

Terms of Reference

About Andhra Pradesh Medtech Zone (AMTZ)

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Andhra Pradesh MedTech Zone (AMTZ) is India's premier medical technology manufacturing cluster and one of the world's largest MedTech ecosystems, housing **180+ companies** engaged in the research, development, and manufacturing of life-saving medical devices. Built in a record **342 days**, AMTZ offers world-class common manufacturing and scientific facilities, including advanced testing laboratories, 3D printing, laser, biomaterial, and irradiation centers. During the COVID-19 pandemic, AMTZ played a critical national role by producing **100+ ventilators, 500 oxygen concentrators, and 1 million RT-PCR kits per day**, while also deploying innovative solutions such as mobile hospitals, RT-PCR vehicles, and oxygen plants to strengthen healthcare delivery across India.

Company Website:

<http://amtz.in/>

<http://kiht.in/>

<http://biovalley-amtz.in/>

<https://medivalley-aic.in/>

Job Title

Associate-IT (Hardware & Networking)

Key Responsibilities

1. IT Asset Deployment: Configure, install, and allocate laptops/desktops to employees with standard operating systems, licensed software, and applications as per company policies.
2. End-User Technical Support: Provide first-level technical support by troubleshooting hardware, software, operating system, and peripheral-related issues through calls and on-site assistance.
3. Printer Administration: Configure printers, provide printer access to users, resolve printer-related issues, and record monthly printer meter readings.
4. Network & Connectivity Support: Assist users with internet connectivity, basic network troubleshooting, and wireless access point configuration and maintenance.
5. IT Asset Management: Perform asset tagging and support asset allocation, return, and verification activities.
6. User Access & IT Operations: Assist in providing system, network, and printer access while supporting day-to-day IT operational activities.
7. Access Points: Physical Installation of access points, Biometrics, cameras and LAN cabling, crimping.

Qualification & Experience

1. **Education: Bachelor's** in EEE,ECE, or a related field.
2. Experience: Minimum 1-3 years of experience in Hardware & Networking.
3. Technical Skill Set experience in the respective field.
4. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
5. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritizing and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with a flexible working schedule to meet the needs of the Company.
8. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks.
9. Willingness to Travel.
10. Age up to **30** years.