

SMALL FARMERS WELFARE FUND
VACANCY FOR THE POST OF COMPUTER SUPPORT OFFICER

Applications are invited from qualified candidates for the post of Computer Support Officer

Qualifications:

- A. A Cambridge Higher School Certificate with a pass at "Principal Level" in Mathematics or Passes in at least two subjects including Mathematics obtained on one certificate at the General Certification of Education "Advanced Level".
- B. A Certificate in Information Technology or Computer Studies or Computer Science from a recognized institution.

OR

Equivalent qualifications to A and B above acceptable to the Board of the Small Farmers Welfare Fund.

Duties:

1. To assist the Programmer/Analyst in the performance of his duties.
2. To coordinate and perform ICT operations and support activities.
3. To operate ICT systems, perform backups and keep record thereof.
4. To check inventory of ICT consumables and coordinate with stores for replacement.
5. To comply with and implement security measures to ICT systems.
6. To commission ICT equipment, install and configure hardware and software and provide preventive measures and technical support.
7. To carry out survey/audit of ICT equipment and keep record thereof.
8. To troubleshoot ICT hardware and software, as and when required.
9. To use ICT in the performance of his duties.

To perform such other duties directly related to the main duties listed above or related to the delivery of the output and result expected from the Computer Support Officer in the roles ascribed to him.

Salary Scale: Rs 17,565 x 260 - 17,825 x 275 - 18,925 x 300 - 19,525 x 325 - 21,475 x 375 - 22,225 x 400 - 23,425 x 525 - 26,050 x 675 - 27,400 x 825 - 35,650

Age Limit

Candidates, unless already in Service, should **not** have reached their 45th birthday by the closing date for submission of applications.

Mode of Application

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form should be submitted to the Manager at the above address not later than **Thursday 26 October 2023 at 3.00 p.m.** The prescribed application form is available during office hours (weekdays only) at the Head Office of the Small Farmers Welfare Fund, 2nd Floor, MCIA (ex-FSC Building), St. Pierre, or on the website of the SFWF <http://sfwf.govmu.org>.

26 September 2023