Indian Institute of Information Technology Sri City, Chittoor
An Institute of National Importance under an Act of Parliament)

Reference No: IIITS/Recruitment/Staff/Systems/2023/09/05, 9 & 10

Opening Date: Sep 13, 2023   Closing Date: Sep 27, 2023

Advertisement for Recruitment of
IT System Admin/ Network Admin
IT Engineer / and
IT Manager/Assistant Manager on contract basis

Indian Institute of Information Technology Sri City, Chittoor known as IIIT Sri City (IIITS) was established in 2013 by the Ministry of Education, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research and development. IIITS offers BTech in three programs (1) Computer Science & Engineering (CSE), (2) Electronics & Communication Engineering (ECE); and (3) Artificial Intelligence and Data Science (AI & DS) and also offers PhD programs. The institute is located in Sri City about 70 KMs from Chennai on the Nellore Highway. Visit www.iiits.ac.in for more details.

IIIT Sri City is looking for highly motivated professionals for the position of Manager/Assistant Manager - IT who will provide catalytic support through strategic and proactive initiatives at IIIT Sri City.

Qualification & Experience:

Manager/ Assistant Manager:
- Bachelor's Degree in Engineering in CSE, ECE, IT or related fields such as MCA or MCS as well
- For Manager: Minimum 7 years of total experience in IT Systems and Networks Management.
- For Assistant Manager: Minimum 4 years of experience in IT Systems and Networks Mgmt
- The candidate should have preferably 1 year of working experience in any of the PSUs/Autonomous Institutes/CFTIs (IITs/IIITs/NITs/Others).
- The candidate should have strong leadership management skills, as well as experience in strategic planning and management of network infrastructure

IT System Admin/Network Admin/IT Engineer:
- Diploma or Bachelor's Degree in Engg. in CSE, ECE, IT or related fields such as BCA or BCS as well
- Minimum 3 years of full-time experience in core IT Systems and Networks Mgmt

For all Posts:
- Excellent verbal and written English language and communication skills
- Attention to detail, ability to multi-task and good team playing skills
- Excellent managerial, collaboration and networking skills with a proactive approach to work
- Strong experience in working with teams, managing subordinates and handling administration processes

Responsibilities:
Key Responsibilities include, but are not limited to:
Manager:
- Overseeing the design, development and maintenance of the Organizations IT systems, Networks and applications
- Developing and implementing IT and network policies and procedures as and when required
- Ensuring that our IT and network infrastructure is secure, reliable and scalable
- Leading the evaluation and selection of technology solutions, especially towards network domain
- Installation and configuration of routers, switches and other hardware in computer labs, Admin, Academic and Faculty offices.
- Plan, design, documentation, and implementation of various systems - desktop PC's, servers, network equipment, and software applications
- Assign IP pools to different blocks - admin office, labs, faculty, PG workspace, UG workspace and Hostels
- Maintain records of static IP addresses assigned to different systems, CCTV, servers, printers, access points, WIFI routers and bio-metric devices, etc.. in shared drive
- Installation and configuration of bio-metric devices in campus and Hostels and registering bio-metric credentials of students, staff and faculty
- Responsible for entire IT and network infrastructure in the Institute

Asst Manager:
- Overseeing the design, development and maintenance of the Organizations IT systems, Networks and applications
- Developing and implementing IT and network policies and procedures as and when required
- Ensuring that our IT and network infrastructure is secure, reliable and scalable
- Leading the evaluation and selection of technology solutions, especially towards network domain
- Managing IT systems, networks and and resources
- Monitor and maintain the use of the LAN, photocopiers and printers
- Create user accounts of all students, staff and faculty in LDAP server and password resetting if needed.
- Setup and configuration of WIFI routers and access points inside the campus and Hostel blocks.
- Monitor and carry out periodical maintenance of equipment on regular intervals.
- Collate, maintain and update asset details such as S.No., license, hard disk size, RAM, manufacturing details of all the desktops, printers etc.
- Implement login based internet access policy in hostels and academic area.

