

Applicants are required to appear for **Virtual Interview** with prior intimation to hr@kiht.in before **23rd February 2026**. Kindly send your profile with educational certificates, pay-slips for the recent three months, experience certificates and other documents. Shortlisted Applicants will be intimated over email with interview dates (**04.03.2026, 05.03.2026, 06.03.2026 and 07.03.2026**) along with the virtual link on or before **2nd March 2026**.

Assistant- IT

Terms of Reference:

1. Foundational understanding of computer hardware and networking • Basic knowledge of IT infrastructure and security principles .
2. Troubleshooting and problem-solving skills Familiarity with routers, switches, and network devices.
3. Eagerness to learn and adapt in a dynamic IT environment.
4. Support in setting up and maintaining network infrastructure
5. Assist in hardware diagnostics and maintenance.
6. Provide operational support for switches, firewalls, Wi-Fi systems, and surveillance (CCTV) setups
7. Assist the IT team in configuring and maintaining network devices.
8. Support server and storage system operations.
9. Document network architecture and layouts
10. Provide first-level technical support to users Participate in end-to-end implementation of IT infrastructure projects

Eligibility:

1. Qualification- Bachelor's Degree / Graduation / Diploma in Computer Science Engineering (CSE) Information Technology (IT) Hardware & Networking Networking Technology IT Infrastructure & Security.
2. Experience: 1- 2 years of relevant experience.
3. Strong knowledge Hardware & Networking in IT
4. Domain Expertise -Hands-on experience with servers, switches, and firewalls.
5. Familiarity with network monitoring tools and troubleshooting techniques.
6. Relevant similar certifications based on industry.
7. Managing Layer 2/Layer 3 switches and wireless controllers.
8. Experience with high-availability setups and large user environments.
9. Computer literacy includes advanced proficiency with Microsoft Office (Excel, word and PPT).
10. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, decision making, excellent oral and written communication skills in English.
11. Must have team spirit, agility, leadership, initiative, time management, prioritizing and the ability to handle a complex and varied workload.
12. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
13. Ability to handle urgent matters, multiple tasks simultaneously and quickly complete the assigned tasks.
14. Willingness to travel.
15. Age up to 30 years.