



NATIONAL TRANSPORT CORPORATION

SCHEME OF SERVICE

IT SUPPORT OFFICER

SALARY: Rs 17565 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 (NTC 6)

QUALIFICATIONS:A. A Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Computer Studies or Computer Science or Passes in at least two subjects including Mathematics or Computer Studies or Computer Science obtained on one certificate at the General Certificate of Education “Advanced Level”.

B. A Diploma in Information Technology or Computer Studies or Computer Science or any ICT related area from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Board.

C. Candidates should reckon at least one year experience in providing IT support service.

- DUTIES:**
1. To coordinate and perform computer operations and support activities.
 2. To install and configure hardware and software and provide preventive measures and technical support thereon.
 3. To operate computer systems, perform backups and input records.
 4. To comply with and implement security measures to computer systems.
 5. To commission ICT equipment in offices and NTC vehicles.
 6. To carry our survey/audit of the ICT equipment and keep records thereof.
 7. To troubleshoot computer hardware and software, as and when required.
 8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the IT Support Officer in the roles ascribed to him.

03 June 2022