- Create, modify and delete users in watch-guard firewall, giving access through LDAP server and troubleshoot login issues
- Assistance in the organization and inventory of all hardware and software resources.
- Design, install, upgrade, configure and repair Local and Wide Area Network, hardware and infrastructure
- All IT tasks as specified by the Institute IT Committee

System Admin/Network Admin/IT Engineer:
- Design, install, upgrade, configure and repair Local and Wide Area Network, hardware and infrastructure
- Install and test computers and related network hardware in a LAN/WAN environment.
- Overseeing computer security and anti-virus updates etc.
- Troubleshoot and repair LAN and hardware issues for the desktop computers and computer lab desktops, keyboards, mouse and LAN cables, etc..
- Repair and troubleshoot I/o LAN work and RJ45 joking work
- Monitor computer labs during lab session for effective functioning
- Maintain and setup P.A system for class rooms.
- Monitor CCTV footage of entire campus.
- Maintenance of printers and scanners with replacement of cartridges
- Maintain IT accessories, batteries, remotes, HDMI cables and pointers.
- Setup and configuration of WIFI routers and access points inside the campus and Hostel blocks.
- Monitor and carry out periodical maintenance of equipment on regular intervals.
- Collate, maintain and update asset details such as S.No., license, hard disk size, RAM, manufacturing details of all the desktops, printers etc.
- All IT system and network administrator tasks as specified by the Institute IT Committee

Nature of appointment   : Purely temporary and no guarantee for regular appointment
Type of role   : Contract for a period of 11 months (extendable based on
                                                      performance and the requirement of the Institute).
Location   : Sri City, AP
Compensation   : Commensurate with qualification and experience
- **Manager**   :   Rs. 50,000/- to Rs. 60,000/ pm (on consolidated pay)
- **Assistant Manager :**   Rs. 35,000/- to Rs. 40,000/- pm (on consolidated pay)
- **System Admin/Network Admin:** Rs. 30,000/- to Rs. 37,000/- pm (on consolidated pay)
Start Date   : Immediate

Note: The candidate may be offered a different position based on existing qualification, experience and skill sets, if he/she is willing.

How to Apply:
Filled in Application Form (prescribed format only) along with supporting documents with signature on each page and passport size photograph in scanned version should be sent to careers.staff@iiits.in (only) on or before 27/09/2023. However, hard copy of application along with documents should reach the undersigned before 30/09/2023 (Please note that hard copy of the application along with all documents is compulsorily required). Address for sending the hard copy of duly filled in application with

supporting documents with signature on each page in a cover superscribed with "Application for the Post of Manager/Assistant Manager-IT" "Name of the Candidate" by Speed Post is:

The Registrar
Indian Institute of Information Technology Sri City, Chittoor
630 Gnan Marg, Sri City, Tirupati District - 517 646, AP, India

Call letters will be sent through e-mail to the candidates shortlisted for the interview. Candidates called for interview will be required to attend at their own expenses

Note:

1. Mere fulfillment of the minimum qualification will not vest any right on a candidate for being called for a written test/skill test/interview, etc.
2. The Institute reserves the right to hold a written test /skill test /interview as the case may be to select candidates for these positions.
3. The Institute reserves the right of rejecting any or all the applications without assigning any reasons thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
4. The Institute reserves the right to relax any of the qualifications and/or experience in exceptional cases of meritorious candidates. Higher initial pay may be given to exceptionally qualified and deserving candidate(s). The Institute reserves the right not to fill any/some posts herein advertised, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "Interim Enquiry will not be entertained."
5. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for an interview.
6. In case of any advertisement mistake in the process of screening/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidates.
7. Candidates shall have to produce original documents for verification at the time of appearing in the selection process.
8. In case of any dispute /ambiguity /confusion that may occur in the process of selection, the decision of the institute shall be final.
9. Any corrigendum or amendment regarding this advertisement will be published on our website www.iiits.ac.in

Col. T. Umasankar, Retd.
Registrar.