

NORTH EAST REGIONAL INSTITUTE OF EDUCATION
NATIONAL COUNCIL OF EDUCATION RESEARCH AND TRAINING
UMIAM:: BARAPANI :: SHILLONG - 793103

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Dated: August 22, 2013

Advertisement

Sub:- Recruitment for the post of one Network Administrator on contractual basis

North East Regional Institute of Education will hold a test/walk-in-interview for recruitment of one post of Network Administrator on contractual basis on 13th September, 2013 at 10.00 a.m. in the Principal's Chamber, NERIE, Umiam, Barapani. The terms and conditions of the post are as follows:

Name of the post	: Network Administrator
No. of Posts	: 1 One
Remuneration	: Rs. 15,000/- PM (Consolidated)

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 60 + 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. Or Master Degree in Computer Application at least 55% marks or Master Degree/graduate degree in any other discipline with 55% marks along with diploma in Computer Application in PGDCA or other equivalent qualification.

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.

Experience will be given due weightage.

Age	: Not above 30 years.
Relaxation	: Five years for SC/ST and three years for Women.
Duration	: One year from the date of joining.
Mode of selection	: Written Test & Interview
Date and time	: 13-09-2013, 10.00 a.m.

Note:

1. The candidates should bring a hard copy of their curriculum vitae and original certificates at the time of the interview.
2. The post is on temporary basis and only for the duration mentioned above.
3. No TA/DA will be given either for attending the interview or for joining the post.
4. Depending upon number of candidates, NERIE may hold a screening test followed by interview. The decision of the selection committee will be final.


(A. Seenivasan)
Administrative Officer