

**Artech Infosystems**  
**Off Campus Recruitment – 2012 Batch**  
**(For BCA & B.Sc IT)**

**Company** : ARTECH  
**Website** : [www.artechinfo.in](http://www.artechinfo.in)  
**Date** : Saturday, 15th Sept 2012  
**Interview Time** : 8:30 am  
**Venue** : Artech Infosystems Pvt Ltd  
Infospace, Plot No. 2, Tower - B,  
Ground Floor, Sector - 62  
NOIDA, UP 201309  
Landmark Close to NH 24, Opp Father Angel School

**Eligibility** : BCA / B.Sc. (IT) / **Bachelor's Degree or equivalent (10+2+3)**  
**Desirable:** Graduation preferable in IT stream,  
A+ Certification, DOECC O LEVEL / A LEVEL, MCSC, MCSE, CCNA, GNIIT.

**Responsibilities/ Major Deliverables:**

- Knowledge of PC hardware & network tools.
- Knowledge of MS office/ outlook/exchange & operating system troubleshooting skills
- Wireless/ Wi-fi/VPN knowledge & troubleshooting skills
- EXCELLENT WRITTEN AND VERBAL COOMUNICATION

**Domain Specific Skill sets**

- Good oral/written communication skills

- Good comprehension & listening abilities
- Logical and Analytical skills
- Strong customer skills
- Ability to multi-task
- Eye for detail

**Work Activities:**

End User Services (EUS) deals with providing Level 1 & Level 1.5 support to the employees/ vendors of our clients. EUS also deals with ID provisioning & de provisioning and IMAC coordination activities for the IT service desk. Service provided for each of these Clients.

**Documents Require (Mandatory)**

1. Passport Size color photos - (5 Nos)
2. Photocopies of all Mark sheets
3. Updated Resume - (2 Nos)
4. A4 sheets for rough work – (Min 20 Rough Sheets)
5. Hardboard for writing Exam – (Very Important for writing exams)

*My best wishes are with you!*

**Prof. (Dr.) Ajay Rana**

Director - ATPC