NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATIRAJ
(An Organisation of Ministry of Rural Development, Government of India)
Rajendra Nagar, Hyderabad – 500030

National Institute of Rural Development and Panchayati Raj is a premier Institute providing training, research and consultancy activities in rural development. Centre for Information and Communication, NIRDPR invites online applications from qualified and experienced person for the position (**01 no**.) of **Senior IT Administrator** on purely on short term contract basis for the period of **two** years. The details with regard to the remuneration, qualifications, experience, age, etc., are asfollows:

Position: Sr. IT Administrator

Roles &Responsibilities :

1. **Supervising Various MIS Development work**

   The development of various applications/software at CICT are managed using three tracks –

   - NIRD-PR web site development
   - NIRD-PR ERP development
   - Other Applications

2. **Supervising H/W or S/W maintenance related work**
3. **Vendor Management**

   - Meeting/Negotiating Vendors
   - Inviting/Managing quotations for store/purchase committee
   - Assessing vendors deliveries
   - Follow up

4. **Interaction with Centre Heads and other Senior Officials**

   CICT receives various requests and support complaints from various schools/centres every day. The person will have to interact with Centre Head/Professors, understand their requirements, determine solution, explain

them the solution and constraints if any etc. for effective implementation of IT services from CICT.

5.   **Managing interaction with GoI Agencies for –**

- eOffice related issues
- gov.in mail id related issues
- VPN related issues
- Digital Signature related tasks
- Gem Portal related issues
- Tender uploading on eTender Portal
- Internet Connectivity
- Bio-metric Attendance

6.   **Managing Data Centre**

- Managing available servers and their effective usages
- Managing networking equipment and their effective usages
- Predicting and managing stocks of H/W components required for day to day activities.
- Monitoring regular necessary backups

Contract Tenure : 2 years will be renewed thereafter as per need.

No of Position : 1

Experience : 10 Yrs in IT Industry

Salary : 70,000/- (Rupees Seventy Thousands Only) per month.

Age : 40 years.

Qualification

- B/E/B.Tech/MCA/M.Sc in Computer Science, Information Systems or Electronics.
- 3-5 years of supervisor experience managing techs in IT Infrastructure support and server administration in a mid-sized environment.
- 3-5 years of supervising teams supporting and troubleshooting distributed, N-Tier applications, software, and operating systems.
- Must have demonstrated expertise in two or more of these areas:

    o 'Systems administration (Linux and/or Windows Servers)
    o Networking (DNS, TCP/IP)
    o Programming / scripting (Java, Perl, Ruby, C#, and/or PHP)
    o Demonstrated examples of process improvement execution
    o Demonstrated examples of a drive to dig into the details of a system or process to solve customer problems

- Excellent oral and written communication skills
- Ability to work independently, with little direct management

- Open to provide after-hours support as needed
- Experience supporting customers in an Operations environment

Preferred Skill Set

- Knowledge of data centre ecosystem (cooling, electrical, networking, and structured cabling)
- IT Hardware Concepts: • RAID • SAN • x86 Architecture • SCSI
- Linux/Unix Administration:
- Boot Process • GRUB/LILO • File Systems
- Network device and protocol configuration
- Directory Structure
- Performance Management/Troubleshooting
- Base Operating System Install
- Some experience with Perl, Python, Bash or Java
- Core OS Services: ssh, telnet, ftp, nfs, dns, dhcp, samba, ldap, cvs
- Previous experience working in a Data Center environment (racking & stacking gear, cable management, hot & cold aisle containment).
- Networking Protocols (OSI Model)
- Copper/Fiber Optic Testing/Cabling Standards
- Participate in the installation, monitoring, maintenance, support, and optimization of all production server hardware, software.
- Ability to quickly learn new technologies and keep up with the latest technologies.
- Advanced knowledge of network architecture and protocols.
- Experience with enterprise administrative scripting using a major scripting language (Powershell, Bash, Perl, etc.)
- Outstanding organizational skills, ability to prioritize effectively, and experience with technical project management.
- Highly service-oriented, reliable, responsible, self-motivated, and enthusiastic.
- Excellent communication skills and ability to interact professionally with a diverse group of customers and staff.
- Experience providing client-facing, direct customer support and service.
- Ability to interact with all levels of an organization in a professional, and tactful manner.
- Ability to work productively in cross-functional teams or resourcefully and independently as an individual

General conditions:

- This assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR infuture.
- The Institute has a right to shortlist the candidates as may benecessary.
- Canvassing in any form will be treated asdisqualification.
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection orengagement.

- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptionalcases.
- The selection will be at NIRD&PR, Rajendranagar,Hyderabad.
- The candidates should apply through online registration available on the websitewww.nirdpr.org.in;http://career.nirdpr.in/

The last date for submitting applications online is **28.06.2020 till 05:30 PM.**

The shortlisted candidates will be informed about the date, time and venue of the Interview.

Sd/-
Assistant Registrar (E) i/c