

Bithika Innovates Private Limited invites applications from self motivated, sincere and goal oriented candidates for the following post and vacancies. Please read the instructions and advertisement carefully before applying.

Instructions:

1. All applications along with necessary documents must be self attested, scanned and forwarded to email id bithikainnovates@gmail.com with subject line as

APPLICATION FOR THE POST OF..... (Post Name).

2. Applications received with improper subject line will be summarily rejected.
3. Please adhere strictly to the advertisement and do not apply if you do not fulfil the employment criteria.
4. Please give valid email id and mobile number for future communications.
5. Selected applicants will be communicated via email only for interview on stipulated date and time.
6. Applicants must bring original certificates and Curriculum vitae duly completed, signed and with recent passport size coloured photograph duly affixed (not stapled) at the time of interview.
7. Selected eligible candidates will be issued offer letter and date of joining through email after any point of time based on company's requirement. No queries on date of joining will be entertained.
8. Company reserves the right to accept /reject applications.
9. Selection for the posts will be based on best eligible candidates per company's requirements and no (R) no queries from non selected candidates will be entertained.
10. Validity of advertisement: ***Till the time this advertisement appears in the website.***

Post: IT COORDINATOR

No. of vacancies: 01

Gender: No Bar

Age limit: Must be above 18 years and below 30 years of age as on date of application.

Pay & Perks: 12000/- (includes Pay + Conveyance allowance + ESIC + EPF)

Job Profile:

- (a) To install, operate, maintain and repair IT assets & CCTV systems (both Hardware & Software) of company.
- (b) Periodic maintenance and upkeep of IT assets & CCTV Systems.
- (c) Managing Company websites and cyber security & web page designing.
- (d) SEO Management and inter-organisation Networking.
- (e) Provide support in digital marketing campaigns & Customer support.
- (f) Problem solving capabilities/ troubleshooting hardware/software issues.
- (g) Installation, commissioning of IT hardware and software at client locations.
- (h) Assist in IT related procurements and inspections/testing.
- (j) To ensure implementation & maintenance of high levels of IT privacy protocols.

** The above job profile is not limited and is all exclusive.

Educational qualifications:

1. **Minimum BSc (IT) / BSc (Computer Science) with at least 65% marks or a CGPA of 7 (in a scale of 10) from a recognised university. Freshers are welcome.**
2. **Diploma/ Advanced Diploma in Computer applications/ Cyber security/ Networking, or CCNA/CCNP.**
3. **Must be proficient in both hardware and software.**

Experience/Skills:

1. **Must have minimum 0-3 years experience as a IT Coordinator in a reputed company.**
2. **Must be skilled/experienced in IT & CCTV system hardware and software troubleshooting.**

3. Must have knowledge of various digital platforms, DSC operations (encryption), routers and switches (O&M).
4. Must have knowledge of Networking (LAN/WAN/ Proxy servers).
5. Experience of working of Webpage designing & Servers preferable.

Documents required:

1. Self attested, scanned copies of educational qualification certificates and Date of birth.
2. Identity proof (any one of the following - Aadhar Card/ PAN Card/ Voter ID card)
3. Last employer release letter and/or previous employer's pay certificate (compulsory in case previously employed)
4. Experience certificates (if any)

Mode of application: Online (through email only)

*** Please forward curriculum vitae along with supporting documents to email id- bithikainnovates@gmail.com only. Phone calls/whatsapp messages will not be entertained.**