

SCHEME OF SERVICE

POST: ICT Technician

SALARY: Rs 31365 x 400 - 31765 x 425 – 33040 x 560 - 35840 x 725
- 37290 x 925 – 39140 x 970 – 46900 x 1050 – 49000 x 1100
- 54500 x 1450 – 58850 x 1750 – 60600 (MSC 12)
(PRB Report 2026)

QUALIFICATIONS:

A. By selection from among candidates who possess a Diploma in Information Technology or Computer Studies or an equivalent qualification acceptable to the Council.

B. Candidates should –

- reckon at least 3 years post qualification experience in the field of information technology.
- Possess good organising, interpersonal and communication skills.

NOTES:

Candidates should produce written evidence of knowledge claimed.

Role and Responsibility

1. To be responsible for the day-to-day running of the IT section and the coordination of all activities.
2. To implement support and maintain the IT system at the Council.
3. To install and configure hardware and common PC – related software.
4. To provide preventive measures and technical support.
5. To develop small computer programmes for end users and provide appropriate training to employees of the Council, as and when required.
6. To be responsible for the updating and maintenance of the website of the Council.
7. To implement security measures to safeguard IT systems from threats.
8. To ensure compliance with ICT standards, guidelines and methodologies.
9. To assess the hardware and software requirement of the Council.
10. To liaise with consulting firms dealing with the computer system of the Council.
11. To prepare specification for acquisition of hardware and software and analyse and evaluate proposals for suppliers.
12. To perform database and systems administration as well as network administration and management.
13. To conduct analysis of user needs for development of application software.
14. To perform quality assurance on computer systems.
15. To provide expert technical guidance and advice regarding management of data networks, desktops, database and network technologies.
16. To create backup and recovery procedures to protect data in the event of disaster.
17. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the ICT technician in the role ascribed to him/her.