Eligibility Criteria Advt. No.: 07/309/2024/NDL/FM

Sl. no.	Name of the post	Duration	Consolidated remuneration (per month) (in Rs.)	No. of post	Essential educational qualification**	Experience (Post Qualification Experience in relevant field) as on 27-08-2024
1	Office Assistant	For a period of 6 months	Rs.25,000/-	01	a) Graduate in any stream b) CCC/ O-Level qualified c) Knowledge of MS Office Suite	1+ years
2	Technical Assistant	For a period of 6 months	Rs.30,000/-	01	BCA / BSc (IT/ Electronics/CS) / Graduation with A Level or CHM – A level/PGDCA or equivalent or higher from a recognized University/Institute	1 year
					Graduate and IT O Level/ CHM O Level or equivalent or higher from a recognized University/Institute	2 years

Desirable qualification for Technical Assistant

1. Knowledge of Software Installation, OS Installation, Firewall management/ BIOS Configuration, IP Configuration/ Lab Management / Networking Essentials.
2. Troubleshooting of PC and other Hardware Devices and Assembly of Computer.
3. Configuring network hardware like servers, routers, switches, firewall (UTM Devices) etc.
4. Knowledge of standard network policies and procedures, network security, and connectivity.
5. Knowledge of punching and configuring of LAN Cables, upgrade network, servers etc.
6. Installing and configuring computer networks and systems through VLAN Management.
7. Knowledge of configuring Active Directory, LDAP Server, etc.
8. CCNA certification.

** The qualification of candidates must be from Govt. University or Govt. recognized University/Institutions.