>
<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• <b>System Preparation:</b> Ensure all computer systems are pre-configured with the necessary Operating Systems (Windows/Linux), compilers, and software applications.</li><li>• <b>Network &amp; Hardware Maintenance:</b> Carry out regular inspections, troubleshooting, and minor repairs of computer hardware, peripherals (printers, scanners), and local area networking (LAN) components.</li><li>• <b>Software Management:</b> Install, update, and manage software licenses, anti-virus definitions, and system patches to ensure a secure and functional computing environment.</li><li>• <b>Troubleshooting:</b> Resolve technical glitches related to hardware connectivity, software installation, or user account permissions during lab hours.</li><li>• <b>Inventory Control:</b> Maintain detailed logs of hardware components, software licenses, and consumable inventories (toners, cables) in coordination with the Lab In charge.</li><li>• <b>Infrastructure Procurement:</b> Assist in the technical evaluation, installation, and verification of new workstations, servers, and networking equipment.</li><li>• <b>Documentation:</b> Prepare and update Standard Operating Procedures (SOPs) for lab usage, backup procedures, and safety protocols for electrical equipment.</li><li>• <b>Operational Support:</b> Support department events such as online examinations, coding competitions, technical workshops, and seminars.</li><li>• <b>General Duties:</b> Perform any other duties assigned by the Head of Department or reporting authority regarding the upkeep of the computer center.</li></ul>
<b>Qualification</b>	<p>B.E. / B. Tech / BCA / B.Sc. (CS/IT) from a recognized university or board. Minimum 55% marks (or equivalent grade) in the qualifying examination. Foundational knowledge of Hardware, Networking, and Operating Systems.</p>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 0-2 Two years of relevant experience in managing computer laboratories or providing technical IT support.</li></ul>

<b>Reporting</b>	<b>HOD- (Data Science Lab) School of Science</b>
<b>Remuneration</b>	<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"> <li>● The salary structure will be as per the approved pay scale.</li> <li>● PF as per applicable statutory norms</li> <li>● Increment based on PMS score as per the PMS policy for non-Teaching staff</li> </ul>
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>● Group Medclaim Insurance Policy and Group Personal Accident Policy</li> <li>● Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1 - Written Ability Test</b></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 is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content.</p> <p><b>Stage 2 –Personal Interview</b></p> <p>Interviews of the short-listed candidates will be conducted by the committee members.</p>
<b>Tenure of Appointment</b>	<p>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.</p>
<b>Location</b>	Vadodara, Gujarat.