Advertisement for Non-Teaching position through Outsourcing Agency

1.	Name of Post:	• Server Administrator
2.	No. of Post:	• 01
3.	Essential Educational Qualifications required	• B.Tech./B.E. in Computer Science, Information Technology, or a related discipline with 5 years of relevant experience OR • M.Tech./M.E. in Computer Science, Information Technology, or a related discipline with 3 years of relevant experience OR • MCA with 5 years of relevant experience **(Relevant experience means in the area of server administration and its related areas)**
4.	Desirable Qualifications required if any	• RHCSA (Red Hat Certified System Administrator) or equivalent certification in Linux system administration. • MCSE (Microsoft Certified Solutions Expert) or relevant Windows Server certification.
5.	Minimum Experience (Please mention Field/ specialization and number of Years)	• Hands-on experience in server administration, including server setup, configuration, maintenance, and troubleshooting of Windows and Linux servers in a production environment. • Experience with user management, security settings, and system hardening. • Proficiency in managing virtualized environments (VMware, XCP-ng/XOA, KVM, Hyper-V). • Experience in taking backups and restorations and planning for disaster recovery. • Good understanding of firewall, network protocols, and enterprise security best practices.
6.	Desirable Experience, if any	• Experience with the administration of HPC Servers, Familiarity with Data Centre Activities
7.	Minimum and maximum Age prescribed	• Maximum age:40 years
8.	Monthly Salary Suggested (in INR)	• **Up to ₹80,000 per month (exact amount to be decided based on qualifications and experience)**

9.   Job Requirements / Description

1. Server Administration

- Installation, configuration, and maintenance of Windows and Linux-based servers.
- Configuration and management of open-source server monitoring tools and software such as LDAP, AD, DNS, DHCP, CloudPanel, Virtualmin, Web Server, Database Server, RADIUS, VoIP Server (FreePBX), IPAM, etc.
- Troubleshooting and resolving issues related to ERP hosting, web applications, and database performance tuning in coordination with web developers.
- Configure and maintain LDAP, or Active Directory for centralized user authentication and access control.
- Security management — monitoring enterprise security, configuring servers for compliance with institutional and cybersecurity policies.

2. Virtualization & Physical Infrastructure

- Installation and management of virtualization platforms and virtualized servers.
- Physical server setup, including RAID configuration and optimization for performance and redundancy.

3. Backup & Disaster Recovery

- Define and oversee the institute's backup and disaster recovery mechanism, ensuring alignment with data protection policies and institutional priorities.
- Implement backup mechanisms with regular validation of data integrity, perform backup audits, restoration drills, and offsite replication to ensure disaster recovery and business continuity.

4. System Monitoring & Automation

- Monitor system health and performance using monitoring tools to ensure high uptime and quick issue resolution.
- Implement scripting and automation (e.g., Bash, Python, Ansible) to streamline repetitive administrative tasks and optimize system performance.

10.	Period of Engagement	• Initially for 1 year, extendable based on performance
11.	Any other information	• Shortlisted candidates will be invited for an interview and technical skill test to assess their expertise in system administration. • Age, Education, Experience and other eligibility criteria can be relaxed, in case, if the candidate is found to be exceptionally good.

12.   Last date of advertisement: **March 31, 2026**