IT Assistant - Term of Reference

1. **Post: IT Assistant**
2. **Experience: Fresh**
3. **Knowledge required:**

   Should have basic knowledge on:
   - Corporate network;
   - PC, Laptop, Printer, WiFi and Local Area Network (LAN) setup and configuration
   - Windows
   - Linux
   - Network devices (router, firewall, switch, etc.)
   - Database
   - VM systems;
   - Anti-virus patches and updates.
   - Security patches and firmware of the systems.
   - Information Security

4. **Qualification**

   - Class 12 with Diploma in Network and Hardware

   - Minimum mark 55%

5. **Renumeration**

   ✓ Basic Pay of Nu.12500 /-

   ✓ Fixed Communication Allowance; Nu. 1350/-

   ✓ Fixed Conveyance Allowance; Nu.4000/- ✓ HRA:10 % of basic pay.

   ✓ Other entitlements as per the GBRL's ISR