



भारतीय प्रौद्योगिकी संस्थान जोधपुर

Indian Institute of Technology Jodhpur

Syllabus for the post of JUNIOR TECHNICAL ASSISTANT (Mathematics)

1. Preparing official communications such as notesheets, notices, request letters etc. needed for interaction with different offices within and /or outside the institute.
2. Proper maintenance and storage of official communications in a proper systematic manner.
3. Storage, recordkeeping and maintenance of inventory and goods and consumables procured by the department from time to time.
4. Basic Knowledge of handling and maintenance of PCs in the lab such as installation of softwares, installation and testing of printers scanners, projectors etc, diagnosing and resolving PC issues.
5. Installation, upgrading, formatting and restoring of OS such as Windows and Linux.
6. Working with different tools such as MS word, excel. Powerpoint, MS office etc, working with different browsers such as chrome, mozilla, Microsoft edge etc.
7. Communication skills needed for interaction with different offices and effective student interaction.
