

## Job Description

Position Vacant: **Network Administrator at North East Regional Institute of Education (NERIE), Shillong**

Organisation Name: SSA-TC Fund-Technical Services Agency (TSA)

Company Profile: SSA-TC Fund-Technical Services Agency (TSA) is engaged in a capacity building project and wishes to recruit Research Officers. The Project is housed at the National Council of Educational Research and Training. (NCERT). The project provides support at the National and State level in Learning Achievement Surveys and Evaluation of Quality initiatives. The phase -II of the SSA-TCF-TSA Project, actively focuses on capacity building and building partnering with the RIE's in National Achievement Surveys and Evaluation of Quality Initiatives. To strengthen and support the IT facilities at the RIEs, Network Officers are required at each of the five RIE locations -Ajmer, Bhubaneswar, Mysore, Bhopal and Shillong.

### Job Description/ Responsibilities

#### **Manage Networks**

- Monitor and configure networks to optimise performance and resolve faults.
- Ensure network infrastructure is up and running efficiently at all times.
- Install, configure and maintain PCs and laptops, other devices, network equipment and network operating systems
- To ensure internet is functional at all times.

#### **Manage desktops/Laptops and other peripherals**

- To install and configure new software and hardware
- To install, configure, maintain, and secure WiFi router
- To undertake recovery action in the event of a system failure
- To download necessary patches /drivers /upgrades for the installed software. Applying operating system updates, patches and configuration changes

- Implement and coordinate housekeeping procedures, including system back-up. Setup system of backup including partitioning and mirroring of hard disk if required so that is done in a timely manner and is secure.
- Virus updating on all machines and periodic virus cleaning.
- Performing routine audits of system and software.
- All devices on the LAN are functionally such as printers, scanners and photocopies etc.
- Protocol of permissions, access and security are being adhered to Establish and control system access and security at all levels. Adding, removing or updating user account information, resetting passwords etc, setting up user accounts, monitoring file access.

### **Administration**

- Ensure services warranty for Hardware is up to date
- Maintains logs of all calls and spare movement
- Maintains basic Inventory of IT.
- Extend support to user in basic computer skills and in using the internet and LAN effectively.

### **Desired profile Of the candidate:**

#### **Essential:**

Graduate in computer science (preferably) along with diploma in Networking and IT infrastructure Management from a reputed institute; supplemented with one or more courses in current technology. Good knowledge of Windows servers, Laptop, Printer and desktop, ability to administer a 50 + node network including firewalls, networked printers and photocopiers. Demonstrated working knowledge of current communications devices and protocols, server and desktop technologies. Good verbal and written communications.

#### **Experience:**

3+ years experience including experience as a network engineer on a medium sized network of servers, desktop

system and communications devices using current technologies.

**Duration:** Temporary posts on short term basis under special component of SSA TC Fund. The tenure of appointment is up to August 31, 2012.

**Compensation offered:** As per qualification and experience

### **Role of the Network Administrator**

This post is based at North East Regional Institute of Education (NERIE), Shillong. The post will involve working closely with the TSA office at New Delhi. The role of the network engineer is to provide support to the IT infrastructure at NERIE and facilitate it's usage for both TSA programme activities and NERIE's day to day activities

### **How to Apply**

*Interested candidates may send their resume along with application neatly typed on a plain paper to The Principal, North East Regional Institute of Education (NERIE), Upper Nongrim Hills, Shillong-793003 on or before 13 January, 2012.*