टाटा सामाजिक विज्ञान संस्थान

Tata Institute of Social Sciences

(Govt. of India funded Multi-campus Deemed University under section 3 of the UGC Act, 1956)

Off – Campus, Hyderabad

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Online applications invited for post of "System Administrator"

1. General Information

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. TISS offers Master Degree Programmes, M. Phil. And Ph.D. Programmes in the field of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses.

The Hyderabad Campus of the institute is currently looking for bright candidates to work with the Computer Centre and thereby to strengthen the IT infrastructure.

Online applications are invited for the post of System Administrator to be filled on **contract basis** for a period of one year.

2. Essential Qualification:

Masters in Computer Applications (MCA) or B.E./ B.Tech. (Computer science/ IT) with minimum of 55% aggregate marks with certification in RHEL/CCNA.

3. Salary: Rs. 35,000 per month (consolidated pay)

4. Last Date of Filling of Online Applications: 30 December 2021

5. Experience:

1. Experience in managing Desktop, Laptop, Printer working with free and open source software (Windows, Linux and Mac).
2. Experience in working with different application program with voice and video (Sykpe, WebEx, Zoom).
3. Experience in working with any of the GNU/Linux distributions like Redhat, Debian, CentOS practical for updating patches etc.,
4. Experience in upgrading the browser and understand the browser features to support.

5. Ability to manage remote management tools to support for the systems which are for remote working environment.
6. Working with Ticketing & IT Inventory System for maintaining the calls and equipment.
7. Managing the networking switches, routing, IP address as part of system administration skills.
8. Managing and configuring the centralised network printer and managing CCTV system.
9. A proven track record of working with organisation management in developing and implementing IT strategy and plans)

Relevant Work Experience: 2 years or more

6. Nature of the Job:

O/S management of Linux systems in the hosting environment including both routine updates and planning and management of longer-term infrastructure upgrades. Software management & Management of the storage infrastructure including backups and general Information Technology housekeeping. Routine system administration tasks such as log analysis and other relevant activities.

Manages the data center and computer host systems including hardware, software and equipment such as air-conditioning system, UPS (uninterrupted power system) and fire protection system. Perform troubleshooting as required lead problem-solving efforts often involving outside vendors and other support personnel and/or organizations. Interact with various OEM's and vendors to discuss various requirements of TISS IT infrastructure.

7. Application Fee

Application Fee for Rs 1000/- to be paid online. Application fee for SC/ST/PWD candidates will be Rs 250/-, if they attach the required Certificate with the online application form. The women applicants are exempted from the payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

8. Other Conditions.

a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

d) No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.

f) No TA/DA is payable for appearing for the interview, if the interviews are held at the Institute's premises.

g) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

9. **Application Process and Interview.**

   a. Candidates are requested to apply online through the link (Apply Now) provided along with this advertisement on the Institute website www.tiss.edu.

   b. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.

   c. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Hyderabad or through an online platform.

Note: The selected candidate has to join within 15 days of the selection.

Deputy Director