



## Computer Operator

- **Vacancy for:** 1
- **Posted on:** Oct. 23, 2017
- **Deadline:** Nov. 23, 2017, 11:55 p.m.

### Basic Job Information

Job Category : IT & Telecommunication  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Lagankhel, Lalitpur  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 2 years

### Other Specification

- BIT or equivalent
  - Should have 2 or more years experience in similar field
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### Job Description

- Maintaining all multimedia system including computer laptops and desktop in good condition
  - Handling full process of Viber task
  - Handling full process of Bio-metric attendance system and reporting to Director of administration with attendance reports of all students
  - Assisting examination department as per requirement
  - Managing and maintaining the computer lap in good condition
  - Handling server under supervision of Director of Administration
  - Maintaining and supervision of IT services for college operation and faculty apartments
  - Maintaining the stock register book of all multimedia system
  - Maintaining Maintenance register book for IT maintenance
  - Preparing Student CVs
  - Handling full process of preparing questions for all examinations
  - Handling closing checklist and reporting to Director of Operation
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### Applying Procedure

Apply Link : <https://merojob.com/computer-operator-53/>

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