

Advertisement No. 04/ 2015

The Detailed CVs are invited for the following posts at Indraprastha Institute of Information Technology, Delhi (IIIT-Delhi), a State University created by an Act of Govt. of NCT of Delhi:

1. Junior Manager/ Assistant Manager (System Admin & Networking)

No of Posts: 03 (ST-01, OBC-01, Unreserved-01)

Employment type: Full-time, Regular (initially a five (05) years contract will be given).

Roles & Responsibilities:

- All Hardware/ Software/ Networking Troubleshooting (Level 2)
- Management of User Accounts
- MAC Address Registration
- Installation, maintenance and backup of all Linux and Windows VMs, Switches etc.
- UPS Maintenance
- All Call Logging with AMC vendors and service providers
- Hardware and Software support for Desktop/ Laptop/ Printer/License servers
- Maintenance of Wi-Fi APs
- Maintenance of all Linux and Windows application and database servers
- Network Switch port configuration
- Storage LUN mounting and Tape Library backup
- IT Portal, Vendor Management Portal and File Movement system maintenance
- Prepare reports
- Any utility software creation and maintenance
- Should have Server and network hardware knowledge. Pre sales experience will be preferable.

Pay and Other Benefits

Pay Scale: Rs. 13,500-39,000/ 17,200-39,000 (Equivalent to PB-2 with grade pay of Rs. 4,200/4,600 in Government), depending upon the experience. In addition, DA will be applicable as per Central Government rates. Other benefits like HRA/ Leased Accommodation, LTC, Telephone Reimbursement etc, which are generally same as in IITs, will also be applicable.

The CTC at the initial of the scale will be Rs. 52K* and Rs. 64K *(approx.) Additional Increments can be given to deserving candidates.

* To be revised as per recommendation of 7th pay commission.

Qualifications and Experience:

Essential: Degree in engineering/BCA/MCA/Diploma or equivalent with 55% marks with 1/3 years of relevant experience.

Preference would be given to

1. Candidates having experience in Linux server administration
2. Candidates having experience of webserver management etc.
3. Having working experience of educational Campus IT infrastructure/ MNC of repute with knowledge of networking,
4. Good interpersonal and communication skills in English and Hindi (both oral and written).

Working days: Six days a week.

Age Limit: 30 Years

General Information/Condition/Instructions:

1. The appointment will be on Regular basis (initially up to five (05) years contract will be given).
2. For appointments, the level/ designation will be decided by Selection Committee based on the performance of the candidate in interview.
3. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
4. Shortlisted candidates will be informed for interviews through e-mails only.
5. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
6. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. The institute reserves the right not to recruit against any or all the posts.
8. Qualifications/Experience/Age may be relaxed for exceptional candidates. Also higher position can be offered to candidates having more relevant experience.
9. The candidates may be considered for higher/lower grade/ scale depending Upon their profile.
10. The selected candidates will be expected to join within one month from the offer of appointment.
11. The information received will be accessible under RTI Act only up to six months from the date of closing.
12. Reservation as per norms exists. Candidate may specify the category they belong to and attach documentary proof for the same.
13. No Hard copies are to be sent.
14. Last date for apply is **July 20, 2016**.

How to apply:

The interested candidates may send the detailed CV in the Recommended Pro forma below through email @ admin-hr@iiitd.ac.in with subject “**Post of (Name of the Post) at IIIT-D**” latest by **July 20, 2016**.

Recommended Pro forma of Applicant's Resume

The resume should have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Name of the applicant
2. Date of Birth
3. Category (General/ SC/ST/ OBC/PH)
4. Post applied for
5. Education record
6. Work experience (Briefly discuss roles & responsibilities)
Start with the most recent employment
List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
7. References
List names of at least three referees, who can testify your work experience, skills, achievements, and personal integrity.
Provide their names, current designation, current employer, location, e-mail addresses and landline or mobile phone numbers
8. Contact details
Postal address, e-mail address and mobile/phone number