भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
झारखण्ड - 826004
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
JHARKHAND - 826004

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ADVERTISEMENT

Hiring the Support Staffs for Studio & Smart Classroom, and Systems (On contractual basis)

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B. Tech., 3 yr. M.Sc. Tech., 2 yr. M.Sc., 5 yr. Integrated M.Sc. (Tech.)/M. Tech., 5 yr. Dual Degree (B. Tech. & M. Tech./MBA), 2 yr. M.B.A., 2 yr. M. Tech., full time and part time Ph. D. courses/ programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines.

Indian Institute of Technology (Indian School of Mines), Dhanbad is inviting application for Support Staffs for Studio & Smart Classroom, and Systems purely on contractual basis, for one year initially and renewable on year-to-year basis till the requirement of the Institute, but not more than a period of five years, subject to the satisfactory performance which is to be evaluated by the Competent Authority.

Sl. No.	Name of the post (s)	No. of persons to be engaged	Remuneration	Essential Educational Qualification and Experience	Age limit
1.	Studio and Smart Classroom Support Staff (On Contract)	1	Consolidated monthly remuneration of Rs. 30,000	Diploma/ Bachelor degree and Having at least five years' relevant experience such as: (a) Managing Studio and/or (b) Managing Smart Class Rooms and/or (c) Managing Video Conferencing set up.	Preferably up to 45 years on the closing date of advertisement.
2.	Systems Support Staff (On Contract)	1	Consolidated monthly remuneration of Rs. 30,000	Diploma/ Bachelor degree and Having at least five years' relevant experience in: (a) Managing System Software and/or (b) Managing Desktops/Workstations & Servers	Preferably up to 45 years on the closing date of advertisement.
Increment: If the period of contract is extended beyond one year, an annual increment maximum of 3% on the monthly remuneration may be admissible.					

GENERAL INSTRUCTIONS TO THE CANDIDATES

	(A) Job Description for Studio and Smart Classroom Support Staff (On Contract)
	1. *For up keeping and day-to-day activities of Studios and Smart Classrooms.* 2. *Monitor and manage encoder, decoder, streaming server/VOD and recording devices* 3. *Online editing and postproduction of lecture contents* 4. *To manage VC devices of different brands like Panasonic, Polycom, Logitech etc.* 5. *To run the different online conferencing software like Zoom, Google meet, Skype, Microsoft Teams, BharatVC, Cisco Webex etc.* 6. *To support proper connectivity of communication devices with online virtual classroom system and sharing of the presentations/whiteboard content to the all display panels in smart classrooms.* 7. *To support faculties for operation of digital writing board with setting of normal whiteboard or blackboard, green board and colour selection, annotation of PDF Documents, exporting and saving etc.* 8. *Up keeping of Computer Labs for classes, online examinations, placements etc.* 9. *Live streaming of institute events.* 10. *Installation and monitoring of IP camera, Video Management Software (VMS) etc.*
	(B) Job Description for Systems Support Staff (On Contract)
	1. *Installation and Updating of different types of operating systems, virtualization tools and software.* 2. *Installation of all types of printers like DOT Matrix, Passbook Printer, LaserJet Printer.* 3. *Coordinate departments for installation of any application software.* 4. *Configure Active Directories, group policy security and user management.* 5. *Maintain the server utilization, health & performance.* 6. *Creating Software images for endpoint devices & deploy the desktop image to the end-user.* 7. *Data recovery from malfunctioned hard drives.* 8. *Troubleshoot and resolve booting errors and performance issues.* 9. *Troubleshoot hardware components like Motherboard, Hard disk, Processor, RAM, LCD, VGA, LAN, and sound cards etc in Desktops/Laptops/Workstations.* 10. *Repairing failures in hardware like logic cards, sensors, motors, Gear, rollers, etc.* 11. *Maintaining the log files on a regular basis.* 12. *Connect the systems in the network & share files.*
	(C) Other Instructions
1.	(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process. (b) Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. (c) The Institute reserves the right not to fill up the positions, cancel the Advt. in whole or in part without assigning any reason or increase the number of positions and its decision in this regard shall be final. (d) The positions of Support Staffs for Studio & Smart Classroom, and Systems are purely temporary and contractual in nature and the selected candidates cannot claim for appointment against any regular positions in the Institute at any point of time.

	(e) The Institute reserves its right to terminate the contractual engagement of the Support Staffs for Studio & Smarts Classroom, and Systems (on Contract) by giving one-month notice or one month's remuneration in lieu thereof without assigning any reason. (f) Leave is not a matter of right. However, Support Staffs for Studio & Smart Classroom, and Systems (on Contract) may be allowed for 2.5 days leave per/every calendar months of service (monthly accrual basis and maximum 30 days in a year). No leave encashment or carry forward will be permissible on the termination of the contract/renewal of the contract. (g) The Support Staffs for Studio & Smart Classroom, and Systems (on Contract) will not be entitled for any medical facility/ accommodation or any other type of allowance. (h) Support Staffs for Studio & Smart Classroom, and Systems (on Contract) may apply for termination of their contractual engagement on two months' notice. However, their relieving will be subject to condition that the work being undertaken by them does not get hampered and an alternative arrangement has been made by the Institute prior to his/her relieving. (i) The Institute reserves the right to impose any other reasonable conditions to safeguard the interests of the Institute. (j) The engagement of the Support Staffs for Studio & Smart Classroom and Systems (on contract) will be subject to their Police Verification. (k) All relevant information, data and statistics will be considered property of IIT (ISM), Dhanbad and cannot be used anywhere including research and study. (l) No TA/DA shall be admissible for appearing in the Selection Process.
2.	The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and engagements will be offered accordingly.
3.	The closing date for submission of application shall be considered as the cut-off date for age, educational qualification and experience etc.
4.	Selection Process: Method of selection will be notified after the closing date of Application.

5.	Application is required to be submitted online latest by 22nd August, 2022 using the Non-Faculty Recruitment module available on the link
	https://nfr.iitism.ac.in/index.php/recruitment/User_login
	
	Notes:
	  i) Applications received after the closing dates and incomplete applications will be summarily rejected.
	  ii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process.
	  iii) Institute reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates.
	  iv) The candidates applying for the post should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected.

6.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

HEAD, COMPUTER CENTRE