

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA

MOUJE SUKALI (GUPCHUP), TALUKA : HINGNA, NAGPUR – 441110

Required Qualification and Experience for below mentioned post

Applications are invited from Energetic, Dynamic and result oriented candidates for Samstha's unit in Nagpur as follows.

JUNIOR CLERK (Through Contractor)

Qualification – Commerce Graduate, well versed in Computer operation, good at written & spoken communication skills in Marathi & English. Candidates with experience in Educational institutes, Interaction with university. Must be proficient in use of Tally and MS Excel.

SYSTEM ADMINISTRATOR

- **Qualification** - Bachelor's degree in any stream and relevant experience in System Administration, or a closely related field, or equivalent experience required, 10- 15 years of database, network administration, or system administration experience, System administration and IT certifications in Linux, Microsoft, or other network related fields are a plus, Working knowledge of virtualization, VMWare, or equivalent, Strong knowledge of systems and networking software, hardware, and networking protocols, Experience with scripting and automation tools, A proven track record of developing and implementing IT strategy and plans, Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols

Responsibilities - Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization, Install and upgrade computer components and software, manage virtual servers, and integrate automation processes, Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues, Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure, Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures, Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions, Responsible for capacity, storage planning, and database performance.

Assistant Librarian - Qualification—M.Lib.I.Sc., Experience – Minimum 5 to 10 years – Efficient use of Computer

Job Description - 1 Become the in-house expert for the library in matters of open access, alternative publishing models, open educational resources, data management, and other issues related to scholarly communication, 2 Support College staff in populating the research

publications, adopting the Open Access Publications Policy, 3 Stay updated with developments in data curation and management, open access, scholarly publishing, open educational resource initiatives, 4 Instruct and guide College Library Service users in the effective use of information resources, producing guidelines and documentation as required, 5 Assist with queries arising from the use of software applications, 6 Develop and deliver information literacy training to support the College, 7 Ensure that the provision of library and information support is delivered to the college, proactively changing the delivery according to reader's requirements, 8 Participate in or lead specific projects and working groups with colleagues across the library service to achieve library objectives, 9 Instruct and guide other colleagues Library, in making presentations, as required, 10 To handle library functions such as accessioning, searching of books, record keeping independently, 11 To ensure about shelving of books as per our established system, 12 To help students in finding documents and required books from library in minimum time, 13 Operating Digital library software, 14 To organize Reading awareness programmes so that student's footfall to Library is improved, 15 To take the necessary steps to maintain discipline in library., 16 Any other job as and when instructed.

Lab Attendant Qualification - Min Qualification S S C with course in Hardware & Networking experience in network / computer related work preferred