Terms of Reference of "MIS Officer" on Contractual Recruitment.

Name of the Post : "MIS Officer" on contract
No. of Post : 02 (two)
Consolidated salary : Rs.55,000/- per month

Duties and Responsibilities of "MIS Officer" on contract :

- Involvement in the development and analysis of software systems (MIS) that are to be used by the employees and the students of the Institute. The system mainly consists of Academic, Finance, Administration and Resource Management.
- Maintenance of the MIS and Hardware. Purchase of necessary hardware for maintaining the software.
- Essential Network management required for maintaining the MIS (Knowledge of Tools in that area is a must).
- Database administration for MIS and Regular backing up of Data (Knowledge of Tools in that area is must).
- Security auditing of the software includes Software Quality Assurance Audit, Software Compliance Audit, Software Licensing Audit (Knowledge of Tools in that area is must).
- Provide training and necessary assistance for the employees involved in implementation and maintenance of the software systems.
- Train the employees in using information systems and help them understand the configuration of the systems.
- Should be responsible for documenting processes and procedures as required.

Essential Technical Skill:

- Should be proficient working with all types of operating systems such as Android, Microsoft, Linux, Unix, DOS., etc.
- Good knowledge web development technologies.
- Should understand the specifications of the software to be installed in the computers and make necessary pre-installations.
- Ability to troubleshoot any kind of systems related problems and maintain security of the systems.
- Proficient working with the office applications, ERP software, communications systems, etc.

Educational Qualifications Required:

Essential Qualification : B.E./ B.Tech or M.Sc in Computer Science / Computer Science & Engg./ Computer Engg./ Information Technology / Information Science & Engg. or MCA.

Desirable : M.E./M.Tech in Computer Science / Computer Science & Engineering / Computer Engg./ Information Technology / Information Science & Engg.

AGE : Not exceeding 35 years.