

DUTIES & RESPONSIBILITIES

The Senior Technical Officers shall work to achieve the goal of e-Courts Project in India and also to technically equip the available human resources in the districts. He/she shall regularly update skills and shall work for proper implementation of the e-Courts project in the State of Nagaland. The Senior Technical Officers will have following duties and responsibilities, namely: -

1. He/she shall report to the District & Sessions Judge/ Chief Judicial Magistrate In-charge of the concerned District where he/she is posted.
2. He/she shall have to regularly verify online data and physical data (i.e., physical cases available and cases shown online in the system) so as to generate adequate and accurate reports (Cause list, Disposal Register, Type of cases, Stage of a case, Quarterly & Monthly Statements, Pending Case Statements etc.).
3. He/she shall be responsible for maintenance and implementation of the Case Information System (CIS) running in the various courts in the district, regular backup of the software and database etc., training of court staff with various modules and facilities of CIS.
4. He/she shall be responsible for maintenance and upkeep of ICT infrastructure such as computers, scanners, printers, information Kiosks, LAN, UPS, VC equipment, internet connectivity, communication equipment such as switches, routers, modems, Wifi etc. in the district where posted.
5. He/she will maintain proper inventory and records of all ICT equipment in the district.
6. He/she shall interact with the vendors for maintaining and supporting the equipment.
7. He/she shall be responsible for hardware installation (computer, printer, scanner, etc.) and maintenance of Operating Systems, Office Tools, customized applications.
8. He/she shall assist in training of the Judicial Officers and court staff for effective utilization of IT resources.
9. He/she shall maintain and update the District Judiciary website along with performing data transfer to National Judicial Data Grid (NJDG).
10. He/she shall keep a close eye on new innovation and take initiative to develop customized applications as required by Court from time to time in the district.
11. He/she shall perform such other technical activities and support duties as assigned by the High Court or the Central Project Coordinator, eCourts Project from time to time.