



# **ROLES AND RESPONSIBILITIES OF TECHNICAL MANPOWER (JOB DESCRIPTION)**


As per letter bearing No.  
3403/HCS dated 11/09/2012  
High Court of Sikkim

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# **SENIOR SYSTEM OFFICER (SUPREME COURT & HIGH COURTS)**

- Assist the High Court in ICT system administration and management.
  - Manage ICT infrastructure: computers, scanners, printers, LAN, Internet, switches, routers, modems, Wi-Fi.
  - Vendor interaction for support and maintenance.
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# **Senior System Officer (Supreme Court & High Courts)**

- Install and maintain OS, office tools, applications; generate hard/soft reports.
  - Train judges and court staff in using IT resources.
  - Resolve ICT-related issues for District & Subordinate Courts.
  - Other technical duties as assigned by the High Court.
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# **System Officer (Supreme Court & High Courts)**

- Assist Central Project Coordinator and Senior System Officer.
  - Independently discharge technical responsibilities as needed.
  - Other duties as assigned by the High Court.
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# **System Assistant (Supreme Court & High Courts)**

- Maintain ICT hardware (LAN, UPS, DG set, ACs).
  - Coordinate with service providers.
  - Other duties as assigned by the High Court.
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# **System Officer (Districts & Subordinate Courts)**

- Assist District & Taluka level Project Committees in ICT management.
  - Manage ICT infrastructure: computers, scanners, printers, LAN, switches, routers, modems, Wi-Fi.
  - **Video conferencing setup**
  - Vendor coordination.
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# **System Officer (Districts & Subordinate Courts)**

- Install and maintain OS, office tools, applications.
  - Train judges and staff.
  - **Video conferencing setup**
  - Other technical tasks as assigned by the High Court.
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# **System Assistant (Districts & Subordinate Courts)**

- Maintain ICT hardware (LAN, UPS, DG set, ACs).
  - Coordinate with service providers.
  - **Video conferencing setup**
  - Other technical duties as assigned by the High Court.
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