



# INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

F.No. 5(7)/2016-INST

Dated: 02.05.2018

## VACANCY

Institute of Nano Science and Technology, Mohali invites applications from the eligible candidates for the engagement of a System Administrator purely on contractual basis through an outsourcing agency, initially for a period of one year (may be extended depending upon the satisfactory performance of the candidate and requirements of the Institute), as per the following details:

Sr. No.	Position	Consolidated remuneration per month	Number of positions	Qualifications & Experience	Age limit as on 01.06.18
1	System Administrator	Rs. 35000/- p.m.	01 No.	<b><u>Educational Qualifications:</u></b> B.E. / B.Tech (Computer Science / IT) <b>OR</b> Bachelor of Computer Applications (BCA)  <b><u>EXPERIENCE:</u></b> Minimum 2 years of experience in an Academic/Research/Industrial Institutions, providing IT services / webpage development etc.	35 Years

### **Job Profile:**

The person will provide IT supports to all the members of the institute, manage firewall, servers, trouble shooting for LAN and WAN including passive and active components, will manage the entire network, provide technical support for both hardware and software issues, respond to and resolve any technical or non-technical issue related to computer and IT, Install and testing computer-related equipment. Candidate has to maintain the INST website (manage, update and upgrade of the entire institutes website). Regular uploading of Advertisement, Tender notification, Newsfeed, profile contain, photos, instrument booking slots etc. Candidate has to manage institute social media and microblogging sites (Facebook, Tweeter, Instagram, Flickr etc.). Candidate has to manage the ISPs and main servers. Creating and maintain the E-main and other computer related accounts for all the users and will also be responsible for regular maintenance and update of anti-virus software and data security protocols. Will also maintain the data centers and HPC clusters."

## **GENERAL INSTRUCTIONS**

1. Eligible candidates may apply in the prescribed Application Form available on the Institute website.
2. In case of exceptional candidates, the experience criteria may be relaxed by the Institute.
3. Attach self-attested photocopies of certificates / documents in support of educational qualification, experience, Age and NoC in case of candidates from government departments.
4. The duly filled Application Form along with copy of certificates should reach this office by **1<sup>st</sup> June, 2018** i.e. the last date for receipt of applications. Applications received after due date shall not be entertained.
5. Candidates may also send a **soft copy of their application in excel format** in the attached **Synopsis** proforma by email at [instrectt2015@gmail.com](mailto:instrectt2015@gmail.com) by **17.05.2018**, but the **hard copy** in original will be **MUST**.

**CFAO, INST**

**Encl:**

1. Application Form
2. Synopsis Proforma