

Below is the tentative draft of "Technical Support staff" for the Electronic Prototyping Module.

Job Description: Technical Support Specialist - Electronic Prototyping

We are seeking a proactive and skilled Electronic Technical Support Staff member to join the Centre for Excellence in Design program in Indian Institute of Science (IISc), supporting a prestigious long-term training program initiated by the Government of Karnataka. This role is instrumental in ensuring the seamless operation and technical efficiency of program activities, providing essential support to participants and facilitators

Technical Assistance and Setup:

Provide technical support and troubleshooting assistance to users, ensuring the smooth operation of electronic devices, systems, and related software.

Assist in setting up, configuring, and testing electronic equipment, including computers, network devices, and specialized hardware.

Material Management:

1. Perform routine maintenance, diagnostics, and updates on electronic devices and systems to ensure optimal performance and reliability.
2. Coordinate repairs and manage service requests, maintaining detailed logs of maintenance and troubleshooting activities.
3. **Student and Faculty Support:**
 - a. Provide hands-on guidance to students during activities.
 - b. Offer technical insights during product teardowns and help students.
 - c. Address queries and technical challenges faced by trainers, administrative teams and students during operation of equipment.
4. **Safety and Maintenance:**
 - a. Enforce safety protocols for materials
 - b. Conduct routine maintenance of equipment to ensure operational efficiency.
 - c. Ensure electronic systems and workspaces are properly set up and operational for day-to-day activities or special events.

Documentation and Reporting:

- a. Assist in creating and maintaining technical documentation, including equipment manuals, system guidelines, and troubleshooting procedures.

- b. Support in the preparation and dissemination of user guides and training materials for electronic systems and tools.

Additional Responsibilities:

- c. Perform any other duties as required by the organization, ensuring alignment with technical support and maintenance objectives.

Technical Expertise:

- Knowledge of operation of electronic devices such as Oscilloscopes, data logger functions generators etc.
- Knowledge of microcontroller and related software (Arduino and Raspberry Pi, ESP 8266).
- Should be familiar with implementing IOT concepts into hardware projects.
- Strong organizational and problem-solving skills, with the ability to prioritize tasks and manage time effectively.
- Excellent communication skills and the ability to interact professionally with diverse stakeholders.
- **Problem-Solving Skills:** Ability to troubleshoot technical issues related to hardware and software used in prototyping.
- **Communication Skills:** Strong ability to guide and assist students and instructors with patience and clarity.
- **Organizational Skills:** Ability to manage inventory, schedule equipment usage, and coordinate materials effectively.

Salary:

The consolidated salary offered will be commensurate with qualifications and experience, ranging from INR 30,000/- to INR 1,10,000/- per month. The final salary decision will be based on the candidate's performance during interviews, their relevant experience, and other pertinent factors.

Educational Background: B.Tech/M.Tech/M.Sc in Electrical/Electronics Domain

General Conditions:

1. **Duration:** The positions are on contract and will be temporary for a period of ONE year and renewable annually for a maximum period of 5 years, based on satisfactory performance and at the discretion of the authorities of the Institute.
2. **Selection Method:** Interview for short listed candidates will be held Online or at Indian Institute of Science Campus, Bengaluru, which will be notified.
3. Applicants who possess the minimum educational qualification as on the date of advertisement only need to apply.
4. Candidates would be expected to work on any of the three shifts including night shifts and holidays, except for the female candidates.
5. No accommodation will be available on the Institute campus.
6. Admissible age relaxation for SC, ST, OBC and PH will be extended.

Application Process:

Interested candidates should submit their resume, a cover letter detailing relevant experience, and a portfolio (if applicable) to dcoe@fsid-iisc.in with cc to chair.cpdm@iisc.ac.in by 14th February, 2025