

Job Notification No : **BL/CHRD/RECT/O1/2017**

Date : **15th November, 2017**

<b>Name of the Post</b>	Junior Officer[IT]  <b>Code : JO17-10</b>
<b>SBU / Location</b> (This is the current location for the post. However, this is an all India Advertisement. Hence, the place of posting can be anywhere in India or abroad for the current as well as future posts/ vacancies.)	Corporate IT Dept. - Kolkata
<b>Job Description</b>	The incumbent will be responsible for – 1. IT Asset Management 2. IT Helpdesk Management 3. Vendor Management 4. Resolving Hardware and Software Issues 4.1 Should have expert hardware knowledge regarding Desktops, Laptops and Printers. 4.2 Should be able to diagnose and resolve hardware/software issues w.r.t. Desktops and Laptops. 5. Active Directory Management 6. Any other responsibilities assigned time to time. Note: - The above responsibilities mentioned are indicative and not exhaustive.
<b>Grade / No. of vacancies / Minimum          Qualification / Max Age / Reservation          Details / Eligibility of Persons with          Benchmark Disability / Minimum Post          Qualification Relevant Experience (years)</b>	<b>Please refer relevant columns posted corresponding to the          code JO17-10, Notified under Job Notification No.          BL/CHRD/RECT/O1/2017 dated 15/11/2017 at  <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a></b>
<b>Important Dates / Application Fee / Grade,          Scale of Pay and Compensation / Company          Profile &amp; Other General Terms &amp; Conditions</b>	Please refer relevant section of Job Notification No. BL/CHRD/RECT/O1/2017 dated 15/11/2017 at <a href="http://www.balmerlawrie.com/pages/currentopening">http://www.balmerlawrie.com/pages/currentopening</a>